

# Major/Minor Subdivision - Final 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.					
<b>Planning</b>		Yes	No	N/A	Comments
1. Engineering Plan approval					
2. HOA Agreement Finalized					
3. Initial review - 4 hard copies of documents					
4. 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					
5. 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					
6. A separate document containing the following					
a. Provide the name, address and phone number of:					
1. Owner					
2. Developer					
3. Applicant					
4. Engineer					
5. Surveyor					
7. Once approved, to be filed - 8 hard copies, 2 electronic					
<b>Resubmittal Requirements:</b>					
8. Submittal version number					
9. Comment response letter					
10. Revision(s) clearly marked on all documents					
<b>Final Plat</b>					
11. Signed and sealed letter of completion					
12. All previous comments not addressed during the Preliminary Plat					
13. Statements w/ appropriate signatures					
a. Right of way Dedication					
b. Sewer Disposal					
c. Standards of Practice					
d. RS 33:5051					
14. Label lowest lot elevation					

Signature/Date: \_\_\_\_\_

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	Yes	No	N/A	Comments
15. Delineate floodzones.				
16. 10'x10' Utility Recess shown				
17. Temporary turnarounds included in subdivision boundary				
18. For each lot note/label				
a. As built elevations				
b. Base flood elevation (BFE)				
c. Required freeboard elevation				
19. Note the following:				
a. "The proposed basin and shorelines shall be privately owned and maintained."				
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."				
c. "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."				
d. "Lots shall be consistent with the approved engineering plans."				
e. "Lot owner shall provide the proper grading of lots to match the lot flow arrows identifying the grading requirements shown on the drainage plan."				
f. The ditches on all lots are designed as permanent open ditch and shall not be piped in.				
g. Building set backs				
<b>As-Builts</b>				
19. Signed and sealed by Engineer of Record				
20. As-builts noting changes in:				
a. Layout				
b. Features				
c. Elevations				
d. Other				
<b>Reports, Inspections, Etc.</b>				
19. A binder including				
a. All inspection reports				
b. All testing reports				
c. Any other necessary information				
<b>** A final field inspection shall be conducted by the CPPJ Development Review Engineer **</b>				
<p>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 ten (10) working days of each submittal, excluding legal holidays, after determination of submittal completeness.</p>				

Signature/Date: \_\_\_\_\_