

# PARISH OF ASCENSION

## OFFICE OF PLANNING AND DEVELOPMENT



July 9, 2018

To Whom It May Concern:

The following procedural revisions to the approval of Final Plats are being implemented by the Planning Commission Staff, effective immediately. Please make note of these changes.

For an item to be placed on the Planning Commission consent agenda, the Planning Commission (PC) staff must submit a **complete** final plat application package to the PC no later than eight (8) days prior to the PC meeting in which it is to be heard to meet statutory noticing requirements. **Only complete final plat application packages will be placed on the agenda.**

The PC package includes many items that represent the Final Plat review process, completion of the construction process and project closeout process. These processes each have different timelines that must be followed in order to make sure that a final Planning Commission package can be completed 8 days prior to the desired Planning Commission meeting date. Those items include:

- I. Final Plat review: Final plat with final plat review fees, mortgage affidavit and checklist must be submitted at least 30 days prior to the desired PC meeting.
  
2. Final Inspection Letter: In order for this letter to be included in the PC package, the final inspection must occur no later than ten (10) days prior to the PC meeting. This allows time to schedule the final inspection, conduct the final inspection and to produce the final letter that is included in the PC package. The request for the final inspection by the project engineer must be made a minimum of five (5) days prior to the desired date of inspection. A final inspection request **MUST** include the following:
  - a. A letter from the Engineer of Record certifying the **completion** of the construction of all publicly owned improvements (including private streets pursuant to Paragraph 17-4024 of the Subdivision Regulations) in compliance with the approved drawings and specifications.
  - b. Testing Lab certification and submission of all applicable construction-testing records.
  - c. Maintenance Bond amount request letters.
  - d. Sewer Development Fee credit request with supporting information to Parish Utility Department.
  - e. The requirements of La. R.S. 33:4690.13 have been met and an ad valorem tax or the assessment fee has been properly established as required by law (for Public Streets), if applicable.

Upon completion of the above items, the final plat will be placed on the Planning Commission agenda for the next meeting as a consent agenda item. Consent agenda items do not require a public hearing but may be pulled by a Planning Commission member for discussion. Should the

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applicant submit an incomplete package and the required timeline not be met, the item will be scheduled for the following Planning Commission meeting.

Upon Planning Commission approval, the following project closeout items must be resolved and satisfactory completion of any outstanding punch list items, before the final plat will be signed by the Chairman and recorded.

3. Project Closeout Items:
  - a. Executed Maintenance Bond agreement(s) and bond form(s).
  - b. Submission of record drawings for Drainage and Sewer with sewer wye record noted thereupon.
  - c. CAD drawing of final plat of subdivision for insertion into parish GIS system.

Once the final plat has been recorded, lots may be sold.

Should you have any questions related to this procedure, please contact our office.

Best regards,

Jerome Fournier  
Director of Planning and Development

Cc: Cody Martin, Parish Planning Commission Council  
Ken Dawson, Parish Chief Administrative Officer  
Kenny Matassa, Parish President  
Matt Pryor, Planning Commission Chairman