



RESUBDIVISION REQUEST APPLICATION

FOR OFFICE USE ONLY

Introduced: _____
 Adopted: _____
 District No. ____, Councilman _____
 Certified mail cost \$6.70 x ____: \$ _____
 (Non-Refundable) fee \$ 300.00
TOTAL DUE: \$ _____

(PLEASE PRINT)

REQUESTING A RESUBDIVISION ORDINANCE FOR: DATE: _____

Address of property
 To be resubdivided: _____ **7005** _____

From: Current/Old
 Legal Description: _____
Lot(s) Square Subdivision

To: Proposed/New
 Legal Description: _____
Lot(s) Square Subdivision

 Name of Applicant (_____) _____ @
Contact Phone No. E-mail (if any)

Address of Applicant: Street City State Zip Code

 Name of Owner of Record (_____) _____ @
Contact Phone No. E-mail (if any)

Address of Owner of Record: Street City State Zip Code

Brief explanation /reason
for resubdivision request: _____

FOR OFFICE USE ONLY:

SPECIAL REQUIREMENTS:	REQUIRED	DATE	DATE	DATE
	(Yes or No)	Date	COMPLETED	COMPLETED
Ordinance drafted				
Plot Plan / Survey (Current)				
Applicable Certified letters (\$6.70 each)				
Address area posted (After Introduction)				
Reviewed by City Engineer				

REVIEWED FOR PRESENTATION

 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 and/or Owner of Record

 PRINT NAME

 Title

 Dated

NOTE: Please read & follow instruction on sheet attached.

Procedures for a resubdivision request:

(Please read & follow instructions below)

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

1. The applicant and/or owner must complete the Resubdivision application, sign and date application (bottom.)
(FYI: You may find legal description of your property on your property tax bill.)
2. Completed resubdivision application, survey/plan, affidavit form and draft resubdivision ordinance (attached) (optional) must be submitted to the Planning & Zoning Office 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 below↓: (Show bordered information below to Surveyor)

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

<u>Approved by the Mayor and City Council of the City of Gretna, LA</u>	
Ordinance No. _____	_____
	Mayor
Date Adopted: _____	_____
	Burk-Kleinpeter, Inc., City Engineer

3. **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.
4. **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 (\$6.70 per address).
5. 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 Council meeting. This process is for review and gives the Planning/Zoning Officer, City Attorney and City Engineer the opportunity to review the 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 #7); however, the Zoning Official should be advised if applicant would not be able to attend the public hearing meeting.
6. The City Engineer reviews the plan of the survey; his signature on the sepia is required (After final **adoption/approval** of said resubdivision ordinance).
7. 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).
8. Once adopted, the ordinance is processed and recorded with the Jefferson Parish Clerk of Court, Mortgages and Conveyances Office. A cover letter, true copy of the ordinance and 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.)

2018 Legislative Calendar
January 10, 2018
February 14, 2018
March 14, 2018
April 11, 2018
May 9, 2018
June 13 2018
July 11, 2018
August 8, 2018
September 12, 2018
October 10, 2018
November 14, 2018
December 12, 2018

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)

Resubdivision ordinance request (DRAFT).

On motion by **Councilman** _____ and seconded by **Councilman** _____, the following ordinance was introduced:

ORDINANCE NO.

An ordinance approving the resubdivision of Lot(s) _____, **Square** _____, _____ **Subdivision, Gretna, La, INTO Lot(s)** _____, **Square** _____, _____ **Subdivision, all as per the plan of survey and resubdivision by** _____ **dated** _____.

Municipal Address: _____

WHEREAS, _____ is/are the owner(s) of Lot(s) _____, Square _____, _____ Subdivision, Gretna, Louisiana; and

WHEREAS, the aforesaid owner(s) has/have resubdivided Lot(s) _____, Square _____, _____ **Subdivision, City of Gretna, Parish of Jefferson, State of Louisiana INTO Lot(s)** _____, **Square** _____, _____ **Subdivision, all as per the plan of survey and resubdivision by** _____, **dated** _____, and desires approval of the same, all in accordance with ordinances relative to the same.

NOW, THEREFORE, BE IT ORDAINED by the City Council, acting as legislative authority for the City of Gretna, that:

SECTION I: That the plan of resubdivision of Lot(s) _____, Square _____, _____ **Subdivision, City of Gretna, Parish of Jefferson, State of Louisiana INTO Lot(s)** _____, **Square** _____, _____ **Subdivision, all as per the plan of survey and resubdivision by** _____, **dated** _____, be and the same is hereby approved.

SECTION II: The Mayor of the City of Gretna be and is hereby authorized, empowered and directed to sign and execute all acts, plans and documents necessary and proper in the premises to give full force and effect to this ordinance.

Provided that a majority of the City Council has voted in favor of this ordinance, this ordinance shall have the full force and effect of law at midnight on the tenth day following the Clerk's presentment of the same to the Mayor, in accordance with Louisiana Revised Statutes 33:406(c)(2) unless the Mayor returns the same, unsigned, to the Clerk during that ten-day period.

This ordinance having been submitted to a vote, the vote thereon was as follows:

Yeas:

Nays:

Absent:

ADOPTED:

APPROVED:

**CITY CLERK
CITY OF GRETNA**

**MAYOR
CITY OF GRETNA**

Ordinance presented to the Mayor on

Ordinance returned from the Mayor on

CITY CLERK

CITY CLERK