

DATE RECEIVED BY POLICE JURY: \_\_\_\_\_ RECEIVED BY: \_\_\_\_\_

PUBLIC HEARING DATE: \_\_\_\_\_ PRELIMINARY APPROVAL DATE: \_\_\_\_\_

TYPE OF DEVELOPMENT: \_\_\_\_\_

**ASSUMPTION PARISH SUBDIVISION PRELIMINARY PLAT APPLICATION**

APPLICANT/DEVELOPER'S NAME \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

TELEPHONE NUMBER(S) \_\_\_\_\_

OWNER'S NAME \_\_\_\_\_

OWNER'S MAILING ADDRESS \_\_\_\_\_

OWNER'S TELEPHONE NUMBER(s) \_\_\_\_\_

**NOTE:** If the applicant is not the owner, the applicant must provide written documentation of the owner's authorization to act on the owner's behalf.

**PROPOSED DEVELOPMENT NAME** \_\_\_\_\_

Physical Address: \_\_\_\_\_

Acres \_\_\_\_\_ Number of New Lots or Rental Spaces \_\_\_\_\_ Flood Zone: \_\_\_\_\_ FIRM Panel No. \_\_\_\_\_

Is any part of the property known or suspected to be a wetland? \_\_\_Yes \_\_\_No

**FILING FEES:**

- 1. Development of less than 20 lots \$500.00
- 2. Development of 20 or more lots \$500.00 plus \$50.00 per lot not to exceed \$1,000.00
- 3. Minor Subdivisions \$300.00

Attach check or money order in the amount. \$ \_\_\_\_\_

Project Engineer/Surveyor \_\_\_\_\_

Mailing Address \_\_\_\_\_

Telephone Number \_\_\_\_\_ Louisiana License Number \_\_\_\_\_

**Are there any known problems, hazards or irregularities of property?** \_\_\_ No \_\_\_ Yes (Attach explanation)

**Are there any unusual improvements to be installed?** \_\_\_\_\_

**Will this be a phased development and if so how any phases are anticipated?** \_\_\_\_\_

I certify that to the best of my knowledge the information presented herein is accurate and current as of the submission date. I understand that approval of the preliminary plans does constitute acceptance of the subdivision.

\_\_\_\_\_  
Owner/Applicant Signature

\_\_\_\_\_  
Date

## **INFORMATION TO BE SUBMITTED WITH PRELIMINARY PLAT APPLICATION**

**In addition to information requested on the attached form, please provide three (3) copies of the following items unless noted otherwise.**

A. Adjacent Property Owners: Provide a list of all immediately adjacent property owners, including their addresses, as the names appear in the files of the Parish Assessor. This would include all property owners who share a common boundary with the proposed subdivision.

B. Property Titles: Three copies of the property titles and legal descriptions of the property.

C. Soil Test Reports: The owner and/or developer must submit with the preliminary plat the soil test reports from a certified testing lab which were the basis for the road base and surface design.

D. Utility Agreements: The owner and/or developer must submit with the preliminary plat letters or service agreements from appropriate utility providers confirming the availability and adequate capacity for public or private utilities including gas, water, electricity, sewer and telephone. The letter should indicate that the particular utility provider has the capacity to serve all of the proposed development and that it intends to provide service in accordance with its own regulations.

- 1) The owner and/or developer must submit with the preliminary plat a letter or document from the State Department of Health giving permission to develop the land as proposed and indicating the minimum size lot that will be required for the approved sewerage plan.

E. Preliminary Plat: Four (4) copies of a plat is to be prepared by a Louisiana registered land surveyor or registered engineer at a scale not more than 1"=100' on sheets 24" by 36" in size. If the project owner/developer wants more than one signed copy, additional copies must be submitted. The plat must show the following items.

- 1) Names of the subdivision and all new streets as approved by the Police Jury.
- 2) A vicinity map, the date of the map and approximate true north point and the map scale.
- 3) The location of the property to be developed by section, township and range, and municipal limits and/or parish boundaries which touch or are across from (divided by street or drainage canal) the proposed subdivision.
  - a. Location of property with respect to surrounding property and streets, the names of all adjoining property owners of record, or the names of adjoining development and the names of adjoining streets.
  - b. The location and dimensions of all boundary lines of the property to be expressed in feet and decimals of a foot.
- 4) Location of existing streets, rights-of-way, easements, water bodies, bayous and canals, and other pertinent features such as swamps, railroads, buildings, parks, cemeteries, drainage ditches and bridges, culverts, and recorded rights of way and servitudes which are on, adjacent to, or across from the proposed subdivision.

- a. The location, width, base material, wearing surface, and right of ways for all existing and proposed streets, rights-of-way, alleys, and other public ways, easements, and proposed building set-back lines.
  - b. The location and dimensions, of all property proposed to be set aside for park or playground use, or other public or private reservation, with designation of the purpose thereof, and dedication or reservation.
- 5) A proposed drainage plan with arrows showing the direction of flow, estimate runoff in cfs, all proposed culverts, pump mechanics and outfall ditches or canals to remove water away from the development. If required, the developer will provide the information for surrounding drainage areas in order to evaluate the impact of the new development on the existing drainage system.
- 6) The location, dimension and area of all proposed and existing lots.
- a. All lots in each block should be consecutively numbered.
  - b. Outlets shall be lettered in alphabetical order within each block.
  - c. The blocks numbered additions to the subdivision bearing the same name shall be numbered or lettered consecutively through the several additions.
  - d. Indication of the use of any lot. Blocks shall be consecutively number or lettered in alphabetical order.
  - e. The elevation of the final grade of the center of each lot relative to mean sea level.
- 7) Sufficient data acceptable to the Police Jury to readily determine the location, bearing, and length of all lines, and to reproduce such lines upon the ground; and the location of all proposed monuments.
- 8) The topography of land within one (1) foot contours using U.S.C. & G.S. Datum.
- 9) Flood zone boundaries and the flood hazard rating of each flood zone (as establishes by the Federal Insurance Administration and as determined by the Assumption Parish Floodplain Manager and the expected elevation of the one hundred (100) year flood.
- 10) Each plat must be signed by the owner and provision made for endorsements by the Police Jury as follows.

PRELIMINARY APPROVAL:	
OWNER	DATE
APPROVED BY THE ASSUMPTION PARISH POLICE JURY	
DATE OF APPROVAL: _____	
ROAD AND BRIDGES SUPERINTENDENT	
PARISH ENGINEER	