

PARISH OF ASCENSION

OFFICE OF PLANNING AND DEVELOPMENT
PLANNING DEPARTMENT
REV-07/21/2021



MAJOR AND MINOR SUBDIVISION FINAL PLAT REVIEW CHECKLIST

All final plats for major and minor subdivision shall be submitted with a completed Subdivision Application. Minor Subdivisions are not required to adhere to the Major Subdivision Guidelines of the Subdivision Regulations. Per the Ascension Parish Subdivision Regulations, the following information shall be included on all plats:

Name of Subdivision (filing) _____

Submittal Date: _____

A. Basic Plat Information

1. Provide North Arrow, Graphic Scale, and Date of Submittal
2. Note Name and address of owner subdividing Property
3. If applicable, provide Revision Date and Changes Since Last Revision. Use revision clouds with new rev cloud signature block. Keep electric signature date of original signed plat. Remove all other revision clouds prior to current submittal.
4. Provide line for Planning Commission Chairman (or Designee's) Signature and Date
5. Provide Line for Planning Commission File Number

B. Title

1. Include Name of Subdivision/Development (and filing number, if applicable). Note if Private in Name if applicable.
2. Provide Subdivided tract description, section, range, township, land district, parish, city and state.

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

1. Provide Vicinity Map at 2000' Scale or Better with North Arrow and Scale
2. Label and depict Site Clearly on Vicinity Map in Bold with Appropriate Hatching

D. Site Data

(To aid in consistency among plats in Parish and to expedite review, please try follow order of information as displayed below. Add any other additional items at end of list.)

1. Zoning District(s): *(note district(s))*
2. Other Special Land Uses: *(note district(s) or note "None")*
3. Variances/Waivers: *(List Any Variances and/or Waivers or specifically Note "None" . Note date that variance/waiver was approved (e.g. "9/15/2016 Council Approval", or "6/15/2013 Planning Commission Approval")*

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4. Preliminary Plat Approval Date(s): *(note dates of original approval and latest preliminary plat. Example "6/15/2017 Original Approval, 7/8/2018 Staff Level Revision")*
5. Acreage: *(this is acreage of filing)*
6. Number of Lots: *(this is number of buildable lots.)*
7. Flood Zone(s): *(note flood zones, firm panel(s), and date of maps. Example, "AE and X Per FIRM 22005C0120E, Dated August 16, 2007" and delineate on map)*
8. 100 yr BFE: *(note bfe and source. Example "16.5 feet Per Ascension Parish Flood Plain Manager")*
9. Streets: *(note type. Example: "27 ft wide with 3 inches asphaltic concrete on minimum 10" soil cement base course with concrete curb and gutter")*
10. Sewer: *(Note method of collection, location/method of treatment, and ownership/maintenance responsibilities. Example: Collection via gravity lines to onsite treatment plant. All sewer is owned and operated by Ascension Parish)*
11. Water: *(note source/owner of water)*
12. Electric: *(name provider(s))*
13. Gas: *(name provider(s))*
14. School Districts: *(note for primary/elementary, middle, and high school)*
15. Building Setbacks: *(either describe, note "see map" or refer to typical lot detail on plat.) Minor Subdivisions adhere to the setback requirements of the underlying zoning.*

E. Survey Items

1. Provide List of Reference Maps and/or Documents with Instrument Numbers
2. Indicate source of base bearings
3. Depict any remaining area of development acreage as a separate lot/tract or remaining acreage tract
4. Primary control points, approved by the Designated Engineering Review Agency, or descriptions and "ties" to such control points, to which all dimensions, angles, bearings, and similar data on the plat shall be referred.
5. Note the referenced benchmark for the project. Provide conversion or equation to nearest official Ascension Parish Benchmark System.
6. Provide Location, Description, Elevation, and Datum of Permanent Benchmarks Within the Subdivision. Benchmarks are to be set on Permanent Drainage, Sewer, or Water Structures
7. Show Section & Township Lines that fall within limits of map
8. Show major street setback lines
9. Provide Tract/Lot Lines, Rights of Way of Streets and servitudes Listed by Bearings/Distances (radii and central angles of all curved boundaries)
10. Depict Existing Buildings Remaining on the Property

