



MARK R. JOHNSON
Mayor

CITY OF COVINGTON

PLANNING AND ZONING OFFICE

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APPLICATION FOR ADMINISTRATIVE RESUBDIVISION

Property Owner(s) Date _____

Petitioner(s) Date _____

Name _____

Name _____

Mailing Address _____

Mailing Address _____

City _____ State _____ Zip _____

City _____ State _____ Zip _____

Phone _____ Fax _____

Phone _____ Fax _____

Email _____

Email _____

Owner's Signature *(I hereby certify that this petitioner has permission to apply for a resubdivision.)*

Petitioner's Signature *(I hereby certify all information submitted to the City of Covington is TRUE AND CORRECT. Failure to submit correct information may result in denial of petition.)*

REQUESTED RESUB CHANGE FROM LOTS: _____ TO: _____

LOCATION OF PROPERTY (GENERAL DESCRIPTION): _____

ZONING CLASSIFICATION: _____

PROPOSED USE: _____

CURRENT USE OF SITE: _____

SQUARE FEET OF EXISTING BUILDING: _____

NUMBER OF BUILDINGS: _____

NUMBER OF PROPOSED LOTS: _____

PROPOSED LOT SIZES: _____

APPLICANT MUST SUBMIT 1 COPY OF THE FOLLOWING DOCUMENTS:

(THESE DOCUMENTS MUST BE COLLATED AND STAPLED OR CLIPPED TOGETHER.)

- A signed statement verifying ownership of all property to be resubdivided, including the COB and folio of the acquisition document filed with the instrument number in the Clerk of Court's office;
- A copy of any covenants or restrictions which affect the property;
- A letter of request to resubdivide signed by the owner(s) stating the reason for the request;
- A check for the appropriate fee.

APPLICANT MUST SUBMIT 5 COPIES OF A PRELIMINARY PLAT CONTAINING THE FOLLOWING INFORMATION:

1. Name of owner(s) of property;
2. An accurate description of the property;
3. A vicinity map of one inch equals 500 feet;
4. North arrow and scale of plat with a maximum scale of one inch equals 100 feet;
5. All dimensions, bearings and corner markers;
6. All property as currently subdivided and how the property is to be subdivided with square footage and dimension of all such divisions;
7. Surveyor's certification, signature and seal;
8. All existing adjacent streets or alleys, the former right-of-way and the date and ordinance number of other revocation must be shown;
9. Location of all buildings, structures and setback requirements as required by the subdivision regulations and the comprehensive zoning ordinance, along with the current zoning of the property;
10. Place for the signature of the chairperson and/or vice chairperson of the Planning Commission and Clerk of Court, the date and filing number;
11. Identifying numbers for all property as currently divided and as to be subdivided. No new division of the property may be left unnumbered.

Planning Department Action on Administrative Subdivisions:

The Planning Director shall take action within 14 days of the filing of an application for subdivision by doing one of the following:

- a. Reject the application as incomplete.
- b. Decline to review the application administratively and advise the petitioner that it will be necessary to file for a major or minor subdivision.
- c. Grant the subdivision, forwarding it to the chairman of the Planning Commission for execution.
- d. Following approval of an administrative subdivision, the City shall file the plat with the St. Tammany Parish Clerk of Court.
- e. Appeal of Planning Department action on administrative subdivisions. The Planning Director shall have the authority to grant or deny final subdivision approval of administrative subdivisions and any other matters brought before him/her where his/her purview and jurisdiction prevails; however, any person claiming to be aggrieved by the decision of the Planning Director may appeal such decisions to the 22nd Judicial District Court for the Parish of St. Tammany.

The Filing Fee for an Administrative Resubdivision is as follows:

Resubdivision Fee	\$75 per acre or fraction thereof (max \$500)	\$ _____
Recordation Fee	(Actual cost charged by St. Tammany Parish Clerk of Court)	\$ _____
TOTAL FEES		\$ _____

PAID **DATE:** _____ / _____ / _____