

# RAPIDES AREA PLANNING COMMISSION

## MEMORANDUM

**TO:** Area Developers  
**FROM:** Matt Johns, Interim Director, RAPC  
**SUBJECT:** Subdivision and/or Development Review Process

1. All Applications for subdivision and/or development review are due **no later** than the third Friday of the month. This development application will not be reviewed if the utility letters and wetland applications are not submitted with the packet.
2. One copy of the Assessor's map must be submitted with all applications showing the adjoining property owners within 100' of the development.
3. All fees associated with the review must be paid in full prior to the STAR Committee in which approval or disapproval is to be granted. (See attached fee schedule)
4. Louisiana Statue requires that the developer or subdivider provide notification of the development to area residents. The following must be completed:
  - a. Notify all property owners within one hundred (100) feet of the proposed project by certified mail. This will be done by the staff of RAPC prior to the Planning Commission's meeting. **The cost of the certified mailing will be billed to the developer.**
  - b. The RAPC Agenda will be advertised in the Alexandria Daily Town Talk three (3) times within eight (8) days of the Planning Commission meeting. This will be done by the RAPC Staff.
5. The meetings involved are as follows:
  - a. Subdivision Technical Advisory Review Committee (STAR) will meet on the **2<sup>nd</sup> Tuesday** of each month, RAPC office, 9:00am.
  - b. Rapides Area Planning Commission (RAPC) will meet on the **4<sup>th</sup> Tuesday** of each month, England Airpark, 1405 Frank Andrews Blvd, 3:00pm. The Developer or his representative is required to be present at the above meetings.
6. Following the Commission meeting, a recommendation will be forwarded to the respective governing body after all requirements have been met. Deadline for submitting the plat to the Rapides Parish Police Jury is the **last Wednesday of the month.**
7. If there are any changes made to the plats, the final updated electronic drawings must be submitted to the Planning Commission.
8. If a development is adjacent to a US or LA Hwy, the developer **shall** obtain a letter of review or a permit from the LaDOTD Permit section prior to submitting plans to the STAR for review.