

Ascension Parish Office of Planning & Development



Pre-Application Meeting Request Form

Name of Development _____

Type of Submittal Subdivision Development Agreement

Name and Address of Developer _____

Engineering/Surveying Firm Representing Developer _____

Professional Engineer in Responsible Charge of Design _____

E-mail address of engineer in responsible charge _____

List number of residential lots/units proposed and/or square feet of commercial

_____ Single Family

_____ Zero Lot Line

_____ Condominium

_____ Apartments

_____ Retail

_____ Office

Required Attachments (electronic)

1. Lot and block map with proposed development hatched
2. Drainage request form
3. Traffic request form
4. Aerial photograph or base map with LIDAR contours for the proposed project and surrounding property depicting existing ridge lines and existing drainage channels
5. Copy of FEMA flood map with proposed development delineated

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Pre-Application Preliminary Plat Checklist

Date of Meeting _____

Per the Ascension Parish Subdivision Regulations, the following information shall be provided at the time of the Pre-Application Review Meeting.

Five (5) copies of all plats/maps are to be brought to the Pre-Application Review Meeting.

A. Title:

- Name of Subdivision/Development _____
- Location of Property shown on a quad map _____
- Name of Developer/Owner _____
- Name of Engineer/Land Surveyor _____
- Name, Address & Phone Number of Contact _____

B. Boundary Lines and Existing Improvements:

- Boundaries of Subdivision Location _____
- Names & Widths (R/W & Pavement) of Adjoining Streets _____
- Section & Township Lines _____
- Incorporated Areas _____
- Zoning Districts _____

C. Adjoining Property:

- Names of Adjoining Subdivisions and Property Owners _____

D. Features of Proposed Subdivision:

- Proposed Location, Names, and Widths of Streets _____
- Layout & Approximate Lot Dimensions _____
- Method of Sewage Disposal _____
- Sewer Plant & Outfall Location _____

E. Drainage Ditches:

- Drainage from Proposed Subdivision to Ultimate Drainage Channel _____
- Contour Map Where Terrain May Affect Location of Ditches _____

F. Special Use Areas:

- Location and Size of Proposed Parks, Playgrounds, Church or School Sites or Other Special Land Uses _____

G. North Arrow, Graphic Scale, and Date

H. Vicinity Map

I. Areas:

- Total acreage involved in the proposed subdivision
- Total remaining adjacent property owned by the developer or seller and the location thereof

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Pre-Application Drainage Information Form

REQUIRED INFORMATION

Proposed Development Name _____

Property Location & Description (Attach Quadrangle Map) _____

Developer _____

Engineer: (Name & Address) _____

Name & Fax Number of Contact _____

INFORMATION PROVIDED BY DEPARTMENT OF PUBLIC WORKS

Flood Zone _____

Community Number _____

Panel Number & Suffix _____

Date of FIRM Index _____

100-Yr Base Flood Elevation (with datum) _____

Record Inundation Elevation (with datum) _____

Outfall Stream _____

10-Yr Design Water Surface Elevation (with datum) _____

Known Flooding Problems _____

Planned or Current Drainage Improvements in the area _____

Comments (Attach additional pages as necessary) _____

Signed _____
DPW Official

Date _____

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Pre-Application Traffic Information Form

REQUIRED INFORMATION

Proposed Development Name _____

Property Location & Description (Attach Quadrangle Map) _____

Road Providing Access & Egress to Development _____

No. of Lanes _____

Posted Speed _____ mph

Developer _____

Engineer: (Name & Address) _____

Name & Fax Number of Contact _____

Roadway: Rural / Urban City / Parish / State

Design Speed _____ mph

Existing Traffic Counts ADT _____ vpd AADT _____ vpd

Additional Information _____

Nearest Signalized Intersection _____

Intersection Information _____

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Pre-Application Traffic Information Form (Page 2)

Traffic History for Area _____

Planned or Current Improvements _____

DPW Comments _____

Note: Information provided by Ascension Parish Department of Public Works is for preliminary use only. Ascension Parish Department of Public Works has not specifically performed traffic counts for this development and does not warrant that the information required to perform an acceptable Traffic Impact Analysis for this development has been or will be provided by Department of Public Works. Any additional information necessary shall be provided by the developer/subdivider at own cost.

Signed _____
Developer's Representative

Date _____