FINAL Review Checklist

Name of Development – Circle type of Development - Sub, Apts, TH, MHP

Plat page -

- Plans drawn to a scale of minimum 200' per inch with North Point and date.
- Plans state: FINAL
- Type of development stated on plat
- Subdivision name and street names (911 approved).
- Vicinity map of area showing proposed location of site. Map must show highways, railroads, rivers and nearest incorporated area. Scale of 1”=1 mile covering 48 square miles.
- Name and address of owner/developer & Name, address and seal of engineer/seal of surveyor.
- Total number of acres.
- Total number of lots/units with each lot/unit numbered and typical diagram for lot setbacks.
- A layout of typical diagrams for street sections.
- Names of adjoining subdivisions.
- Names and addresses of adjacent landowners as they appear in the parish assessor’s records.
- Complete legal description of development including section, township and range, boundaries of property, boundaries of incorporated areas or other established districts, ditches, water courses and any other features physical conditions.
- All proposed future phases must be shown.
- FIRM map information; zone, panel number and date (Base Flood if in A or AE) and Wetlands.
- Greenspace: Sub with 50 lots/20 acres - 15% of the total acreage; Apts 10% total acres.
- Subdivisions: Total square footage and lot dimensions shown on each lot.

Additional Pages -

- If individual sewer, show effluent discharge into a public maintained ditch or lateral.
- If community water and/or sewage, a layout of proposed location of mains, wells, treatment facilities, tanks, size and type with water mains, culverts and other underground structures within the tract.
- Schedule of all cross-drain and driveway culverts, showing culvert size, and designed flow-line elevation.
- Proposed location, names and widths of street right-of-ways, easements and servitudes.
- All hard surfaced, dead-end streets greater than 500ft will end in a cul-de-sac or T-turn. Cul-de-sac minimum ROW diameter of 120ft and a minimum roadway surface of a 100ft.
- Location, name and right of way widths and easements of existing streets.
- Streets that are going to remain private or gated communities must be stated on plat.
- Lot dimensions shown on each lot and are in compliance with regulations.
- Total square footage is shown on each lot and is in compliance with regulations.
- Greenspace: Subdivisions with 50 lots or 20 acres or more - 15% of the total acreage
- Signature lines for: Community Development Rep, Parish President, Parish Engineer, Planning Commission Chairman, Building Official, Director of Public Works, Developer and if applicable, Drainage District, Sewer District and Water District Representatives.
- Topography: Contours, Flood boundaries and wetlands
- A layout of street sections, entrance, and Cul-de-sac that includes ROW, location and type of drainage;
- Provide a typical diagram width, depth and type of base; width, thickness and type of pavement and location of utilities. Open ditch: 60' row, 20' hard surface, Curb and Gutter: 50' row

Additional documents needed & must be turned in by meeting deadlines:

- LDH/ Louisiana Department of Health Letter for sewer
- DOTD State Highway Permit, if fronting a state Highway OR within ¼ mile of a State Hwy
- Letter from 911 Office with assigned Street # for each Lot
- Fire Marshall and/or Fire Dept Letter
- Wetlands JD and Project Number with Permit, if impacting Wetlands
- Storm Water Pollution Prevention Plan (SWPPP)
- Fees

Comments:

Members Present:

- Bridget Bailey, Com Dev Director
- Kiley Bates, Engineer
- Lauren Brinkman, FPA
- Dennis Crocker, Fire District Admin
- Taylor Addison, PC Secretary
- Wesley Danna, Roads Inspector
- Russell Johnson, PE
- Nic LeBlanc, CBO
- Tom Fagan, LDH
- Jason Hood, Sewerage District

Date of TRC: 12.18.2019