

Preliminary Plat (Major Subdivision) Submittal Documents

1. Completed Property Owner Certification with required submittal documents.
2. 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 names of owner(s) 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
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 approved masterplan in reference to the proposed unit
8. Street name verification/approval from the Bossier Parish Communications District.
9. Subdivision checklist
10. Letter of Intent
11. PUD checklist (only if applicant is requesting pud approval)

12. Notification to School Board of development plans. (copy of notice sent)
13. Fire District letter of development plans. (copy of notice sent)
14. Application Fee. (see Bossier City – Parish MPC fee schedule)
 - a. An invoice will be forwarded to the applicant.

Major 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

Major Subdivision 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) _____

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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

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

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