

Final Plat Submittal Documents

1. Completed Property Owner Certification with required submittal documents.
2. Final Plat (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 for 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 Map

4. Letter of intent
5. Contour map showing drainage
6. Copy of subdivision covenants
7. Approved Masterplan
8. Street name verification/approval from the Bossier Parish Communications District.
9. Subdivision checklist.
10. PUD checklist (only if requesting PUD approval)