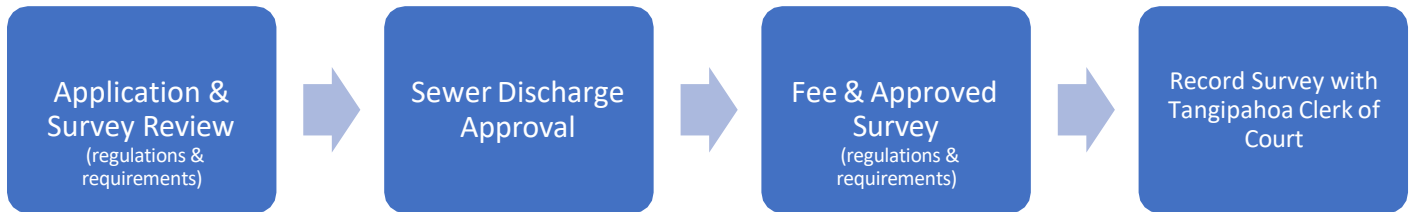


# Residential Minor Partition Procedures

(Mini Partitions, Small Partitions, Family Partitions)

## Section 36-89 thru 36-90



### Application Requirements

- \_\_\_\_\_ 1. Application
- \_\_\_\_\_ 2. Deed/Proof of Ownership  
\*\*\*IF property is in heirship, succession will be required to determine legal ownership
- \_\_\_\_\_ 3. Survey checklist
- \_\_\_\_\_ 4. Approved Sewer Discharge Verification
- \_\_\_\_\_ 5. Affidavit for Family Partitions

\*\*\*Planning Department has the right to ask for additional information

### Regulations for Mini Partition (2-4 lots)

#### **Sec: 36-90 (b) (1) Mini Partitions fronting on a public road**

- \_\_\_\_\_ 1) 125' min road frontage on an existing publicly maintained road (or exiting private road as recorded with parish 911 office prior to Jan. 23, 2023).
  - **Per section 36-90 (4) (a)** if all lots cannot achieve public road frontage, it is allowed to be divided with a 60' access servitude, min of three (3) acres, and max of two (2) lots fronting on the access servitude. Lots with access off servitude must have 125' frontage on said servitude.
- \_\_\_\_\_ 2) ½ acre min also being 21,780 sq feet.

#### **Sec: 36-90 (a) (4) (b) Mini Partitions fronting on a private road:**

Allowable divisions on a 60' private road:

- \_\_\_\_\_ **4-10 acres** may be divided into parcels with min 80,000 sq feet with each parcel having a min of 200' frontage on private road.
- \_\_\_\_\_ **10-20 acres** may be divided into parcels with min of 4 acres with each parcel having a min of 200' frontage on a private road. Max of 5 parcels allowed.
- \_\_\_\_\_ **20-35 acres** may be divided into parcels with a min of 5 acres with each parcel having a min of 250' frontage on a private road. Max of 7 parcels allowed.
- \_\_\_\_\_ **35-60 acres** may be divided into parcels with a min of 6 acres with each parcel having a min of 300' frontage on a private road. Max of 10 parcels allowed.
- \_\_\_\_\_ **60-or more acres** may be divided into parcels with a min of 10 acres with each parcel having a min of 400' frontage on a private road. Max of 10 parcels allowed.

## Regulations for Small Partition (5-8 lots) *On an existing publicly maintained road*

### **Sec: 36-90 (4) (c)**

- \_\_\_\_\_ 1) 125' min road frontage on an existing publicly maintained road (or existing private road as recorded with parish 911 office prior to Jan. 23, 2023). Creation of a new 60' right of way or private road for property division is NOT allowed.
- \_\_\_\_\_ 2) ½ acre min also being 21,780 sq feet
- \_\_\_\_\_ 3) Min of 5 lots, but no more than 8 lots to be created
- \_\_\_\_\_ 4) Wetland Determination by the Corp of Engineers
- \_\_\_\_\_ 5) Comprehensive Drainage plan
- \_\_\_\_\_ 6) Approval from Planning Dept and Parish Engineer

\*\*\*Private Small Partition-can be created on an existing private road as recorded with 911 and each lot consisting of 4 or more acres. Plat must state restrictions as in the gated and private communities' regulations.

