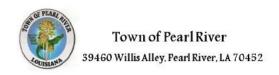


<u>Town Clerk Subdividing of Property Application Checklist</u> (Town Use Only)

1. Town Clerk Office Presents to Applicant:		
☐ Subdividing of Property Application Form (1 page)		
☐ Street Zoning List (1 page)		
☐ District Zoning Sheets for R-1, R-1-A, R-3, B-2, M-1, and M-2 (6 pages)		
 2. Town Clerk Office Receives from the Applicant: Completed Application Form (1 page) Statement of "no objection" from three (3) neighbors in close proximity Copy of documents showing "proof of ownership" of property Copy of legal survey of property, including map and description 		
3. Town Clerk's Office □ Verify Street Zoning on Application □ Stamp received date		
4. Town Clerk Office Contacts Pearl River Planning Commission □ Notify Chairperson □ Provide copies of completed packet		
 5. Public Hearing When notified by Planning Chairperson of Public Hearing date and time, Town Clerk Office publishes in official journal 10 days in advance of hearing Town Clerk Office posts Public Hearing agenda at least 24 hours in advance of hearing 		
6. Upon approval by Council, Town Clerk Office collects fee, and issues permit		
Name of Applicant: Date Received from Applicant:		
Date Notified Planning Chairperson: Date of Public Hearing:		
Date Presented to Town Council:		
Decision of Council:		
Date Permit Issued: Permit #:		
Fee Collected: \$		

Updated 01/21/2016



Subdividing of Property Permit Application

Application is hereby made to the Town of Pearl River, Louisiana Planning and Zoning Commission for Subdividing a Property (requires Public Hearing)

Applicant Information		
Name:		
Address:		
Phone number(s):		
Applicant Signature:	Date:	
Property Information		
Address of Property to be subdivided:		
Address of Property to be subdivided: Current zoning (see street zoning list):	(example: R-1; R-1-A; R-3; etc.)	
Reason for subdividing property:		
Attach the following documents to completed applica	tion:	
Statement of "no objection" from three (3) neighbors in close proximity		
Copy of documents showing "proof of ownership" of property		
Copy of legal survey of property, including map and description		
Turn in application package to: Town of Pearl River, 39460 Willis Alley, Pearl River, LA 70452		
The applicant or legal representative must be present at the Planning Commission meeting or the application will be tabled. The Planning Commission meets the first and third Tuesdays of the month at 7:00 pm, at the Pearl River Town Hall.		
The applicant must post a sign on the property stating the date and time of the Public Hearing.		