

Subdivision Plat Checklist

File # _____ Date _____ Applicant: _____ Owner: _____
Contact #: _____ Email: _____ Fee: \$50 or \$100 (cc/check/cash)
Primary checker: _____ P&Z Agenda _____ Council Agenda _____ Admin _____

Preliminary Checklist can be found in Chapter 111-113 of the Subdivision Ordinance

- If developer is a councilperson, a letter of no objection/notice from Ethics Board is required.
- Administrative Plat 111-115(f) 105-2(b)
- Single Family residence per lot 105-5
- 20 Acres exempt from dev. requirements 105-38/105-2
- Minor Subdivision Section 105-7
- 5 Acres or more but less than 20 (requires Utilities/hydrant in 800ft, 101-1/105-40(6) (7)
- Exchange of adjacent property 111-115(f)(1&2)
- Zoned AG, does this subdivision require rezoning? Can only remain AG if lot is 22,500 sqft+.

Acre =43,560 sf 5280 = Mile, .517=22,500sf, Arpent = .85 acre = 36,864sf

- Subdivision size (lots) _____ Acres _____ Zoning _____ Flood Zone _____ Class of Survey **A B C D**
- Is rezoning required? **Residential lots over 22,500sqft are allowed to remain AG. Anything less HAS to be rezoned.** If so, reference of rezoning application # _____
- Public Sewer / Communal Sewer / Private Sewer (ditch discharge?)

➤ **Final Plat Points Checklist: 111-115 to be approved by Commission & Council**

(No ad or public hearing necessary if no changes fee is \$50 for no substantial changes)

➤ **Construction Plans are due within 90 days of preliminary plat approval**

Section 105-40 (8) *you will need a digital copy of property lines, and property corners. It will need to be done in a projection known as. State Plane, Geographic Coordinates, or UTM. West Baton Rouge will not require edge-of-pavement as-built data as of 8/27/14-WGS84 format to the Assessor's office and a PDF version for the Planning and Development office and GIS files (shapefile or geodatabase feature class) is preferred, but AutoCAD or Microstation file will work as long as it is projected for the WBR Utility department. Forward these digital copies to Adrian.Genre@wbrCouncil.org & Chris.guerin@wbrassessor.org**

(Required email from the WBR Utility dept & the Assessor's Office stating that they have received the electronic documents they require.)

- **Developer registered with Revenue Department** (Office Policy is that all Persons and businesses are compliant with all Parish Offices. Also see 111-113(e)(3) developers name on plat and RS:47:359(J) 341(A), Sec 50-12& 13 Occupational license

➤ **MAJOR SUBDIVISIONS**

- **Maintenance Agreement (enacts the Bond should it be needed)**
- **One year Maintenance Bond in house date _____ 105-36(4) & 105-40 (l)(10% of Construction Cost) the Bond acts as the Maintenance agreement for parish approved subdivisions) *For full blown subdivisions***
- **Surety Bond for Construction in house, if applicable date _____ (if subdivision is incomplete)**
- **All fees been paid? Adrian _____ John _____ Dane _____**
- **Lifetime Maintenance Agreement on Privately Maintained Infrastructure in-house or notated on Final Plat.**
- **105-39 Notation on Final Plat: Specific amenities shall not be maintained by the parish government.**
- **Are all lots numbered and listed in description**
- **Engineers signature and Seal**
- **Owners address and signature**

- **All WAIVERS listed on plat and dated with date granted _____ 20% reduction of equiivent standard is all that can be requested as a Waver, unless receiving a 2/3 vote from Commission and Council. Sec. 111-116 4/2016 Fire Hydrant waver given only with ok with a letter from the Fire Department. Allowed ONLY, block length, side streets, lot sizes, frontage and yard setbacks.**

- **Location and description of permanent monuments and (only in flood zone areas) bench marks. 105-40 (2)**
- **Deed restrictions for new Subdivision & Minors (for Residential Single Family 1,2,&3 and R-M)**
- **Contours at one-foot interval elevations (existing/finished) 111-115(g)(14) 104-66**
- **RLU agreement in-house from electric company? For Residential Subdivisions only. The Parish takes Commercial and industrial into the Parish system.**

➤ **Statements/General Notes/ Subdivision Article II Section 105 minimum design standards**

