

# Houma-Terrebonne Regional Planning Commission

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## Application Checklist

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

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#### 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 1/24/2021) - \$7.33/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*)