

(OFFICE USE ONLY)

CASE # _____

Application Fee: _____

MPC ACTION: _____

Paid: _____

Date: _____

BOSSIER CITY-PARISH METROPOLITAN PLANNING COMMISSION

620 Benton Rd.

Bossier City, LA 71111

Phone: 318-741-8824 Fax: 318-741-8827

SUBDIVISION PLAT APPLICATION

Preliminary Plat _____ Minor Plat _____ Amended Plat _____

Final Plat _____ Planned Unit Development _____

Project Information

Subdivision Name/Title: _____

Legal Description (attach separate sheet if necessary)

Current Zoning: _____

Total Acreage: _____

Total Number of Proposed Lots: _____

Plat Request: _____

Present or Last Known Use: _____

Name, address, and interest, of every person or firm represented by the applicant in the application:

APPLICANT	Name _____ Company: _____ Address _____ City/State/Zip: _____ Phone: _____ Fax: _____ Applicant or representative must be present at the hearing to represent this case.
CONTACT PERSON	Name _____ Address _____ Company: _____ City/State/Zip _____ Phone: _____ Alternate Phone: _____ Fax: _____ Email: _____ NOTE: All forwarding mail and notice documents will be mailed to this address only.
PROPERTY OWNER	Name _____ Address _____ City/State/Zip: _____ Phone: _____

The above named property owner confirms that he or she has the means and ability to develop this proposed project or agrees to such development by the applicant.

Applicant(s) Signature

Print Name

Date

Property Owner(s) Signature

Print Name

Date

INSTRUCTIONS FOR FILING APPLICATIONS

Applications must be filled out completely, signed by the applicant and property owner, and all fees must be paid. A representative “MUST” be present at all hearings.

PRELIMINARY PLATS

1. Completed application.
2. Submit 2 copies of plat – **11” x 17”**
(Preliminary plats shall be drawn to a scale no smaller than 1 inch equals 100 feet.)
 - a) The name of the proposed subdivision.
 - b) List of names of owner/developer and the land surveyor.
 - c) Date of preparation, north arrow, and graphic scale.
 - d) Indication that the submittal is a preliminary plat.
 - e) Legal description of location, including section, township, range, parish, state and acreage.
 - f) Names of adjoining subdivisions or in the case of unplatted land, the names of the owner or owners of adjoining property.
 - g) Boundary lines of the subdivision with length and bearings of the lines.
 - h) Contours (contour interval no greater than five feet) of the property either shown on the plat or on a separate document.
 - i) Location of natural features, such as wetlands, ponds, etc.
 - j) Location and dimensions of private and public streets, alleys and easements.
 - k) Type of soil and water table information when requested by the Metropolitan Planning Commission.
 - l) Drainage channels and other significant features.
 - m) Front building setback lines on each lot. (if on corner, show setback lines for both streets)
 - n) Signature lines for Professional Engineer, City or Parish Engineer, MPC, and Mayor if applicable.
3. Contour map showing drainage.
4. Vicinity Map: size 8 1/2” X 11” – **1 (one) copy.**
5. Typed list of property **owners within 300’** including names and addresses. Property owner’s names may be obtained from the Bossier Parish Tax Assessor’s Office or online at www.bossierparishassessor.org.
6. Copy of subdivision covenants.
7. Masterplan: Need a copy of the masterplan in reference to the proposed unit.
8. Street name verification/approval from the Bossier Parish Communications District.



PRELIMINARY PLATS CONTINUED

9. Subdivision checklist.
10. PUD checklist (only if applicant is requesting pud approval)
11. Notification to School Board of development plans. (copy of notice sent)
12. Fire District letter of development plans. (copy of notice sent)

AMENDED AND MINOR PLATS

1. Completed application.
2. Plat (2 lots or fewer): **2 copies – 11” x 17”**
(Preliminary plats shall be drawn to a scale no smaller than 1 inch equals 100 feet.)
 - a. Drawings must have north arrow and scale shown.
 - b. Drawing shows tract/lot(s) with all dimensions, and building setback lines.
 - c. Indicate adjacent property with tract and/or lot numbers
 - d. Indicate proposed lot lines, including location within a larger tract, if applicable
 - e. All existing or proposed rights-of-way including streets, alleys, and utility easements.
 - f. Signature lines for Professional Engineer, City or Parish Engineer, MPC, and Mayor if applicable.
3. Written explanation of request.
4. Vicinity Maps: size 8 1/2” X 11” or 8 1/2” X 14” – **1 (one) copy.**
5. Typed list of **adjacent property** owners including names and addresses. Property owner’s names may be obtained from the Bossier Parish Tax Assessor’s Office or online at www.bossierparishassessor.org.

