

PARISH OF ASCENSION
OFFICE OF PLANNING AND DEVELOPMENT
PLANNING DEPARTMENT



SUBDIVISION APPLICATION TRACKING CHECKLIST

*Preliminary and Finals shall be submitted in electronic format (complete packet) to the Planning Secretary.
*Payment and original Affidavit of Mortgage Declaration must be received by our department prior to application being reviewed.

Subdivision Name: _____

Project Number: _____

A. Major/Minor Subdivision - Preliminary Plat:

- | | |
|--|---|
| <input type="checkbox"/> Subdivision Application form | <input type="checkbox"/> Proposed Wetlands Delineation or Jurisdictional Wetlands Determination |
| <input type="checkbox"/> Plat for Review | <input type="checkbox"/> Drainage Impact Study |
| <input type="checkbox"/> Plat Review Submittal Checklist | <input type="checkbox"/> Traffic Impact Study |
| <input type="checkbox"/> Major Subdivision Checklist | <input type="checkbox"/> Application Fees |
| <input type="checkbox"/> Adjacent Property Owner's Form, Including Addresses and Lot Numbers | |

B. Major/Minor Subdivision - Final Plat:

- Subdivision Application form
- Final Plat for Review
- Plat Review Submittal Checklist
- Affidavit of Mortgage Declaration

C. Family Partition:

- Subdivision Application form
- Plat for Review
- Plat Review Submittal Checklist
- Adjacent Property Owner's Form, Including Addresses and Lot Numbers
- Affidavit of Mortgage Declaration
- Affidavit of Transfer to Designated Family Member

D. Simple Division:

- Subdivision Application form
- Final Plat for Review
- Plat Review Submittal Checklist
- Affidavit of Mortgage Declaration