

Preliminary Plat Check List

City of Baton Rouge / Parish of East Baton Rouge
Office of the Planning Commission, 1100 Laurel Street, Suite 104
P.O. Box 1471, Baton Rouge, Louisiana 70821

The following information is required on all preliminary plats unless otherwise noted in bold. The Plan submitted for approval shall be prepared by one or more persons in the following professions: Architecture, Landscape Architecture, Land Planning, or Civil Engineering. (Should place stamp and seal on the appropriate drawings)

- ___ 1. Title subdivision (Section 4.3, A) place on lower center/ lower right corner of plat
- ___ 2. Legal Description including Section, Township, and Range (Section 4.3, A)
- ___ 3. CPPC Property ID#s for each lot
- ___ 4. Name of owner/subdivider/developer (Section 4.3, A)
- ___ 5. Engineer's Name (Section 4.3, A)
- ___ 6. Boundaries of Subdivision (Section 4.3, B)
- ___ 7. Street names and rights-of-way widths of roads adjoining the project (Section 4.6, A, 6 & 13.4)
- ___ 8. Major Street Plan area required for a proposed major street (Section 13.6 E, 2 and Section 13.3)
- ___ 9. Zoning District classification and boundaries (Section 4.3, B, 1)
- ___ 10. Section and Township Lines (Section 4.3, B, 1)
- ___ 11. Abutting Property Ownership: show ownership on plat of all abutting properties (Section 4.3, D)
- ___ 12. Abutting Lots or Tracts: show lot number or tract name on all abutting properties or unsubdivided land (Section 4.3, D)
- ___ 13. Abutting Subdivision(s): show abutting subdivision name(s) and filing(s) of abutting subdivision(s) (Section 4.3, D)
- ___ 14. Lots show proposed lot or tract numbers and all dimensions (Section 4.6, A, 8)
- ___ 15. Servitudes: show proposed servitudes and dimensions (Section 4.6, A, 6)
- ___ 16. Right-of-way: show proposed right-of-way, dimensions of streets and radii of turning circles (Section 4.6, A, 6-7)
- ___ 17. Sidewalks: show sidewalk servitudes (where applicable) (Section 4.6, A, 6)
- ___ 18. Bridges and Culverts: show existing bridges and culverts within the proposed development area (Section 4.3, F, 1)

- ____ 19. Sewerage Disposal Statement for proposed development (Section 4.6, A, 15)
- ____ 20. *Stormwater Management Note* (Drainage Layout Statement) for proposed development (Section 4.3, F)
- ____ 21. Contours (Section 4.5, B, 1) **(Not required for Exchange of Property/ Combination of Lots Applications)**
- ____ 22. Drainage: show existing and proposed drainage ditches / canals / streams and right-of-way (Section 4.5, B) **(6 lots or more)**
- ____ 23. Utilities: show existing and proposed utilities such as water, gas electric, etc. (Section 4.3, G)
- ____ 24. North Arrow, Scale and Date (Section 4.3, J)
- ____ 25. Vicinity Map with north arrow and scale (Section 4.3, K)
- ____ 26. Dedication Notes: For Public Use (e.g. streets, rights-of-way, utilities, sewer, etc.)
For Private Use (e.g. common area, ponds, recreation, etc.) (Section 4.3, M) Private Streets must state, "The City of Baton Rouge/ East Baton Rouge Parish is not responsible for the maintenance and or upkeep of private streets."
- ____ 27. Existing Buildings: show location and *address* of existing buildings (Section 4.3, E, 2)
- ____ 28. Special Use Areas: show proposed location of: parks, playgrounds, church, school sites, bus stops on CTC routes, etc. (Section 4.3, I) **(6 lots or more)**
- ____ 29. Geologic Hazards: show any known geologic hazards, including fault lines
- ____ 30. General Notes (Section 4.3)
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|---|---------------------------------|------------------|
| Zoning District | Acreeage | Inundation Level |
| Streets: | Existing/Future Land Use | Electric Company |
| Type: S/D-02A or S/D-02 | School District | Gas Company |
| (Section 14.2) | Nearest 100 Yr. Flood Elevation | FEMA Flood Zones |
| Water District | Sewer District | Fire District |
| Design Water Surface | FIRM Base Flood Elevation | Character Area |
| (Bold items are only required when there are 6 lots or more) | | |
- ____ 31. Waiver(s): State requested waiver(s) on the preliminary plat showing section and paragraph of the Unified Development Code
- ____ 32. Drainage/Water Quality
- Stormwater Management Plan (SMP), Section 15.13: One electronic copy (PDF) submitted to the Planning Commission office. Two paper copies to the Subdivision Office. **(6 lots or more)**
- Drainage Impact Study (DIS), Section 15.15 and 4.3.N: One electronic copy (PDF) submitted to the Planning Commission office. Two paper copies to the Subdivision Office. **(6 lots or more)**
- Water Quality Impact Study (WQIS), Section 15.17: One electronic copy (PDF) submitted to the Planning Commission office. Two paper copies to the Subdivision Office. **(6 lots or more)**
- ____ 33. Development Review Committee: Compliance with Development Review Committee comments is required prior to approval. **(All Public Hearing Cases)**


