



## MAJOR RE-SUBDIVISION STEPS

### PLANNING COMMISSION:

1. Signed application and survey plat plan (Plat plan needs line for Planning Chairman signature, Mayor Signature, a line stating “Acceptance of plat as presented by (*Name of Applicant*), line for applicant signature and date signed. If plat shows a right of way or road, it needs to indicate if that road or right of way is “Private” or “Public”.)
2. Run (1) Public Hearing Notice ad at least (10) days prior to meeting.
3. Post property at least (10) days prior to meeting.
4. After Planning Commission Meeting paperwork is submitted to Mayor Board of Aldermen.

### BOARD OF ALDERMEN:

1. Run (1) Public Hearing Notice prior to meeting.
2. If accepted, have Mayor Sign survey plat.
3. File signed copies at St. Tammany Parish Court house.
4. Mail “clocked” copy to property owner when it is returned from Courthouse.

**Note: Items 2-4 under Planning and items 1-4 under Board of Aldermen will be administered by the Office Staff of the Village of Folsom.**

