

PARISH OF ASCENSION  
OFFICE OF PLANNING AND DEVELOPMENT  
PLANNING DEPARTMENT



## FINAL PLAT REVIEW SUBMITTAL CHECKLIST

---

All plats shall be submitted with a completed Subdivision Application. Per the Ascension Parish Subdivision Regulations, the following information shall be included on all plats:

### A. Basic Plat Information:

- North Arrow, Graphic Scale, and Date of Submittal
- Name of Person Subdividing Property
- Subdivision/Family Partition Plat Title (*and filing, if applicable*)
- Revision Date and Changes Since Last Revision (*if applicable*)
- Owner's Signature and Date (*signature not required for review submittal*)

### B. Vicinity Map: (Use USGS Quadrangle Map or Approved Alternative)

- Vicinity Map at 2000' Scale or Better with North Arrow and Scale
- Site Labeled Clearly on Vicinity Map in Bold with Appropriate Hatching

### C. General Notes:

- Zoning District(s)
- Other Special Land Uses (*if applicable*)
- Section, Township, & Range
- List of Reference Maps and/or Documents with Instrument Numbers
- Base Bearing (*indicated on map*)
- List Any Variances and/or Waivers (*if applicable*)

### D. Statements: (required on all plats)

- "No person shall provide or install a method of sewage disposal, except connection to an approved sanitary sewer system, until the method of sewage treatment and disposal has been approved by the local health authority."*
- "Any new drainage ditch required by the subdivision of this property for the purpose of transporting runoff or sewage treatment plant effluent to an existing Parish maintained ditch shall be constructed and maintained by the property owner(s)."*
- "Source of water supply shall be approved by the Ascension Parish Health Unit."*
- "This project is subject to sewer development and traffic impact fees in accordance with Ascension Parish Ordinances."*

### E. Boundary Lines:

- Tract/Lot Lines Listed by Bearings/Distances (radii and central angles of all curved boundaries)
- Right of Way Lines



## FINAL PLAT REVIEW SUBMITTAL CHECKLIST (CONT.)

---

### F. Tracts/Lots:

- Tract/Lot Numbers, Letters, or Other Designation to Identify the Lot or Tract
- Lot Areas (*Areas in rights-of-way may not count towards meeting lot area minimums*)
- Building Setbacks Shown and/or Noted (*front, rear, and sides per Land Development Code*)
- Existing Buildings Located on the Property
- Label and Dimension Any Lots Designated for Special Land Uses (*if applicable*)
- Location of Sewage Discharge (*if required by DHH*)

### G. Street Right-of-Way:

- Adjacent Street Names and Right-of-Way Width(s)
- Rights-of-Way Dimensioned from Property Lines or Tethered by Bearings/Distances
- Statement by Owner Dedicating streets, rights-of-way, servitudes, and any public sites for public uses:  
*"The rights-of-way of streets shown hereon, unless specifically designated as private, and if not previously dedicated, are hereby dedicated to the perpetual use of the public. All areas shown as servitudes are granted to the public for the use of utilities, drainage, sewage removal, and other proper purposes for the general use of the public. No building, structure, or fence shall be constructed, nor shrubbery planted within the limits of any servitude so as to unreasonably interfere with any purpose for which servitude was granted."*

### H. Utility/Drainage Servitudes:

- Dimension and Purpose of All Servitudes
- Servitudes Dimensioned from Property Lines or Tethered by Bearings/Distances
- 12' Utility Servitude Parallel to Road Frontage (*if not previously dedicated*)
- Label all Existing Servitudes as "Existing"

### I. Family Partitions: (If Applicable, See "J" Below for Additional Requirements)

*(required)*

- Names and Relation to Applicant on All Lots Being Conveyed
- The applicant owned the property before January 1, 2015 or has owned it for 3 years
- The property limits have not changed by simple division, in a way that creates a hardship, since January 1, 2015
- The owner will only receive one lot within the limits of the original parent tract
- The recipients have not received other property through family partition since January 1, 2015

*(if applicable)*

- The lot being divided was created by a family partition after January 1, 2015, and the applicant is the recipient from that family partition. Please provide proof of ownership and occupancy with a current tax bill and current utility bill.
- Number of Lots Previously Created by Family Partition that are Smaller than 1 Acre



