



# Subdivision

Subdivision has to do with the ownership of property in tracts, parcels, or lots. Any change to the boundary of a tract, parcel, or lot must be approved by the City of Slidell through the subdivision process. Types of changes that require subdivision include:

- Combining two or more existing lots into one or more lots
- Dividing a lot into two or more lots
- Changing the lot line between existing lots without changing the number of lots
- Designating a new lot out of land that has not been designated
- Creating a new “subdivision” with new streets and infrastructure

## I need to subdivide my property. Where do I start?

Consult with a planner in the Planning Department to discuss your proposal. All subdivision of property must conform to zoning, subdivision, floodplain, and other regulations. The planner will discuss those regulations with you and make a preliminary determination of whether your proposed subdivision meets the requirements. The planner will also determine if your subdivision can be approved administratively or if it must be approved by the Planning Commission.

## How do I apply for a subdivision of my property?

Consult with a planner and complete an Application for Subdivision. The application must include a certified and accurate survey of your property; see the back of the Subdivision application for a list of items that must be shown on the survey. The application fee is \$35; if your subdivision is a major subdivision, you must also pay for advertising.

## Major subdivision? Administrative approval?

Yes, there are two subdivision approval processes in Slidell:

**Administrative subdivisions.** These can be approved by the Planning Director and are always a *final plat*. A subdivision can be approved administratively if it involves:

- The realignment or shifting of lot boundary lines of *residentially zoned* property only, including removal, alignment, or shifting of interior lot lines, or the redesignation of lot numbers, and the proposed subdivision meets all the requirements of the City of Slidell and does not:
  - Involve the creation of any new street or public improvement;
  - Increase the number of lots of record;
  - Involve more than five lots of record;
  - Involve more than one acre; or
  - Reduce a lot size below the minimum zoning requirements
- Parcels of land where a portion has been transferred to the city leaving a severed portion of the original property which requires a redesignation of lot number and establishment of new lot lines

**Major subdivisions.** Any subdivision that is not administrative is a major subdivision. A major subdivision can be a *preliminary plat*, a *final plat*, or a *preliminary/final plat*.

Major subdivisions must be approved by the Planning Commission. The Planning Department will review the application and make a technical recommendation. The subdivision request will go to at least two meetings of the Planning Commission – first to be introduced and then for a public hearing and decision. The process generally takes at least two months from the time a complete subdivision application, with attachments, is received by the Planning Department.

## What are final plats and preliminary plats?

A **final plat** is “a map of a land subdivision prepared in a form suitable for filing of record with necessary affidavits, dedications and acceptances, and with complete bearings and dimensions of all lines defining lots and blocks, streets, alleys, public areas, and other dimensions of land.”<sup>1</sup> The final plat is recorded with the St. Tammany Clerk of Court and establishes legal parcels of land.

A **preliminary plat** is “a map of a proposed land subdivision showing the character and proposed layout of the tract in sufficient detail to indicate the suitability of the proposed subdivision of land.”<sup>2</sup> The preliminary plat does not establish legal parcels of land. It gives a developer assurance that the proposed subdivision is acceptable to the City and allows the developer to proceed with construction drawings for subdivision improvements.

When a major subdivision does not involve any improvements, the preliminary and final plats are the same and can be processed as one application.

## My preliminary plat has been approved! What now?

You may prepare detailed construction drawings of all improvements to be made in the subdivision and submit those drawings to the City Engineer. After the City Engineer approves the drawings, you can either install all improvements or post a surety for their completion. After construction is complete and accepted or a surety is posted, you may apply for a final plat.

**BE AWARE!** The approval of the preliminary plat will lapse in two years unless a final plat is submitted. The Planning Commission may grant an extension of time.

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<sup>1</sup> Sec. 2.222 of Appendix B of the City of Slidell Code of Ordinances.

## My final plat has been approved! What now?

You will need to submit to the Planning Department 10 true paper copies of the final plat signed by the owner of the property along with a check to pay for recordation and an AutoCAD or ArcGIS file of the final plat. The Planning Department will get all other required signatures on the copies of the plat and will record it with the St. Tammany Clerk of Court. The Planning Department will return two copies of the recorded plat to you.

## How would I know if a property near me is proposed to be subdivided?

Applications for **administrative subdivisions** are not advertised and are not subject to public comment. All applications for **major subdivisions** must be advertised. A notice will be published in the St. Tammany Farmer.

## I want to show my support or opposition to a proposed major subdivision. How do I do that?

- You may send your comments to the Planning Commission via email, fax, or mail; care of the Planning Department.
- You may attend the Planning Commission's public hearing for the proposed subdivision; go to [myslidell.com/planning/planning-and-zoning](http://myslidell.com/planning/planning-and-zoning) for information about Planning Commission meetings.

## Where can I find information about my property?

The St. Tammany Clerk of Court maintains property records. Go to [www.sttammanyclerk.org/departments/land-records](http://www.sttammanyclerk.org/departments/land-records) or call (985) 809-8710. You can also find some parcel information through the St. Tammany Parish Assessor's Office at [stpao.org](http://stpao.org) where you can either “Check Your Assessment” or use their “GIS Parcel Viewer.”

<sup>2</sup> Sec. 2.223 of Appendix B of the City of Slidell Code of Ordinances.