

**ADMINISTRATIVE APPROVAL FOR
RESUBDIVISION
CITY OF HARAHAH, LOUISIANA**

The following items must be submitted to the Regulatory Department when subdividing or re-subdividing property under the Administrative Approval Procedure in the City of Harahan.

- A **letter of transmittal**, addressed to the Mayor of the City of Harahan, 6437 Jefferson Highway, Harahan, Louisiana 70123, indicating the reason(s) for the proposed re-subdivision, the present and proposed use of the property, and the name, address and telephone number of the owner of the property to be subdivided. If applicant is different than property owner, the letter must show the name, address, and telephone number of the applicant, with a notarized statement from the property owner authorizing the applicant to represent the property owner in the re-subdivision request.
- A copy of the **property title** of ownership (or an **act of acquisition**)
- An original tracking of a re-subdivision survey (8 1/2" x 14") prepared by a registered land surveyor, within one year of the date of application, showing the property to be subdivided or re-subdivided. (See attached page for minimum contents required on survey.)
- An **affidavit** indicating the lots to be combined or re-subdivided which must be a legal lot(s) of record, will not conflict with any title restrictions or covenants presently recorded in the office of The Clerk of Court of the Parish of Jefferson.
The affidavit submitted must also include the following statement:
"I (We), as owner(s) of said property (**describe lot designations**), do hereby agree to indemnify and hold harmless The City of Harahan, it's officials, directors, employees and agents from any claim whatsoever resulting from title and/or ownership deficiencies in any part of the land included in this re-subdivision request." (See attached page)
- One **check** made payable to The City of Harahan in the amount of \$150.00.

QUALIFICATIONS FOR ADMINISTRATIVE RESUBDIVISON

1. The application must meet but is not limited to, all the requirements of the City of Harahan Ordinance #1610 (4-17-2008) qualifying portion attached.
 - a. Does not involve the creation of any new street or other public improvements or increase the number of lots of record.
 - b. Does not involve more than an acre of land or six lots of record.
 - c. Does not reduce a lot size below the minimum area or frontage requirements established by Ordinance #1333.
 - d. The application is not a private subdivision or limited access request.
 - e. Otherwise meets all the requirements of the subdivision regulations and zoning ordinances.

MINIMUM CONTENTS REQUIRED ON A SURVEY

1. Title of subdivision
2. Name of owner
3. Name, signature and certification seal of registered land surveyor
4. North point and scale
5. Boundaries of property (in heavy, solid lines)
6. Right of way lines of street with their names
7. Lines of adjoining street right of ways with their widths and names
8. Existing and proposed lot lines and lot designations
9. Square footage or acreage of each lot
10. Existing improvement(s) and use must be shown on each lot including all the setback dimensions
11. Distance to the nearest intersecting street
12. Location and names of watercourses abutting the property showing the water's edge, top of bank, toe of bank and their dimensions relative to the property lines. (if applicable)
13. Identification (by lot designation) and labeling of adjoining properties as "not-a-part" of the re-subdivision request.
14. Note the distance and location of the nearest fire hydrant(s) on the plan.

PLEASE NOTE

- * The following language and approval stamp must be on the plan for all administrative re-subdivisions.
- * The process time from submittal to recordation of the approved plan is usually four to six weeks.

**IMPORTANT: PLANS THAT OMIT ANY OF THESE REQUIREMENTS
(AS APPLICABLE) WILL BE RETURNED TO THE APPLICANT FOR
COMPLIANCE.**

ADMINISTRATIVE RESUBDIVISION APPROVAL

This plan has been reviewed by the Regulatory Director/City Planner and recommended for approval.

Director/Planner

Date

This re-subdivision is hereby approved by the Mayor as authorized by Ordinance #1610 adopted on April 17, 2008.

Mayor, City of Harahan

Date

Administrative Re-Subdivision # _____ Dated _____

SUBDIVIDED TO:

Lot _____ Square _____ Subdivision _____

The City of Harahan has not examined or reviewed the title of any portion of land shown and does not imply that the applicant(s)/owner(s) ownership is valid.

