

MINOR RE-SUBDIVISION STEPS

PLANNING COMMISSION:

1. Signed application and survey plat plan (Plat plan needs lines for Planning Commission Chairman and Commissioners. Also needs 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, it needs to be indicated if it is "Private" or "Public".
2. Run 1 Public Notice ad (10 days prior to meeting)
3. Post property 10 days prior to meeting.
4. If accepted by Planning Commission, file signed copies at the Clerk of Court's Office.
5. Mail "clocked" copy to property owner when it is returned from Clerk's Office.

VILLAGE OF FOLSOM
P.O. BOX 609
FOLSOM, LA 70437
(985)796-5607

APPLICATION FOR MINOR SUBDIVISION APPROVAL

Date of Application: ____/____/____

Will you be applying for: ____ANNEXATION ____RE-ZONING ____VARIANCE

Name of Development (if applicable): _____

Existing Zoning: _____

Must attach current legal plat and description of property.

Intended Use: [] Single Family Residential [] Condominiums/Townhouse
[] Multi-Family [] Commercial
[] Industrial [] Other (explain): _____

Describe Intended Use: _____

Current Use of Land: _____

Property Owner(s) Name(s): _____

Mailing Address: _____
Street # or PO Box City State Zip

Property Owner Phone: () _____ FAX: () _____

Design Engineer or Surveyor: _____ Phone: () _____ FAX: () _____

Address: _____
Street # or PO Box City State Zip

List below names and addresses of adjacent (next to or directly across the street) property owners.

NORTH: _____ SOUTH: _____

EAST: _____ WEST: _____

NOTE: Ten (10) copies of the new survey plat shall be made part and submitted with the application.

Applicant's Signature: _____ Date: ____/____/____

Office Use Only

Fees for Application Review:

Number of Lots: _____

Total Amount: _____

Check # _____ Paid Cash _____ Receipt # _____ Date Paid ____/____/____

Planning Commission Approval Date: ____/____/____
