



APPLICATION
FOR
RESUBDIVISION

FOR OFFICE USE ONLY

Introduced on: _____
Adopted on: _____
District No. ____, Councilman _____
Certified mail cost \$6.59 x ____: \$ _____
(Non-Refundable) fee \$ 300.00
TOTAL DUE: \$ _____

I AM REQUESTING A RESUBDIVISION ORDINANCE FOR: (PLEASE PRINT) DATE: _____

Address of property
to be resubdivided: _____ 7005 _____

From: Current

Legal Description: _____
Lot(s) Square Subdivision

To: Proposed

Legal Description: _____
Lot(s) Square Subdivision

Applicant's
Name: _____ Contact
Phone No. _____

Applicant(s)
Address: _____ E-Mail _____

Owner of
Record: _____ Contact
Phone No. _____

Owner's
Address: _____ E-Mail _____

Give brief explanation /
reason for resubdivision: _____

FOR OFFICE USE ONLY:

SPECIAL REQUIREMENTS:	REQUIRED (Yes or No)	Date	DATE COMPLETED	DATE NOT COMPLETED
Plot Plan / Survey (Current)				
Notarized Affidavit				
Applicable Certified letters (\$6.59 each)				
Address area posted				
Review by City Engineer				
Ordinance drafted				

APPROVED FOR PRESENTATION

Approval of Planning & Zoning Official

Review and approval date

REMARKS:

I AFFIRM THAT THE INFORMATION GIVEN IN
THIS APPLICATION TO BE TRUE & CORRECT
(PLEASE SIGN AND DATE BELOW)

Signature of Applicant/Owner of Record

PRINT YOUR NAME

Title

Dated

NOTE: Please read & follow instruction sheet attached.

Procedures for a resubdivision request:

[Please read & follow instructions below]

***** PLEASE contact your Council District person first. (See telephone numbers below)

- 1. The applicant and/or owner of record must complete the Resubdivision application, sign and date application (bottom.)
- 2. An affidavit listing the names of adjacent property owners and property owners within 100-feet on both sides of the street from the subject property, must be submitted by the applicant as part of the resubdivision request process.
- 3. Completed resubdivision application, survey/plan, affidavit form and draft resubdivision ordinance (attached) (optional) must be submitted to the Planning & Zoning Official for placement on the next scheduled regular meeting agenda.

IMPORTANT: Current original certified sepia/vellum tracing of the resubdivision survey/plan. (Prepared by a land surveyor) within the plan of resubdivision is to read as follows: (Show bordered information below to Surveyor)

(This boxed information below MUST appear within the survey prepared by surveyor of choice.)

Approved by the Mayor and City Council of the City of Gretna, LA

Ordinance No. _____ Mayor

Date Adopted: _____ Burk-Kleinpeter, Inc., City Engineer

- 4. One (1) original sepia and five (5) extra copies (8-1/2”x14”) legal size of the resubdivision survey/plan is to be retained by the city for distribution to appropriate departments and applicant when approved/adopted.
- 5. **Three-Hundred (\$300.00) dollars** non-refundable fee/charge payable to the **CITY OF GRETNA** to cover cost of publication and recordation of ordinance with the Clerk of Court of Jefferson Parish Mortgage & Conveyances Office. **NOTE:** Applicant pays additional certified mail cost, to notify adjacent property owners (\$6.59 per address).
- 6. Application for Resubdivision, Draft Ordinance and Survey of Plan and receipt of payment to be submitted to the City Clerk’s Office at least ten (10) working days BEFORE/PRIOR to the meeting of the Council. This process is for review and gives the Planning/Zoning Officer, City Attorney and City Engineer the opportunity to review said resubdivision request. Said request is placed on the next meeting Agenda for introduction only. The applicant/owner of record should attend the public hearing meeting (adoption month) (see #8); however, the City Clerk should be advised if applicant would not be able to attend the public hearing meeting.
- 7. The City Engineer reviews the plan of the survey; his signature on the sepia is required (After final **adoption/approval** of said resubdivision ordinance).
- 8. Ordinance is **introduced** at one meeting (per law effective since January 1, 1986); the preamble/title is published in the official journal; placed on the Agenda for **adoption** at the following month’s meeting of the City Council for a public hearing prior to adoption. (Example: Introduced at January’s meeting, adopted at February’s meeting).
- 9. Upon adoption, the ordinance is processed and recorded with the Clerk of Court of Jefferson Parish, Mortgages and Conveyances Office. A cover letter, true copy of the ordinance with copy of survey, is mailed to addresses provided in application to applicant/owner and to the land surveyor within ten (10) working days after recordation of the ordinance.

PLANNING & ZONING OFFICIAL	CITY CLERK	CITY ATTORNEY	CITY ENGINEER
Azalea M. Roussell 740 2nd Street Gretna, LA 70053-5829 Phone: (504) 363-1505 Fax: (504) 363-1509	Norma J. Cruz 740 2nd Street Gretna, LA 70053-5829 Phone: (504) 227-7614 Fax: (504) 363-1574	Mark C. Morgan 230 Huey P. Long Avenue Gretna, LA 70053-5816 Phone: (504) 309-5064	David E. Boyd, P.E. Burk-Kleinpeter, Inc. P. O. Box 19087 New Orleans, LA 70179-0087 Phone: (504) 486-5901 Fax: (504) 483-6228

****PLEASE NOTE:** Council Regular meetings are held on the 2nd **Wednesday** of every month at Gretna City Hall, 740 2nd Street, (Council Chambers, 2nd floor), at **5:30 p.m.** (See below courtesy boxes for information.)

2017 Legislative Calendar (per Ord. #4756 Adopted 12-14-16)
January 11, 2017
February 8, 2017
March 8, 2017
March 22, 2017 Capital Projects Review
April 12, 2017
May 10, 2017
June 14 2017
July 12, 2017
August 9, 2017
August 23, 2017 Capital Outlay Review
September 13, 2017
October 11, 2017
November 8, 2017
December 13, 2017

Councilman Rau **363-1504** (at Large)
Councilman Crosby **363-1504** (District 1)
Councilman Hinyub **363-1504** (District 2)
Councilman Miller **329-2984** (District 3)
Councilman Berthelot **931-9836** (District 4)