



Town of Pearl River

39460 Willis Alley, Pearl River, LA 70452

**Town Clerk Subdividing of Property Application Checklist**

**(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



**Town of Pearl River**

39460 Willis Alley, Pearl River, LA 70452

**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: \_\_\_\_\_

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 application:**

- 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.