- ___ 34. Fee: a non-refundable processing fee is required for all preliminary plat applications. A separate non-refundable advertising fee is required for all items requiring a public hearing. (See fee schedule)
- ___ 35. Engineer's / Surveyor's Certification, Signature & Seal must be shown on all preliminary plats submitted for Planning Commission Staff Review and Approval.
- ___ 36. All subdivisions of five (5) lots or less must be reviewed by DOD prior to Planning Commission Staff approval.
- ___ 37. Application Form must be completed and signed
- ___ 38. Deed Restriction Note (M.C. Resolution #38949 -- 9/9/98)
- ___ 39. Fill Note
- ___ 40. Bike path/green link plan show location of existing or proposed paths per adopted Bicycle/pedestrian Plan and Green links Concept Plan **(6 lots or more)**
- ___ 41. Minimum Lot Requirements all subdivided lots must meet the minimum lot requirements established by the Unified Development Code (Appendix F)
- ___ 42. Street Improvements: no lots may be subdivided or subdivided on private streets or roads or on unimproved rights-of-way unless such Streets are first improved to Unified Development Code standards (Section 2)
- ___ 43. Private Street (formerly Private Servitude of Access): the width of the private street and its name must be indicated on the plat as well as the type of construction. The proposed names should be reviewed to determine availability by referencing the official Planning Commission list. Show typical sample cross section of Private Street (Section 13.6, I; 13.4)
- ___ 44. Label proposed subdivision and street names: Label all streets, alleys, ways, right-of-ways, and private streets, together with their widths and names from the list approved by the Office of the Planning Commission. Show typical sample cross section of Street(s).
- ___ 45. Flood Elevation Data the FEMA Flood Zone and the FIRM Base Elevation; where the area subdivided lies at or below record inundation level or the FIRM Base Elevation, whichever is greater, that Area Shall be Shaded by an approved shading pattern (Section 4.3, L)
- ___ 46. Sewer Lines and Wyes: All lots being created must have a sewer wye, the cost of which must be borne by the property owner or subdivider if no sewer wye exists (Section 4.3, F)
- ___ 47. Parish Health Unit Approval if property is located outside the Wastewater Suburban Transportation Network (WSTN) and no sanitary sewer facilities are available; subdivision requires the Chief Sanitarian of the Parish Health Unit Certifies on the plat to be approved the method of sewage disposal. Note: The Health Unit will not sign a plat that has been granted or is requesting a waiver. (Section 4.6, A, 15) **(Not required for Exchange of Property/ Combination of Lots Applications)**
- ___ 48. Green open space provisions such as golf courses, parks, passive or scenic areas; community recreation or leisure time facilities such as benches and gazebos; and areas for such public or quasi-public institutional uses such as public facilities.

- _____ 49. DOTD approval/non-objection: Where proposed development accesses a state highway or connecting street, applicant must have a statement from the Louisiana Department of Transportation and Development confirming that access to said highway or connecting street will be allowed (Section 4.103.A.1.e)
- _____ 50. Centralized mail kiosk(s) (requirement of USPS)
 _____ Location
 _____ Height
 _____ Graphic Elevation
 Please contact the United States Post Office for more information
- _____ 51. Plans at time of application
 _____ a. One (1) full size print of required plans
 _____ b. Two (2) reduced size print of required plans – 11 x 17 (For PC and for Subd Office)
 _____ c. Electronic PDF submittal of required plans
- _____ 52. Revisions:
 _____ a. Provide a revision block showing:
 _____ Revision number
 _____ Note describing any proposed change(s)
 (see example at end of checklist)
 _____ b. Copy of previously approved plan

Subsequent Submittals during the Preliminary Plat Process:

1. Prints with PC comments addressed for SRC submittal (**Public Hearing Items**)
 - a. One (1) full size print of required plans
 - b. One (1) reduced size print of required plans- 11 x 17
 - c. Electronic PDF submittal (CD Rom or email) of required plans
2. Prints with SRC comments addressed (**Public Hearing Items**)
 - a. One (1) full size print of required plans
 - b. Twenty-seven (27) reduced size prints of required plans- 11 x 17
3. Prints with PC Staff and DPW comments addressed (**Staff Level**)
 - a. One (1) full size print of required plans for signature
 - b. One (1) 11x17 reduced copy
 - c.* *Original Red Lined Plan with PC and DPW comments*
 - d.* *Electronic Plat Submittal: Provide a AutoCAD drawing by computer disk or e-mail submittal to: resource@brgov.com*
(* Required prior to Planning Commission signature)
4. Electronic Plat Submittal: (Public Hearing)
Provide a AutoCAD drawing by computer disk or e-mail submittal to: resource@brgov.com
(Required prior to Planning Commission signature)
5. Prints after approval
 Two (2) full size certified prints after Plat is signed by the Planning Commission.

Revision Block Example:

	Revision #1: Detailed note describing proposed change(s)
<u>APPROVED</u>	
_____ Frank M. Duke, FAICP, Planning Director or his designee City-Parish Planning Commission	_____ Date File # _____