## Regulations for Family Partition

**Sec: 36-90 (A)(d)** These divisions are intended to be divisions between family members as stated in this section.

- \_\_\_\_\_ 1) Notarized affidavit: Family members include ascendants and descendants of the first degree and siblings, including step and half-blood relation.
- \_\_\_\_\_ 2) Legal ownership documentation (Deed, Succession, etc)
- \_\_\_\_\_ 3) Min lot size and frontage requirements must follow **Sec. 36-90 (a)(1)(2) and (3)** being at least ½ acre and 21,780 sq feet with 125' frontage.
- \_\_\_\_\_ 4) 35' access and utility servitude is allowed with 125' frontage on servitude for each lot being created. 35' servitude must be connected to a public right of way. No extension of an existing servitude is allowed to create said division.
- \_\_\_\_\_ 5) Max number of lots is determined by the family partition division definition.
- \_\_\_\_\_ 6) Any future divisions beyond the max number of family members as defined shall Not be granted until 10 years has passed from the original approval. AND there shall be no transfers/sales/etc. of any family partition parcels with the first 10 years from the approval date.
- \_\_\_\_\_ 10) **Survey must have the following statements:**
  - a) "After the maximum property divisions have been given no further divisions are allowed within 10 years or until the servitude is brought up to Parish Road right of way standards".
  - b) "Any creation of an access servitude, private right of way will be noted as private and will not be maintained or accepted into the Parish maintenance system"
  - c) "There shall be no transfers/sales/etc. beyond the family partition definition and the notarized relationship affidavit before 10 years from the survey approval date."

## Requirements for all mini partitions

- \_\_\_\_\_ 1) Setbacks: Front 25'  
Side and Rear 10'
- \_\_\_\_\_ 2) Any structure within 10' of a property line must be shown with distance to closest property line.
- \_\_\_\_\_ 3) If a pond is located on property, it must follow setback requires set forth in **Section 36-222 Mining Operations b) Dirt Pit & Ponds 8) Special Regulations**
- \_\_\_\_\_ 4) Must meet all parish and state sewer requirements.
- \_\_\_\_\_ 5) Survey must include "After this property division no further division is allowed within 10 years or until the private road is upgraded to parish construction standards". If family partition is requested see other required survey statements within those regulations.
- \_\_\_\_\_ 6) At point of egress and ingress upon a public right of way must have the min average paved surface of 16'.

## Approval

- Sewer Discharge application can be emailed to: [clerks@tangipahoa.org](mailto:clerks@tangipahoa.org)
  - Copy of proposed survey
  - Copy of ownership/deed
- Surveys are encouraged to be emailed for review prior to approval to: [planning@tangipahoa.org](mailto:planning@tangipahoa.org)
  - Copy of proposed survey
  - Copy of ownership/deed
- Once all above items have been received and survey has been reviewed/approved, the Parish Planning Department keeps 1 copy of the survey and returns all other approved copies to applicant.
- Bring approved signed copy of survey to the Tangipahoa Clerk of Court for filing.

\*\*\*Please note the Parish regulations could change so it's imperative the survey gets recorded as soon as possible to ensure your approval will remain valid.

# Mini & Small Partition & Lot Line Revision & Family Partition Application



Check type of development applying for below:

Mini (2-4 lots)    Small Partition (5-8 lots)    Lot Line Revision    Family Partition

.....  
Please type or print all information below: An incomplete application will not be accepted:

**OWNER(s)**

**APPLICANT (if different from Owner)**

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ ST \_\_\_\_\_ ZIP \_\_\_\_\_

City: \_\_\_\_\_ ST \_\_\_\_\_ ZIP \_\_\_\_\_

Phone: C \_\_\_\_\_ Wk \_\_\_\_\_

Phone: C \_\_\_\_\_ Wk \_\_\_\_\_

Email: \_\_\_\_\_

Email: \_\_\_\_\_

.....  
**PROPERTY INFORMATION**

Location (Hwy/Rd) \_\_\_\_\_

City: \_\_\_\_\_ ST \_\_\_\_\_ Zip \_\_\_\_\_

Assessment: # \_\_\_\_\_ Acreage (total) \_\_\_\_\_ Lots: \_\_\_\_\_

Section (s) \_\_\_\_\_; Township: \_\_\_\_\_; Range: \_\_\_\_\_

.....  
**SURVEYOR or ENGINEER INFORMATION**

Company Name: \_\_\_\_\_

Engineer: \_\_\_\_\_ Surveyor: \_\_\_\_\_

Phone: Wk: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

*I am requesting approval of the development the above referenced parcel of property into **a development** as represented on the attached survey plat. I attest that all required minimum standards are met and information I have provided to be true and accurate. I certify that I am the legal owner of this property or have been designated by the owner, as per accompanying affidavit or contract, to make this request on owner's behalf.*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

