

**CITY OF THIBODAUX
DEPARTMENT OF PLANNING
(985) 446-7208**

**ADMINISTRATIVE RESUBDIVISION OF LAND
Checklist / Status Report**

I. GENERAL INFORMATION

Property Name: _____

Applicant/Agent: _____ Owner: _____

Address: _____ Address: _____

Telephone: _____ Telephone: _____

II. APPLICATION CHECKLIST

(Your Responsibility)

- 1) _____ Application
- 2) _____ Affidavit of Ownership
- 3) _____ \$50 Administrative Plat Fee made payable to the City of Thibodaux
- 4) _____ 1 mylar and 2 copies of Administrative Plat with the following information
 - a) Dimensions of lots being proposed
 - b) Flood Zone designation
 - c) Average natural ground elevation of parcels created
 - d) Any existing or proposed easements or servitudes
 - e) Vicinity Map
 - f) When the land being divided is being sold as a lot extension, a note must be placed on the plat stating that the lot extension can only be sold to an adjacent land owner
 - g) Signature Block:

III. STATUS REPORT

(Planning Department Responsibilities)

- 1) _____ Review plan for proposed division with Applicant
Date: _____
- 2) _____ Floodplain management review of proposed plans
Date: _____

Approved Administratively by City Zoning Administrator

Zoning Administrator

Date

Date of Administrative Plat Application _____ Date Completed _____