

Houma-Terrebonne Regional Planning Commission

P.O. Box 1446, Houma, Louisiana 70361
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Application Checklist

Process C – Major Subdivision (Conceptual & Preliminary, Engineering, & Final)

Conceptual & Preliminary Approval

- ☐ Subdivision 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*)
 - 1st class mail notification to remaining property owners
- ☐ Service Availability Letters
 - Department of Health or TPCG Pollution Control
 - Consolidated Waterworks District No. 1
 - Entergy, SLECA, or City of Houma (electricity)
 - Gas company
 - Cable company
- ☐ Fire Hydrant Distance & Accessibility
- ☐ Minimum Lot Size Requirement
 - 6,000 sq. ft. – public or private sewerage disposal system
 - 12,000 sq. ft. – individual treatment plant
- ☐ 50' x 50' Box Requirement
- ☐ Land Use (*depicted on plat*)
- ☐ Structures & Servitudes (*depicted on plat*)

Engineering Approval

Planning Commission

- ☐ Subdivision Application (with property owner/agent signature) (*Application Revised 11/3/2021*)
- ☐ Layout Plans - 4 hard copies & electronic copy (*pdf file emailed or flash drive*)
- ☐ Appropriate Fees – Filing Fee - \$860.00
 - rechecks to be billed at \$100.00/hour

Engineering Division

- ☐ 1 hard copy and a digital copy of Construction Plans, Specifications, and the Plat
- ☐ Drainage Calculations [in accordance with the Storm Drainage Design Manual (SDDM)]
- ☐ Storm Water Pollution Prevention Plan [in accordance with TPCG Code of Ordinances, Section 22-351 Storm Water Pollution Prevention Plan (SWPPP)]

Pollution Control (if using public sewer)

- ☐ 1 hard copy and a digital copy of Construction Plans and Specifications

Final Approval

Planning Commission

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

Engineering Division

- ☐ 1 hard copy and a digital copy of Record Drawings and the Final Plat
- ☐ CAD file of the subdivision
- ☐ Engineer's Certification
 - that the subdivision was constructed in substantial conformance with the approved plans & specifications

Pollution Control (if using public sewer)

- ☐ 1 hard copy and a digital copy of the Final Plat and sewer record drawings
- ☐ Sewer Connection Charge Agreement

*Revised 11/3/2021
Edit 7/16/2025*