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11. Show and label all ponds and green space.
12. State purpose for which sites, other than residential lots, are dedicated or reserved.
13. Label adjacent tracts, names of owners of tracts, and named subdivisions (by record name, date and filing number). List instruments utilized and recording information for adjacent plated subdivisions.
14. Depict Adjacent Street Names and Right-of-Way Width(s) Lines along with name of roadway and state route number (if applicable)
15. Depict Rights-of-Way (Name, Width and Bearing) Dimensioned from Property Lines or Tethered by Bearings/Distances
16. Provide Location and description (size and type) of monuments (to be placed at all angle points on subdivision boundaries and street corners)
17. Provide Tract/Lot Numbers, Letters, or Other Designation to Identify the Lot or Tract
18. Provide Lot Areas (Areas in rights-of-way may not count towards meeting lot area minimums)
19. Show Location of Sewage Discharge (if required by DHH)

F. Utility/Drainage Servitudes:

1. Show servitudes (width, location description, and public/private dedication)
2. Show existing servitudes to be revoked upon recordation of this plat (per note G-12).
3. Label all Existing Servitudes to remain as "Existing". Do not note servitudes to be created with this plat as "Proposed"
4. Provide Drainage Servitude Width in Accordance with Land Development Code 17-4045(E). Show location of ditch servitudes by Bearings/Distances (via centerline or both top banks). Name the stream (if applicable) and note whether public or private servitude(s).

G. General Subdivision Notes

(To aid in consistency among plats in parish and to expedite review, please follow order of information as displayed below. Add any other additional items at end of list.)

1. *Sewer Development Fee: This development is subject to sewer development fees. (or note project specific fee requirement such as, "The sewer development fee has been paid by the developer." Or "Portion of Sewer Development fee has been paid for by developer resulting in \$289.00 to be paid for by home builder.")*
2. *Traffic Impact Fee: This development is subject to traffic impact fees according to Ascension Parish Ordinances*
3. *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.*

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4. *Source of water supply shall be approved by the Ascension Parish Health Unit.*
5. *All lots are subject to the Declaration of Covenants and Restrictions filed as an adjunct hereto. Ascension Parish does not enforce private deed and/or subdivision restrictions. However, the approval of this plat does not release the owner and/or contractor/builder from complying with any such restrictions that may be attached to the property on this plat.*
6. *All structures shall be constructed a minimum of two feet above FEMA BFE (one foot for any preliminary plat approved before 9/27/2019) or nearest adjacent FEMA BFE and a minimum of one foot above top elevation of nearest adjacent sanitary sewer manhole on the sewer collection system servicing the proposed structure, if applicable.*
7. *Any non-standard street signs and posts considered to be ornamental shall be owned, maintained, repaired, and/or replaced by the developer or subdivision homeowner's association. Both the developer and the homeowner's association shall hold Ascension Parish harmless for any and all work pertaining to the replacement and upkeep of these non-standard street signs and/or posts within this development. The developer and/or homeowner's association also hereby agrees to maintain said ornamental street signs and posts as required by law.*
8. *Sidewalk must be constructed prior to the Certificate of Occupancy being issued for each lot. Not required for Minor Subdivisions*
9. *One Class 'A' tree must be planted prior to certificate of occupancy being issued for each lot. Not required for Minor Subdivisions*
10. *The parks will be a stage (note stage level) requirement. The trees, common areas, park space, open space and ponds, etc. are to be installed according to Ascension Parish ordinances. All required park trees must be planted prior to the issuance of the first C.O. The maintenance and upkeep responsibilities will be on the homeowner's association and a sign must be in place identify the park space. Not required for Minor Subdivisions*
11. *The 30' drainage servitude shown through the lake as shown hereon is dedicated for the purposes of the maintenance of unrestricted storm water run-off. The maintenance of the shoreline and that portion of the lake which is part of each lot or common space, shall be the responsibility of the individual lot owner and/or Homeowners Association. Ascension Parish shall have no responsibility for the maintenance thereof. The lake within the boundaries of this development shall be privately owned and maintained.*
12. *Upon approval and recordation of this Plat, all servitudes previously affecting the property described by this Plat are deemed revoked and said servitudes shall now exist as shown by and evidenced on this Plat.*
13. *All developers, builders and homeowners are required to adhere to the provisions of the approved drainage plan for this subdivision, the Ascension Parish Drainage Ordinance, and all applicable provisions of the Ascension Parish ULDC, including but not limited to Sections 17-4044.B and 17-5014.A."*

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14. *Sidewalk (If included in development): "The Owner of a lot shall be responsible for all maintenance, repair or replacement of the sidewalk on or adjacent to his/her lot. Both the Homeowner and the Homeowner's Association shall hold Ascension Parish harmless for any and all work pertaining to the upkeep and/or replacement of the sidewalks within this development." Sidewalks not required for Minor Subdivisions*