Sec. 86-26. Application and approval process for administrative resubdivision of land.

(a) *Administrative plat approval.* Notwithstanding other provisions of this chapter or other law to the contrary, the administrative procedures for approving or certifying certain plats involving minor modifications of existing parcels of land are hereby established. The categories of such modifications qualifying for such administrative approval or certification are:

- (1) The realignment or shifting of lot boundary lines, including removal, alignment, or shifting of interior lot boundary lines, or the redesignation of lot numbers provided the application meets the following requirements:
 - a. Does not involve the creation of any new street or public improvement, or increase the number of lots of record;
 - b. Does not involve more than an acre of land or six lots of record;
 - c. Does not reduce a lot size below the minimum area or frontage requirements established by ordinance;
 - d. The applicant is not a private subdivision or limited access request;
 - e. Otherwise meets all the requirements of the subdivision regulations.
- (2) Parcels of land where a portion has been expropriated or has been dedicated, sold, or otherwise transferred to the city, thereby leaving a severed portion of the original property which requires a redesignation of lot number and establishment of new lot boundary lines.

(b) All plats approved or certified by this administrative procedure shall designate such fact on the plats and the plats shall be recorded in the conveyance records of the parish. Any plat so approved shall have the same force and effect and legal status of a subdivision application approved by the established legislative process.

- (1) All plats submitted to the city planning office for administrative approval shall be accompanied by a fee of \$150.00. If an administrative subdivision is subject to full subdivision review after a determination by the mayor, normal subdivision fees shall then apply.
- (2) The plat shall include the name of the original subdivision; the parcels to be divided; old boundary lines and lot designations shaded and new boundary lines and lot designations in bold; the flood zone designation; all existing and proposed easements; vicinity map; property measurements/dimensions; signature block to include the authorized representative of the planning and zoning commission and the mayor; and verbiage stating that the plat is "The administrative resubdivision of lots into lots of the subdivision."

(Ord. No. 1610, § 1(exh. A, § 21.1.95), 4-17-2008)

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AFFIDAVIT

STATE OF LOUISIANA

PARISH OF JEFFERSON

BEFORE ME, the undersigned authority, duly commissioned and qualified in and for the State and Parish aforesaid,

PERSONALLY CAME AND APPEARED:

OWNER (S): _____

Who declared that, as owner (s) of the property described as (proposed) lot (s) _____ Square (s) _____ Subdivision _____ City of Harahan, Parish of Jefferson, State of Louisiana, do hereby declare that:

1. The property to be resubdivided (PLEASE CIRCLE ONE) **WILL / WILL NOT** Conflict with any title restrictions or covenants presently recorded in the Office of Clerk of Court of the Parish of Jefferson.
2. Affiants, as owner (s) of said property described above, do hereby agree to indemnify and hold harmless the City of Harahan, its officials, directors, employees and agents from any claim whatsoever resulting from title and /or ownership deficiencies in any part of land included in the in this resubdivision request.

(Owner (s) of Property

Sworn to and subscribed Before Me

This _____ day of _____, 20_____.

LETTER OF TRANSMITTAL

Date _____

Dear Mayor
6437 Jefferson Highway
Harahan, LA 70123

I / We are requesting administrative resubdivision as described herein.

Owner _____ Authorized Applicant _____
(if different Owner)

Address _____ Address _____

Telephone _____ Telephone _____

Property Description: Lot Number(s) _____ If Any Square _____

Current Address of Property to be Re-subdivide _____

Subdivision Name _____

Bounding Street _____, _____ and _____

Current Use _____
(Indicate all Improvements/use on Survey)

Proposed Use _____
(Is This a Change from current) Yes _____ No _____

Current Zoning Classification _____

Reason for Request _____

Number of Lots Proposed _____

Fronting Street: Improved _____ Unimproved _____

Signature: _____
(owner)