

## **SUBDIVISION PLAT CHECKLIST**

**Subdivision Name: \_**

**Land Surveyor: \_**

**Owner/Developer: \_**

**Date Submitted: \_**

The following information shall be include on the plat:

The plat shall be drawn at a scale of one inch equals two hundred (200) feet or larger, prepared on sheets measuring ten (10) inches by fourteen (14) inches, or as appropriate.

**A (a) Title:**

**1** Title or name under which the proposed subdivision is to be recorded.

**2** Location of the property to be subdivided.

**3** Name of the owner or owners and/or subdivider, address and signature.

**4** Name of the engineer, architect, if any, who is platting the tract

**5** A statement by a surveyor licensed to practice in the State of Louisiana to the effect that the plat is based upon an actual survey made by him and that the distances, courses, and angles and all other survey information are shown correctly, and that he has fully complied with the provision of the Revised Statues 33:5051, et seq., and regulations governing platting.

**6** Engineer's or land surveyor's seal.

**B (b) Boundary lines and existing improvements:**

**1** Width and names of streets adjoining the subdivision

**2** Section, township, and range in which the property is located.

**3** Indication of incorporated areas.

**4** Sewer districts.

**5** Zoning districts

**6** School districts

**7** Other legally established districts

**8** Watercourses

**9** Drainage ditches

**10** Wooded area and other features within the area to be subdivided.

**11** Same facts regarding adjacent property when applicable to the property being subdivided.

**C** *(c) Adjoining property:*

**1** Names of all adjoining subdivisions

**2** Names and mailing addresses of record owners of adjoining tracts of unsubdivided land

**3** Drainage plan prepared by an engineer licensed to practice in the State of Louisiana stating

\_\_\_\_\_ structures which will be installed or constructed by the developer

\_\_\_\_\_ what, if any, effect the drainage of the proposed development will have on the adjoining property

**D** *(d) Features of proposed subdivisions:*

**1** Proposed location

**2** The outer boundary lines with accurate distances, angles, or true bearings, if available. The exact location and width of all streets, alleys, roads or highways of the tract being divided.

**3** All curve data and the lengths of all arcs, radii, internal angles, points of curvature, length and bearings of tangents

**4** All dimensions, both linear and angular, necessary for determining the exact boundary of all lots in the subdivision

**5** Any other necessary descriptions of lots

**6** All existing or proposed easements, servitudes or rights-of-way

**7** Location and dimensions of existing buildings, if any

**8** Subdivider's from building lines with proposed setbacks

**E** *(e) Public utilities:*

Location of all existing and proposed public utilities including:

**1** storm and sanitary sewers

**2** water

**3** gas

**4** power lines

5 \_\_\_\_\_ fire hydrants

**F (f) Streets:**

1 \_\_\_\_\_ Existing or proposed streets, alleys and ways, together with their names and widths.

2 \_\_\_\_\_ any available contour map where terrain might affect location of street

3 \_\_\_\_\_ *Tacit or Formal dedication*

4 \_\_\_\_\_ For subdivisions that include the provision of streets, a developer must have such improvements in place prior to the filing of the subdivision plat or the developer may post a bond for the cost \_\_\_\_\_ of installing such improvements.

5 If a bond is posted, the developer can file the plat with the following statement which will actually go on the plat:

“Formal dedication of property as a road, street, alley or cul-de-sac shall impose no responsibility on the political subdivision in which the property is located until the dedication is formally and specifically accepted by the political subdivision through written certification that the road, street, alley or cul-de-sac is in compliance with all regulations applicable to construction set forth in ordinances, regulations, and policies of the political subdivision.”

**G (g) Special use areas:**

1 \_\_\_\_\_ Location and size of proposed parks, playgrounds, church or school sites, or other special uses of land to be considered for dedication or sale for public use and of all property that may be \_\_\_\_\_ designated by deed and covenants for the common use of the property owner in the subdivision.

2 (h) *North point, graphic scale and date.*

(i) Additions

3 \_\_\_\_\_ Soils statement

4 \_\_\_\_\_ Wetlands

5 \_\_\_\_\_ Bond for other utilities

6 \_\_\_\_\_ A statement of dedication, signed by the owner, shall be provided for all the rights-of-ways or servitudes that are being granted to the public for the use of streets, utilities, drainage, sewerage \_\_\_\_\_ disposal, or other public purposes in the general interest of the public.

