



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 St. George 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 & Zoning Department to discuss your proposal. All subdivision of property must conform to zoning, subdivision, floodplain, stormwater, and other regulations. The planner will discuss these 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 plat of the property to be subdivided; see the Checklist for Subdivision for a list of items that must be shown on the plat. A plat is usually prepared by a surveyor at the applicant's expense. The application must also include proof that you own the property and applicable fees.

What is the subdivision approval process?

There are two subdivision approval processes in St. George:

Minor subdivisions are those that meet all the following criteria:

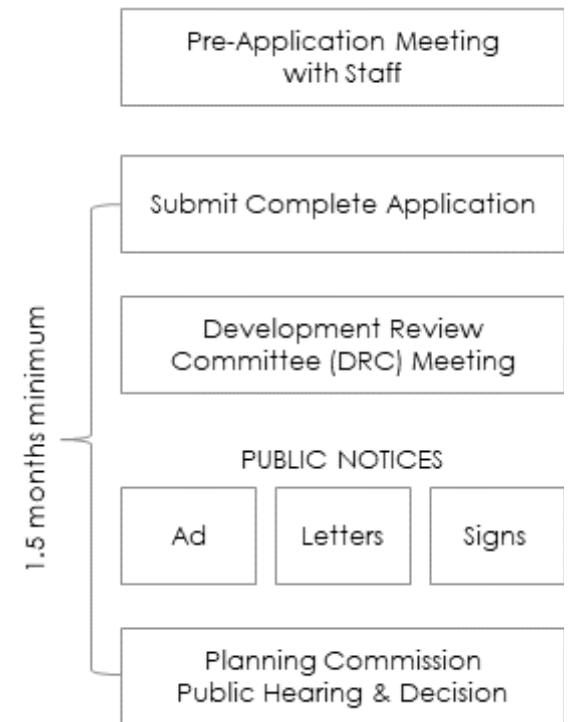
- No more than two acres of land;
- No more than five lots;
- No dedication or revocation of public right-of-way or private access servitude (may involve utility servitudes);
- No creation of any public improvement, or public or private street; and
- Meets all development regulations and may not request a variance to lot area or width.

If a subdivision meets all these criteria, it can be approved by the Planning Director and is always a *final plat*.

Major subdivisions are any that are not minor. There can be up to three phases of approval:

- Concept plan
- Preliminary plat
- Final plat

A major subdivision *concept plan* or *preliminary plat* must be approved by the Planning Commission with the process shown at right. A major subdivision *final plat* may be approved by the Planning Director.



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What is a final plat, preliminary plat, and concept plan?

A **final plat** is a certified and accurate survey of all property involved in the subdivision that legally establishes all properties, rights-of-way, and servitudes. It must be recorded with the East Baton Rouge Parish Clerk of Court after approval by the City of St. George.

A **preliminary plat** is a map that shows a proposed subdivision with enough information to determine if it meets all development regulations and may be tentatively approved. 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, such as new streets, the preliminary and final plats are the same and can be processed as one application.

A **concept plan** illustrates, at a conceptual level, the land uses, development intensities, and street layouts of a potential subdivision. It does not show lots or other details found on a preliminary plat. It is required for major subdivisions that will be developed in multiple phases or of contiguous land under common ownership.

My preliminary plat has been approved! Now what?

You may prepare construction drawings of all improvements to be made in the subdivision or a phase of the subdivision. After the City approves the drawings, you can either begin installing all improvements or post a surety for their completion within one year. After construction of all improvements is complete and accepted, you may apply for a final plat. Approval of the preliminary plat will lapse in three years if a final plat is not submitted.

NOTE: The information in this brochure is provided as a convenience. Consult the City of St. George Unified Development Code.



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My final plat has been approved! Now what?

You must record the final plat with the Clerk of Court for it to be effective. To do this:

- Print at least four (4) copies of the approved final plat.
- Get all signatures on all copies, except for City signatures.
- Bring all signed copies to the Municipal Services Center.
- Email a CAD file of the subdivision to the City planner.
- The City will get City signatures and notify you when the signed copies are ready for pick up. The City will retain two copies.
- Bring the two signed copies to the East Baton Rouge Parish Clerk of Court. Record one. Have the other copy certified.
- Return the certified copy to the City.

How would I know if a property near me is being subdivided?

Applications for **minor subdivisions** are not advertised and are not subject to public comment. Applications for **major subdivisions** are advertised with a sign on the property, letters sent to owners of property located within 300 feet, and an ad in the Advocate.

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

- Send your comments to the Planning Commission, care of the Planning & Zoning Department, at planning@stgeorgela.gov or 11207 Proverbs Ave, St. George, LA 70816
- You may attend the Planning Commission's public hearing for the proposed subdivision; ask a planner or go to stgeorgela.gov for information about Planning Commission meetings.

Where can I find information about my property?

The East Baton Rouge Parish Clerk of Court maintains property records. Go to ebrclerkofcourt.org/recording or call 225-389-3985. You can also find some parcel information through the East Baton Rouge Parish Assessor's Office at ebrpa.org.

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