

**PARISH OF ASCENSION**  
**OFFICE OF PLANNING AND DEVELOPMENT**  
**PLANNING DEPARTMENT**



**PROJECT:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**FINAL PLAT SUBMISSION CHECKLIST**

**FINAL PLAT REVIEW**

- Copy of proposed final plat
- Final plat review checklist and mortgage affidavit
- Payment of all fees, including the recording fees for the map, maintenance bond/agreement and IDD ordinance (if applicable)
- Maintenance Bond(s)
  - Maintenance Bond amount request letter for all public infrastructure (as applicable).
  - Maintenance Bond amount request letter for any public sewer infrastructure (as applicable).
  - Maintenance Bond amount request letter for any existing public streets being used to gain access to the subject property during construction through previous filings (if applicable).
- Letter from Engineer of Record certifying completion of all public infrastructure in compliance with the approved drawings and specifications.
- Submission of all applicable construction testing records and certifications with approval of Chief Engineer.
- Parish Utility Department coordination regarding sewer impact fees/credits documenting final cost, system acceptance and final sewer development fee cost per lot to be placed on the final plat. OR, record of waiver from third party dedication and/or sewer development fees.

**PROJECT CLOSEOUT ITEMS**

- Certification of final inspection punch-list completion. Applicant will be responsible for completing final punch list items and requesting additional inspections until approval certification.
- Executed Maintenance Bond agreement(s) and bond form(s).
- Submission of record drawings for Drainage and Sewer with sewer wye record noted thereupon.
- CAD drawing of final plat of subdivision for insertion into Parish GIS system.
- If the streets within the subdivision are to be public, an Infrastructure Development District must be petitioned for to the Parish Council. NOTE: this is not necessary should the applicant desire the streets to remain private.
- Wetlands Jurisdictional Determination from USACE