## FINAL PLAT REVIEW SUBMITTAL CHECKLIST (CONT.)

---

### J. Private Access Servitudes:

- Dimension and Purpose of All Servitudes
- Location, Width, and Description of Existing Access Drive(s)
- Signatures of Existing Users of Private Drive on Plat (Or Predial Servitude Agreement)
- Dedication Statement: *"The private access servitude shown here on is here by dedicated as a means of access to Lot(s) \_\_\_\_\_. No trees, shrubs or other plants may be planted, nor shall any building, fence, structure, or improvements be constructed or installed within or over any private driveway servitude so as to prevent or unreasonably interfere with the purpose for which the servitude is granted. The Parish of Ascension has no responsibility for the maintenance of this private access servitude."*
- Private Use and Maintenance Note: *"The roads and streets shown on this plat are private and not public roads and streets and are to be developed and maintained by the lot owners only. The Parish of Ascension shall not maintain, upgrade or accept said roads into the public system unless and until brought up to hard surface and all other standards by the lot owners or developer, according to the subdivision regulations for the Parish of Ascension. The sub-divider and lot owners further are put on notice that school busses do not or are not required to travel down private roads and it is the obligation of the lot owners to bring their children to a public road for school bus pick up."*

### K. Adjacent Tracts/Lots:

- Tract/Lot Numbers, Letters, or Other Designation to Identify the Lot, Tract, or Site
- Reference to Recorded Subdivision Plats of Adjoining Platted Land  
*(by subdivision name, instrument number, date and filing)*
- Public Dedication Note Describing Purpose of Which Site is Being Dedicated and who is Responsible for Maintenance *(if applicable)*
- Private Dedication Note Describing Purpose for Which Site is Being Dedicated and who is Responsible for Maintenance *(if applicable)*

### L. F.E.M.A. Floodplain:

- Floodplain Designation
- Floodplain Delineation *(if multiple flood zones)*
- Base Flood Elevation *(if in "A" or "AE" flood zones)*
- Reference to F.E.M.A. Flood Map *(Community #, Panel #, and Map Date)*
- Reference to Letter of Map Revision or Amendment *(if applicable)*

### M. Monuments:

- Location and description *(size and type)* of monuments *(to be placed at all angle points on subdivision boundaries and street corners)*

### N. Wetlands and LPDES Determination:

- Wetland Determination *(Required for all Preliminary Plats)*
- Louisiana Pollutant Discharge Elimination System (LPDES) Preliminary Determination *(if applicable)*



## FINAL PLAT REVIEW SUBMITTAL CHECKLIST (CONT.)

---

### O. Restrictive Covenants:

- Reference Made on Plat to Restrictive Covenants Recorded by Owner (*if applicable*)

### P. Planning Commission Chairman (*Or Designated Representative*) Approval:

- Line for Planning Commission Chairman's Signature and Date  
 Line for Planning Commission File Number

### Q. Other Information Required by the Planning Commission:

- Any Other Certificates, Affidavits, Endorsements, or Dedications as May be Required by the Planning Commission in Enforcement of the Subdivision Regulations (*if applicable*)

### R. Drainage and Drainage Ditches:

- Location by Bearings/Distances (via centerline or both top banks), Name (if applicable), and Average Top Bank Width of Existing Drainage Ditches
- Existing Ponds, Lakes, Etc.
- Provide Drainage Servitude Width in Accordance with Land Development Code
- A. 15' minimum servitude width for swale ditches
  - B. Ditch top width greater than 10' - requires 10' servitude from top bank, both sides
  - C. Ditch top width greater than 20' - requires 15' servitude from top bank, both sides
  - D. Ditch top width greater than 30' - requires 20' servitude from top bank, both sides
  - E. Ditch top width greater than 40' - requires 25' servitude from top bank, both sides
- For Major Drainageways, Please Consult with the Ascension Parish Drainage Department to Show Any and All Purchased R.O.W.s and/or servitudes (*if applicable*)

### S. Land Surveyor Certification:

- Certification by Registered land Surveyor Certifying Accuracy of Survey and Plat (*Compliance with RS: 33:5051 and Louisiana Minimum Standards*)
- Surveyor's Signature and Date
- Surveyor's Seal

### Additional Comments:

---

---

---

---

---

---

---

---

---

#### STAFF USE BELOW

---

Initial Review By: \_\_\_\_\_ DATE: \_\_\_\_\_

Final Review By: \_\_\_\_\_ DATE: \_\_\_\_\_