

Subdivision Plat Checklist

File # _____ CHECKLIST FOR: _____ Date _____
Fee \$ _____ Primary checker: _____ P&Z Agenda _____ Council Agenda _____ Admin _____

Preliminary Checklist can be found in Chapter 111-113 of the Subdivision Ordinance
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 10 Acres or more but less than 20 (requires Utilities & hydrant in 800ft Exchange of adjacent property 111-115(f)(1&2) intervals) 101-1/105-40(6)(7)
If Zoned AG, does this subdivision require rezoning? Can only remain AG if each lot is 4 acres or more 1/22/2016
Acre =43,560 sf 5280 = Mile, .517=22,500sf, Arpent = .85 acre = 36,864sf

- o Ethics Letter Signed?
- o Subdivision size (lots) _____ Acres _____ Zoning _____ Flood Zone _____ Class of Survey A B C D
- o Is rezoning required? **Residential lots over 4 acres are allowed to remain AG. Anything else HAS to be rezoned.** If so, reference of rezoning application # _____
- o Public Sewer / Private Sewer / Individual Sewer (ditch discharge?)
- o Mortgage purposes only statement (if applicable) NOT A BUILDING SITE

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 Plan are due within 90 days of preliminary plat approval
- ◆ **RS 33:113 Planning commission has 60 days to approve or disapprove, otherwise it shall be automatically approved.**

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 Pam.keowen@wbrCouncil.org and Chris.querin@wbrassessor.org.**
Required email from the WBR Utility dept. and the Assessor's Office stating that they have received the electronic documents they require.

- ◆ Developer registered with Revenue Department
- ◆ Maintenance Agreement (enacts the Bond should it be needed)
- ◆ One year Maintenance Bond in house date _____ 105-36(4) & 105-40 (I)(10% of Construction Cost (the Bond acts as the Maintenance agreement for parish approved subdivisions)
- ◆ Surety Bond for Construction in house, if applicable date _____ (if subdivision is incomplete)
- ◆ All fees been paid? Turf _____ Phillip _____ Steve _____ 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 Wavers listed on plat and dated with date granted _____ **20% reduction of equiivent standard is all that can be requested as a Waiver, 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 Residential Single Family 1,2,&3)
- ◆ 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.
- ◆ **Minor Subdivisions: 105-7** Street Sign _____ End of Public Maintenance sign _____ T-Turnaround 120 x 30 _____ Road Bed (30ft) 20ft wide 4inches thick _____ Apron in place 22'x50' _____ Fire Hydrants w/n 1000' _____ Utility Servitude in addition to _____ In the title, list as a **Minor Subdivision AS Built** _____ Drainage ditches if necessary _____ No more than 6 lots _____ title label it as a **MINOR SUBDIVISION** Building setbacks are 25' front and street side, 10' side and rear, shown or notated
Is Developer registered with the Revenue Dept.

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 not developing complete but 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 must clearly be labeled as dedicated to the Parish. Notation requested by the administration 6/20/2011**
- Location of fire hydrants 800ft intervals /1000ft 105-6 & 105-40 Including **10 acre rule tracts**
- Legal Description Correct?
- Zoning Designation shown. _____ zoning setbacks requirements shown? _____ 111-115
- Location & size of existing utilities shown 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 adjacent property owners shown 111-115 also a requirement of LAPELS
- Vicinity Map dated with Surveyor's certification, signature and seal
- Space for signatures and date for Planning Comm. 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 for 2yrs / 4" aggregate. **ONLY** the flag portion may be utilized when considering for cacluations. 101-1(
- **Single-family lot** shall have 22,500 sq ft and _____ ft of road frontage 105-5 (See zoning code for road frontage)
- **Lots minimum size**, shall have 22,500 sq ft and 125ft at the building set back line 105-5 & 105-38(1)
- Dead End Street not extending beyond 500' 105-36(d) not applicable with Minor Subdivisions

Checklists for _____

- Blocks 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/60' minor)21-43(c)(1)50' curb & gutter (30' minor)
- Existing & proposed buildings shown
- Wavers needed? Listed on plat? **111-115(14)**_____
- Utilities Servitude for lots being created? **105-39(b)** 15' standard / 20' minor subdivision

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
- Location of fire hydrant (800ft intervals) for 10 acre lots **105-40 6&7**
- Location of street lights **105-40(g)200'**
- Sewer and Drainage Servitudes for lots being created?**105-40(B)**
- Sidewalk required for R-SF-1 Development **105-40(h)** Curb and Gutter required for R-SF-1 Development **105-40**
- **Detention/Retention Ponds & Lakes Note required regarding private ownership and maintenance of lake/pond and lake/pond shoreline and that City Parish**

Property in a Flood Zone Code 105- 40 (family partitions –this is not required)

o BFE Located in Flood Zone____ **105-40 (2)** Elevation Shown____
 Permanent Marker shown **105-40 (2)** For all subdivisions in a flood zone, regardless of the number of lots created, a permanent benchmark illustrating the base flood elevation (BFE) shall be accessibly placed, the elevation of which shall be based on gulf level datum as determined by the U.S. Geological Survey, and accurately noted on the subdivision final plat. Such permanent benchmarks shall be deemed to be concrete with a minimum dimension of four inches extending a minimum of two feet below the ground line.

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 _____ sq ft.
 Set Backs? front _____ side _____ rear _____ Min. dimensions _____

MINOR SUBDIVISIONS: 105-7

- Minor Subdivision: - Date of Rezoning to Minor _____
- Minor Subdivision: - Show all lots in minor Subdivision (to verify only a total of 6 lots) **and** list the total number of lots in the title of the Minor Subdivision.
- Minor Subdivision:- **BUYER BEWARE STATEMENT (14pt bold)**
- Minor Subdivision: - No future resubdivision statement **(14pt bold)**
- Minor Subdivision - Signed Affidavit on file with OCD and Clerk of Court at the time of a building permit.
- Minor Subdivision – show placement and size of utilities.
- Minor Subdivision – Permanently maintained ditch to handle effluent form individual Sewer
- Minor Subdivision – Private Servitude Passage of Parish Vehicles Notation
- Minor Subdivision – cul-de sac/T-turnaround shown with dimensions 105-36(d) 30' x 120' only allowed in Minor Subdivisions 25" radii **(105-36)**
- Minor Subdivision – Hard surface Apron shown with dimensions 50' X 22'
- Minor Subdivision – Road right of way 30ft/ road bed 20ft wide-4" deep
- **As-Builts turned into Utility Department a digital copy of property lines, property corners and edge-of-pavement as-built data. It will need to be done in a known projection, e.g. State Plane, Geographic Coordinates, or UTM as of 8/27/14**
- Dedicated to parish / approved private covenant(on file w/OCPD)
- If Wavers are needed, Plat is required a Public Hearing before the Council date _____
- **Final** Plat of Minor Subdivision- **before signed** – Inspected and signed off by all supervisory parties.
- 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:

Pam Keowen/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 e-mailed _____ Street Names approved/unacceptable Surveyor _____ Fax # _____

E-mailed @ _____