**SERVITUDE DEDICATION**

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me, the undersigned authority, a Notary Public and the undersigned competent witnesses, personally came and appeared (Name of Owners) who declared that (he, she, or they) (is/are) the (Owner/Owners) of

the tract of land shown herein and that (he, she, or they) do hereby dedicate and appropriate for the public use the (servitudes, right-of-way, or both) shown herein for the construction, installation and maintenance of utility and/or drainage improvements for the perpetual use of the public.

(Owner/Owners) provide required spaces for each signature

Witness Witness

\_\_\_\_\_

#### NOTARY PUBLIC

**7** \_\_\_\_\_ When servitudes or rights-of-way are granted to the public, an attorney's certification shall accompany the subdivision linen indicating that the individuals listed in the dedication statement are ALL of the property owners of the property being subdivided.

**8** \_\_\_\_\_ The following statement shall appear on the linen:

“No trees, shrubs, or plants may be planted nor shall any building, fence, structure or improvements be constructed or installed within or over any right-of-way or servitude, so as to prevent or unreasonably interfere with any purpose for which the right-of-way or servitude was granted.”

**9** \_\_\_\_\_ If only servitudes are dedicated then the right-of-way comments shall not appear or if only right-of-ways are granted then the servitude portions shall not appear.

**10** \_\_\_\_\_ Where a sewerage treatment plant, lift station, or oxidation pond is to be provided by the developer, the area to be used for this purpose shall be dedicated by the owner to the appropriate jurisdiction and shall be separated from any other lot or building site. (Alexandria only)

**11** \_\_\_\_\_ Statement shall be shown indicating that the property lies or does not lie within the 100 year flood plain in accordance with the May 15, 1985 Flood Insurance Rate Map. If the tract does lie within, then that area shall be so designated and shaded, unless the entire subdivision lies within the 100 year flood plain.

**12** \_\_\_\_\_ If any street, drive, walk, etc. is private, they shall so be designated.

**13** \_\_\_\_\_ A place shall be provide for the approval and signature of the following, noting the acceptance of the plat, along with a date beside the parties signature.

A. City of Alexandria

1. The Chairman of the Rapides Area Planning Commission
2. The Mayor of the City of Alexandria
3. The City of Alexandria Planning Director

B. City of Pineville

1. The Chairman of the Rapides Area Planning Commission
2. The Mayor of the City of Pineville
3. The City Engineer

C. Unincorporated Areas

1. The Chairman of the Rapides Area Planning Commission
2. The Secretary/Treasurer
3. The Parish Public Works Director

D. Village of Woodworth

1. The Chairman of the Rapides Area Planning Commission
2. The Mayor
3. Village Engineer

**H** *Vicinity Map*

Location map shall show the relationship of the proposed subdivision to existing community facilities which serve or influence it, and shall include

- 1\_\_\_\_ development name and location
- 2\_\_\_\_ main traffic arteries both existing and proposed
- 3\_\_\_\_ public transportation lines
- 4\_\_\_\_ shopping centers
- 5\_\_\_\_ elementary and high schools
- 6\_\_\_\_ parks and playgrounds
- 7\_\_\_\_ principal places of employment
- 8\_\_\_\_ other community features, such as:
- 9\_\_\_\_ railroad stations
- 10\_\_\_\_ airports
- 11\_\_\_\_ hospitals
- 12\_\_\_\_ churches
- 13\_\_\_\_ title scale
- 14\_\_\_\_ north arrow

15 \_\_\_\_ date

**I Supplemental Information**

**An Engineering CADD (.dwg) file is a requirement only if:**

1. the subdivision is in phases or any additional phases are being submitted to a previous filing.
2. The subdivision is in excess of 15 lots

Otherwise we will be able to use the preliminary layout upon submittal. If you have any questions you can email the GIS department and send complex layouts to: [subdivision@rapc.info](mailto:subdivision@rapc.info).

be sure to visit the new web site [www.rapc.info](http://www.rapc.info)