- **Note All submittals to DHH are to be handled thru developer's engineer. The WBR Utility Department requires a copy of the approved construction plans AND the DHH approval. AS BUILT digital file are to be submitted to the WBR Utility Dept and Infrastructure has to be installed before a Final Plat will be signed. Notation requested by the utility dept. 5/10/2012**
- **If developing lots on an existing road, digital Line data will be required for Assessor and Utility offices.**
- **In all subdivisions, regardless of public or private infrastructure, all drainage servitudes for the Parish must clearly be labeled as dedicated to the Parish. Notation requested by the administration 6/20/2011**
- **Location of fire hydrants in 800ft intervals /1000ft minor 105-6 & 105-40 Including 10 acre rule tracts**
- **Legal Description Correct? Lots listed, subdivision identified and or named, Owner listed with address.**
- **Zoning Designation(s) shown. _____ zoning setbacks requirements shown? _____ 111-115**
- **Location & size of existing utilities shown, fire hydrants. 105-39(b)**
- **location of existing and platted property lines, streets, buildings, watercourses, railroads, sewers, bridges, culverts, drainpipes, water mains, any public utility easements, both on the land subdivided and on the adjoining land as applicable; 111-113(a)(3) also Drains, ditches, canals, and servitudes shown 105-39**
- **All streets named & approved 111-115 contact the 911 office for street name approvals 346-1577**
- **Adjoining Subdivisions named 111-115**
- **Names and addresses of all adjacent property owners shown 111-115 also a requirement of LAPELS**
- **Vicinity Map, plat dated with Surveyor's certification, signature and seal**
- **Space for signatures and date for Planning Commission Chairman and Parish President**
- **Flag Lots are to have 50ft road frontage, additional 20' utility servitude, be w/n 800 of a Fire Hydrant to the primary structure, no other flag lot w/n 1000ft, no family member can have another Flag Lot for 2yrs / 4" aggregate. ONLY the flag portion may be utilized when considering for calculations of Square footage. 101-1 If Fire Hydrant not within 800 ft, language in 14pt bold stating that FH will be installed before any building permit will be issued. Have owner sign.**

Checklist for : _____

- **Single-family lot minimum size**, Single Family Lot shall have 22,500 sq. ft. and 105-5 & 105-38(1)
- Dead End Street not extending beyond 500' 105-36(d) not applicable with Minor Subdivisions
- Block length not extending beyond 800' 105-37 not applicable with Minor Subdivisions
- Cul-de-sac dimensions shown 62'/drive 47' radius. **T-turn allowed only in Minor Subdivision. No coding for Bulb-outs or round-bouts, however these elements will be scrutinized during the construction phase and referred to with ASHTO.**
- Cross Streets shall extend to property boundary 105-36(a) not applicable with Minor Subdivisions **(In cases where the developer does not own the property to which the "cross-street" is intended to connect, then there shall be no waivers granted for the mandatory paving of required blocks/"cross-streets."**
- Size of streets conformity 105-36 (80' major subdivision/60' standard subdivision)21-43(c)(1)50' curb & gutter (30' minor subdivision)
- Existing & proposed buildings shown
- Waivers needed? Listed on plat? 111-115(14)_____
- Utilities Servitude for lots being created? 105-39(b) 15' standard / 20' minor subdivision/ 20ft for Flag Lot

➤ **Improvements 105- 40 (addresses construction, inspection and parish acceptance)**

- Statement of Sewer Disposal 105-40 (4)(b)
- Statement of water supply
- Culvert Notation –on Final plat if not Curb & Gutter 105-40 (5)(b)
- Infrastructure statement
- Dedication Note if applicable
- Show the Location of fire hydrants (for new subdivisions the requirement is 800ft intervals for lots except Minors which allow 1000ft from far structure 105-40 6&7 (see additional language for Flag Lot if not w/n 800ft.)
- Show the Location of street lights (for new subdivision, the requirement is 200ft 105-40(g)200')
- Sewer and Drainage Servitudes for lots being created or existing? 105-40(B)
- Sidewalk and Curb and Gutter required for R-SF-1 Developments 105-40
- **Detention/Retention Ponds & Lakes Note required regarding private ownership and maintenance of lake/pond and lake/pond shoreline.**

ZONING 104 - SITE PLAN 106

- Property zoned _____
- Buffer requirements against residential district or residential zoned property? Side _____ Rear _____
- Greenbelt requirements against residential property? 10ft front, 5ft side
- Does property conform to zoning requirements? Lot size _____ acres or sq ft.
Set Backs? front _____ side _____ rear _____ Min. dimensions _____
- Advertisement (must run at least 5days prior to public hearing) Date _____
- Administratively signed date _____
- Preliminary Plat to Commission date _____ Final Plat to Commission date _____
- Preliminary Plat to Council date _____ Final Plat to Council date _____

➤ **Comments from Department heads:**

~Adrian Genre/Utilities-Date: _____ No concern// _____

~John Andre/Roads-Date: _____ No concern// _____

~Dane Aucoin/Drainage-Date: _____ No concern// _____

~Kevin Durbin/Public Works Director-Date: _____ No concern// _____

~Fire Chief -Date: _____ No concern// _____

{Lisa/Deano/Anthony} Emailed plat date: _____

{Surveyor} Emailed punch list date: _____