

# Houma-Terrebonne Regional Planning Commission

P.O. Box 1446, Houma, Louisiana 70361  
Phone (985) 873-6793 • Email: [htrpcinfo@tpcg.org](mailto:htrpcinfo@tpcg.org)

---

## Application Checklist

### Process B – Residential Building Parks (Conceptual & Preliminary, Engineering, & Final)

---

#### Conceptual & Preliminary Approval

- ☐ Application (with appropriate signatures) (*Application Revised 11/3/2021*)
- ☐ Certified Plats - 4 hard copies & electronic copy (*pdf file emailed or flash drive*)
- ☐ Appropriate Fees
  - Filing Fee - \$75.00
  - Certified mail notification (effective 7/13/2025) - \$10.44/each adjacent property owner (*abutting the development/sharing property lines*)
- ☐ Property Owners (within 250' radius of development)
  - Names & addresses in required electronic format (Microsoft Excel) depicting:
    - Certified mail notification to adjacent property owners (*abutting the development/sharing property lines*)
    - 1<sup>st</sup> class mail notification to remaining property owners
- ☐ Service Availability Letters
  - Department of Health / TPCG Pollution Control
  - Consolidated Waterworks District No. 1
  - Electric company
  - Gas company
  - Cable company
- ☐ Fire Hydrant Distance & Accessibility
- ☐ Land Use (depicted on plat)
- ☐ Structures & Servitudes (depicted on plat)

#### Engineering Approval

- ☐ Application (with property owner/agent signature) (*Application Revised 11/3/2021*)
- ☐ Layout Plans - 4 hard copies & electronic copy (*pdf file emailed or flash drive*)
- ☐ Construction & Specification Plans
  - (1) copy to Engineering Department
- ☐ Appropriate Fees – Filing Fee - \$860.00
  - rechecks to be billed at \$100.00/hour
- ☐ Drainage Calculations [in accordance with the Storm Drainage Design Manual (SDDM)]

#### Final Approval

- ☐ Application (with property owner/agent signature) (*Application Revised 11/3/2021*)
- ☐ Final Survey Plats - 4 hard copies & electronic copy (*pdf file emailed or flash drive*)
- ☐ Appropriate Fees
  - Filing Fees
    - 1<sup>st</sup> (5) spaces or less – \$50.00
    - (6) spaces or more – \$15.00/each additional space
  - \$50.00 minimum fee / \$1,000.00 maximum fee
- ☐ Engineer's Certification
  - The development was constructed in substantial conformance with the approved plans and specifications
- ☐ Land Use (*depicted on plat*)