FINAL PLAT

1. Completed application.
2. Submit Final Plat: **1 copy (11" x 17")** (original with signatures)
 - a) Name under which the subdivision is to be recorded.
 - b) Date of preparation, north arrow, and graphic scale.
 - c) Legal description of location, including section, township, range, parish, state and acreage.
 - d) Names of adjoining subdivisions or in the case of unplatted land, the names of the owner or owners of adjoining property.
 - e) Boundary lines of the subdivision with length and bearings of the lines.
 - f) Contours (contour interval no greater than five feet) of the property either shown on the plat or on a separate document.
 - g) Location of natural features, such as wetlands, ditches, ponds, etc.
 - h) Location and dimensions of private and public streets, alleys and easements.
 - i) Type of soil and water table information when requested by the Metropolitan Planning Commission.
 - j) Drainage channels and other significant features.
 - k) Front building setback lines on each lot.
 - l) Proposed streets (including location, dimensions and approved names) and their relation to platted streets or to proposed streets and shown on any adopted general development plan of adjacent property.
 - m) Dimensions of lots and lot numbers.
 - n) Location and description and elevations of all benchmarks established o source for vertical control.
 - o) Accurate dimensions from all lines, angles and curves used to describe boundaries, streets, alleys, easements and areas to be reserved for public use. Boundary surveys of the subdivision shall satisfy the minimum standards. Data for all curves shall include radius, arc length, chord length, and central angle.
 - p) Flood statement on the final plat.
 - q) A certificate signed sealed and dated by the licensed engineer or land surveyor responsible for the survey for the final plat.
 - r) The following certification, signed by a surveyor registered in the State of Louisiana, "I hereby certify this subdivision conforms to all regulations and requirements of the subdivision ordinance of the City of Bossier and the Bossier Parish Police Jury."
 - s) Provide signature lines for the owner or owners, dedicating all parcels of land which are intended for public use.
 - t) Provide signature line for endorsement by the Metropolitan Planning Commission.
 - u) Provide signature lines for acceptance by the appropriate agency being the Bossier City Engineer, Mayor, or Bossier Parish Engineer.
3. Vicinity Maps: size 8 1/2" X 11" or 8 1/2" X 14" – **1 (one) copy**
4. Contour map showing drainage. Copy of subdivision covenants.
5. Masterplan
6. Street name verification/approval from the Bossier Parish Communications District.



FINAL PLAT CONTINUED

7. Subdivision checklist.PUD checklist (only if applicant is requesting pud approval)
8. Notification to School Board of development plans. (copy of notice sent)
9. Fire District letter of development plans. (copy of notice sent)



SUBDIVISION DEVELOPMENT CHECKLIST

Commercial	_____	Residential	_____
Manufactured Housing	_____	Site Built	_____
Public Streets	_____	Private Streets	_____

	Yes	No
*Asphalt or Concrete Street	_____	N/A
*Curb & Gutters	_____	_____
**Open Ditch Drainage	_____	_____
*Sidewalks	_____	_____
*Streetlights	_____	_____
*Central Sewer	_____	_____

<u>Utilities</u>	<u>City</u>	<u>Parish</u>	<u>Private</u>
*Water Supply	_____	_____	_____
*Sewer Supply	_____	_____	_____

*All of these features are required in subdivisions in the City and Village Development areas located within the Parish as depicted by the Comprehensive Plan. However, developers have an alternative to the curb and gutter requirements on lots of (1) acre or larger in the Parish *outside* of the Village Development areas.

I, the undersigned applicant for subdivision approval, do hereby agree to comply with all subdivision regulations as defined by the Bossier City- Parish Metropolitan Planning Commission.

Applicant Signature

Date



PLANNED UNIT DEVELOPMENT CHECKLIST

Manufactured Housing _____ Site Built _____
Public Streets _____ Private Streets _____

<u>Requirements</u>	<u>Yes</u>	<u>No</u>
*Asphalt or Concrete Street	_____	N/A
*Curb & Gutters	_____	_____
*Sidewalks	_____	_____
*Streetlights	_____	_____
*Central Sewer	_____	_____

Typical Lot Width _____
 Typical Lot Depth _____
 Track Size _____
 Setbacks: Front _____ Side _____ Rear _____
 Common Area (in acres) _____
 Off-Street Parking (quantity) _____
 Density (lots per acre) _____

*All of these features are required in subdivisions in the City and Village Development areas located within the Parish as depicted by the Comprehensive Plan. However, developers have an alternative to the curb and gutter requirements on lots of (1) acre or larger in the Parish *outside* of the Village Development areas.

I, the undersigned applicant for subdivision approval, do hereby agree to comply with all subdivision regulations as defined by the Bossier City-Parish Metropolitan Planning Commission.

Applicant Signature

Date



Bossier Parish Communications District Street Name Verification Approval

Under the guidelines for Bossier Parish addressing plan, all new street names must be verified by this office to avoid duplication. Street names requested shall be listed below and submitted to the Bossier Parish Communications District for review.

Submission for approval may be made by mail, e-mail, fax or in office.

Requesting Contact Name and Agency:

Name _____

Agency _____

Address _____

Phone Number _____

Fax Number _____

New Street Names requested:

	Approved	Denied
	Approved	Denied
	Approved	Denied
	Approved	Denied

Signature

Bossier Parish Communications Administrative

Mail: P.O. Box 847, Benton, LA 71006

E-mail: jwgould@bellsouth.net or kbeard@bellsouth.net

Fax: (318) 965-2922

Office: 4601 Palmetto Rd., Benton, LA 71006