

Minor Subdivision - Minor Plat Transmittal

General Information		Version # _____			
Developer/Owner		Surveyor			
Subdivision Name		Engineer			
Location Address		Number of Lots			
Ward, Section, Township, Range		Avg. Lot Acreage			
Acreage					
All items are required to be answered. If marked N/A, provide a comment. Use additional sheets for comments as needed.					
Criteria (If any are marked YES, please see Major Subdivision)		Yes	No	N/A	Comment
1. Creates new public infrastructure (roads, sewer, etc)					
2. Creates more than 10 lots					
3. Does not reduce a lot size below the required:					
a. Area					
b. Depth					
c. Frontage					
4. Contains a private road					
5. One or more lots incompatible with existing lot patterns					
6. Outstanding code enforcement violations.					
7. Does not meet other parts of CPPJ Ordinance					
8. Parcels of land where a portion has been transferred to CPPJ					
9. Director of planning has determined that:					
a. Incompatible with existing development patterns					
b. A need for off-site public infrastructure not funded by CPPJ					
10. A resubdivision of a previous subdivision					
a. Provide proof if previous plat filed prior to 8/7/1974					
Planning					
11. Initial review - 4 hard copies of documents					
12. 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					
13. 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 times the printed scale					
14. A separate document containing the following					
f. Provide the name, address and phone number of:					
1. Owner					
2. Developer					
3. Applicant					
4. Engineer					
5. Surveyor					
15. Once approved, to be filed - 8 hard copies, 2 electronic					

Signature/Date: _____

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Resubmittal Requirements:	Yes	No	N/A	Comment
16. Submittal version number				
17. Comment response letter				
18. Revision(s) clearly marked on all documents				
Plat Requirements				
19. Title block				
20. Date				
21. North arrow				
22. Name and location of subdivision				
23. Map scaled legibly at 1"=100' or larger				
24. Vicinity map scaled 1"=2000' or larger				
25. Stamp and signature of individual who prepared the drawing				
26. Name and signature of owner and applicant				
27. Sufficient data to reproduce on the ground the subdivision layout				
28. Legal description of the subdivision property				
29. Statements w/ appropriate signatures				
a. Right of way Dedication				
b. Sewer Disposal				
c. Standards of Practice				
d. RS 33:5051				
30. Notes on plat				
a. "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."				
b. "Lot owner shall provide the proper grading of lots to match the lot flow arrows identifying the grading requirements shown on the drainage plan."				
c. "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."				
d. The ditches on all lots are designed as permanent open ditch and may not be piped in.				
e. Building set backs				
31. Location and description of property corners, monuments, etc.				
a. Property corners				
b. Monuments				
c. Other				
32. Location, namings, and dimensions of servitudes/easements:				
a. Pipelines				
	Yes	No	N/A	Comment
b. Utilities				
c. Drainage				

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d. Laterals				
e. Others				
33. Dimensions to the nearest 1/100th of a foot and angles to the minute				
34. Lot lines				
35. Lot and block numbers				
36. Name and locations of adjoining subdivisions and streets				
37. Location and ownership of adjoining unsubdivided property				
38. Right of way(s) labeled and dimensioned per Master Transportation Plan				
39. Lowest elevation of each lot				
40. Base flood elevation (BFE)				
41. Runoff management plan submitted				
42. Pipe sizing for each lot				
43. Delineation of floodplain boundaries				

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: _____