

Major Subdivision - Preliminary Plat Transmittal

General Information			Version # _____		
Developer/Owner		Surveyor			
Subdivision Name		Engineer			
Location Address		Number of Lots			
Ward, Section, Township, Range		Avg. Lot Acreage			
Acreage		Sewer Disposal Type	Individual / Community		
Water Supply Type	Private / Individual / Public	Sewer Ownership	Private / Public		
All items are required to be answered. If marked N/A, provide a comment. Use additional sheets for comments as needed.					
Planning Requirements:		Yes	No	N/A	Comments
1. Conceptual Plan approval					
2. 4 hard copies of documents					
3. 2 electronic copies of documents following CPPJ naming convention					
a. Development name (Phase#) - submittal v# - document type					
1. Subdivision (Phase 1) - Eng Plans v1 - Transmittal Letter					
b. Include CAD drawings or other files necessary for review					
4. Document standards					
a. Plan sheet sizes - scales					
1. 11"x17" - Max 1"=50'					
2. 22"x34" - Max 1"=100'					
3. 24"x36" - Max 1"=100'					
b. Minimum text size shall be 0.07 printed times the scale					
5. Provided name, mailing address, email address, phone number of					
a. Owner					
b. Applicant					
c. Developer					
d. Engineer					
e. Surveyor					
6. Deed (or other recorded proof of ownership)					
7. Minimum lot square footage					
8. Minimum public road frontage					
9. Letters stating capacity and intent to serve from:					
a. Electrical provider					
b. Water provider					
c. Sewer provider					
10. DHH correspondence					
a. Public community sewer					
b. Private community sewer					
11. Letters of no objections from					
a. Gravity Drainage					
b. Pipelines					
c. Other servitudes (High lines, green spaces, etc.)					
Resubmittal Requirements:					
12. Submittal version number					
13. Comment response letter					

Signature/Date: _____

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	Yes	No	N/A	Comments
14. Revision(s) clearly marked on all documents				
Plat Requirements:				
15. Revision block with version number				
16. Names of:				
a. Proposed Subdivision				
b. Owner				
c. Applicant				
d. Developer				
e. Planner/planning firm				
17. Location of property by section, township, and range				
18. Boundary legal description				
19. Plat legibly scaled at 1"=100' or larger				
20. Vicinity map scaled at min. 1"=2000'				
21. North arrow				
22. State plane coordinates at two known locations				
23. Location of:				
a. Existing oil wells				
b. Existing gas wells				
c. Existing water wells				
d. Other existing features				
e. Proposed street names (confirm with planning)				
f. Lot and block numbers				
24. Location, alignment and dimensions of:				
a. Lots				
b. Blocks				
c. Existing and proposed streets and roads				
d. Right of ways				
e. Servitudes				
1. Pipelines				
2. Utilities				
3. Drainage				
4. Laterals				
5. Others (High lines, green spaces, etc.)				
25. Statements w/ appropriate signatures				
25. Right of way Dedication				
26. Sewer Disposal				
27. Standards of Practice				
26. Flood zone delineation				
a. Also note base flood elevation(s)				
27. Note the following				
a. Building set backs				
b. "All new residential, nonresidential and manufactured home structures located in FEMA designated A,AE,AO,VE, and X (Shaded) areas shall meet current CPPJ lowest floor elevation requirements."				

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	Yes	No	N/A	Comments
c. "Fill required for building pads in the flood zone are restricted where the transition back to natural grade is made at slopes no flatter than 6:1."				
d. "Fences, plantings, or temporary obstructions that obstruct the flow of water in a watercourse or interfere with the ability to maintain an easement shall not be placed within said easement. A public entity accessing said easement is not responsible for damages to fences, plantings, or temporary obstructions within said easement."				
e. "Lots shall be consistent with the approved engineering plans."				
f. "Lot owner shall provide the proper grading of lots to match the lot flow arrows identifying the grading requirements shown on the drainage plan."				
28. Right of way meets width of Master Transportation Plan				
29. 15' Drainage/Utility easement shown				
Engineering Requirements:				
30. Submittal of Traffic Impact Analysis (TIA)				
31. Submittal of Runoff Management Plan (RMP)				
32. Typical cross section(s) of all named laterals				
33. Letter of intent for street lighting				
34. Ultimate service area of proposed utilities indicated.				
35. Utility easements provide adequate separation of water and sewer.				
36. Permanent right of way dedicated to WWTP and access drive.				
37. WWTP access drive and associated easement accommodates vehicle turnaround movement immediately outside of the WWTP site.				
38. Lift station locations are reasonably near a public roadway and compatible with adjacent development, minimizing the impact resulting from maintenance or expansion activities.				

I, _____, certify this submittal includes all required information per this checklist. I understand that incomplete or incorrect submittals may be rejected. I understand this submittal is the minimum necessary for review and additional documentation may be requested by Police Jury staff. As per the Calcasieu Parish Code of Ordinances, the Director's recommendation will be issued within twenty (20) working days of each submittal, excluding legal holidays, after determination of submittal completeness.

Signature/Date: _____