Print name here if different than Owner: \_\_\_\_\_

Fee: \$200 + (\$50 x \_\_\_\_\_ lots/unit) = \$ \_\_\_\_\_ Paid by:  Cash  C/C  Check (#) \_\_\_\_\_

Lot Line Revision & Family Partition – NO FEE

.....  
**OFFICE USE ONLY:**

ACCEPTED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

DATE 1<sup>st</sup> REVIEWED BY TRC: \_\_\_\_\_

APPROVED BY: \_\_\_\_\_ TRC \_\_\_\_\_ PC APPROVAL DATE: \_\_\_\_\_

COMMENTS: \_\_\_\_\_ FEE: N/A



15485 CLUB DELUXE ROAD  
HAMMOND, LA 70403  
OFFICE: (985) 543-4175  
CLERKS@TANGIPAHOA.ORG

## SEWER DISCHARGE VERIFICATION

(As per Title 51, Chapter 13 of Louisiana State Sanitary Code)

Complete this form for **Administrative Approval of MINOR PARTITIONS**. *Email this form and a copy of the survey to [clerks@tangipahoa.org](mailto:clerks@tangipahoa.org)* for a site inspection. This must be approved **BEFORE** they surveys can be signed by the Planning Department.

\*\*\*\*Discharge location to be noted by the surveyor or noted by hand drawing. The discharge location should be clearly noted for inspector to locate in the field.

Partition name: \_\_\_\_\_ Date: \_\_\_\_\_

Circle type of partition: Mini; Small; Commercial; or Lot Line Amendment

Property address/road: \_\_\_\_\_ City: \_\_\_\_\_

Total acreage: \_\_\_\_\_ Total lots to be created/amended: \_\_\_\_\_

Directions to site:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Applicant's name: \_\_\_\_\_

Applicant's email: \_\_\_\_\_ Cell: \_\_\_\_\_

\*\*\*\*\*

**FOR OFFICE USE ONLY:**

Sanitarian verified by: \_\_\_\_\_ Date inspected: \_\_\_\_\_

Approved or  Denied – If denied, state reason below:

\_\_\_\_\_  
\_\_\_\_\_

Complete this section if resubmitted because application was originally denied-

Sanitarian verified by: \_\_\_\_\_ Date inspected: \_\_\_\_\_

Approved or  Denied – any additional comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Move here.*

## RS 33:5051

### CHAPTER 15. PROPERTY OWNERS

§5051. Platting land into squares or lots before sale; filing map of land; limitations on dedications

A. Whenever the owner of any real estate desires to lay off the same into squares or lots with streets or alleys between the squares or lots and with the intention of selling or offering for sale any of the squares or lots, he shall, before selling any square or lot or any portion of same:

(1) Cause the real estate to be surveyed and platted or subdivided by a licensed land surveyor into lots or blocks, or both, each designated by number.

(2) Set monuments at all of the corners of every lot and block thereof.

(3) Write the lot designation on the plat or map, and cause it to be made and filed in the office of the keeper of notarial records of the parish wherein the property is situated and copied into the conveyance record book of such parish, and a duplicate thereof filed with the assessor of the parish, a correct map of the real estate so divided.

B. The map referenced in Subsection A of this Section shall contain the following:

(1) The section, township, and range in which such real estate or subdivision thereof lies according to government survey.

(2) The dimensions of each square in feet, feet and inches, or meters.

(3) The designation of each lot or subdivision of a square and its dimensions in feet, feet and inches, or meters.

(4) The name of each street and alley and its length and width in feet, feet and inches, or meters.

(5) The name or number of each square or plat dedicated to public use.

(6) A certificate of the parish surveyor or any other licensed land surveyor of this state approving said map and stating that the same is in accordance with the provisions of this Section and with the laws and ordinances of the parish in which the property is situated.

(7) A formal dedication made by the owner or owners of the property or their duly authorized agent of all the streets, alleys, and public squares or plats shown on the map to public use.

C. Formal dedication of property as a road, street, alley, or cul-de-sac shall impose no responsibility on the political subdivision in which the property is located until:

(1) The dedication is formally and specifically accepted by the political subdivision through a written certification that the road, street, alley, or cul-de-sac is in compliance with all standards applicable to construction set forth in ordinances, regulations, and policies of the political subdivision, which certification may be made directly on the map which contains the dedication; or

(2) The road, street, alley, or cul-de-sac is maintained by the political subdivision.

Amended by Acts 1962, No. 34, §1. Acts 1988, No. 367, §1; Acts 1988, No. 510, §1; Acts 1995, No. 666, §2.