15. *Mitigation Facility Certification (any preliminary plat approved after 9/27/2019): "An inspection for compliance with design shall be performed every 5 years for all privately owned storm water and floodplain mitigation facilities and a letter of certification of compliance with design shall be submitted to the Department of Planning and Development by an Engineer licensed in the State of Louisiana."*

H. Owner dedication notes

Sanitary Sewer Dedication: *The sewer system, including but not limited to, all treatment system(s), pump(s), lift station(s), collection lines to the system, both onsite and offsite, and the user of said improvements, are hereby dedicated to the parish of Ascension. The Parish of Ascension is also hereby granted a permanent servitude of access and use over the immovable property upon which any portion of the treatment system(s), pump(s), lift station(s), collection lines dedicated above are located for necessary maintenance or improvements. Said servitude is to be considered transferable and heritable and shall be enforceable against any and all successors or assigns of the property owner.*

Public Dedication-Sewer Treatment Plant and/or Lift Station Property: *The immovable property upon which the Sewer Treatment Plant and/or Lift Station Facility is located, as designated on this plat as Tract (Lot) 'STP' and/or Tract (Lot) 'LS' or 'PS', is hereby dedicated in ownership to the Parish of Ascension, its successors and assigns."*

Public Dedication (if applicable): *The public streets and 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 for proper purposes. All areas shown as public 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 public servitude or public rights of way so as to prevent or unreasonably interfere with any purpose for which servitude or right of way is granted.*

Public Sewer Dedication (if applicable): *(This is only needed for public sewers in private subdivisions.) All areas shown as "public sewer servitudes" are granted to the parish of Ascension for removal of sewerage (which shall include the right to excavate for maintenance or repair within the "public sewer servitudes") and for no other purpose. No*

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building, structure, or fence shall be constructed, and no shrubbery planted within the limits of any public sewer servitude so as to prevent or unreasonably interfere with the purpose for which the servitude is granted. The Parish shall only be responsible for maintaining public sanitary sewer improvements located within the “public sewer servitudes” and shall not be responsible for, nor be obligated to repair or replace any excavated area, paved area, fence or other private improvements constructed on or installed within the “public sewer servitudes,” which repairs or replacements shall be at the sole expense of the owners, their heirs, successors, or assigns.

Private Driveway Dedication Statement (if applicable for private subdivisions): *“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 street/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 (if applicable for private subdivisions): *“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 and according paragraph 17-4011.F of the Subdivision Regulations. 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.”*

Public Access Note (If applicable): *(This is only needed for public infrastructure in private subdivisions.) “The Parish of Ascension is hereby granted a permanent servitude of access and use on the private streets and/or common areas located within this subdivision for the purpose of maintenance of any public infrastructure including but not limited to drainage, sewer and utilities. This access is to be considered transferable and heritable and shall be enforceable against any and all successors or assigns of the property owner.”*

Private Streets and Infrastructure Development Districts

Major and Minor Subdivisions not wishing to create an Infrastructure Development District (as applicable for private subdivisions):

If a developer elects to develop a major or minor subdivision with private roads, said developer shall place in bold print on the plat, submitted for final approval, in a size sufficient to notify the public a statement, “The streets and roads of this Subdivision are Private Roads and are the responsibility of the homeowners and homeowner’s association. No Road or Street in this subdivision can be maintained by Parish Government.”

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Major and Minor Subdivisions petitioning to create an Infrastructure Development District for Public Streets (as applicable):

“The roads and streets shown on this plat are subject to an Infrastructure Development District created by ordinance of the Ascension Parish Council in accordance with the provisions set forth in La. R.S. 33:4690.13- Ascension Parish Road Infrastructure Development Districts. The creation of this District will result in a special ad valorem tax being assessed against all property located on this plat. Said tax shall be used for the maintenance of the public streets and street lighting placed on the property identified on this plat.”

- I. Land Surveyor Certification:
 1. Provide Certification by Registered Land Surveyor Certifying Accuracy of Survey and Plat (Compliance with RS: 33:5051 and Louisiana Minimum Standards)
 2. Note Surveyor’s Name below Signature Line and Date
 3. Provide Surveyor’s Seal

Submittal Items

1. Provide approval and signature of the *Planning Commission Chairman or their designated representative* shall be shown on final plat.
 - a. Signature and Date
 - b. Planning Commission File number
2. Any Other Certificates, Affidavits, Endorsements, or Dedications as May be Required by the Planning Commission in Enforcement of the Subdivision Regulations (if applicable)
3. Wetlands Jurisdictional Determination from Corps of Engineers
4. An Affidavit of Mortgage Declaration shall be filled out by the applicant, notarized and submitted to the Parish when submitted for review

This submittal shall include a fully completed checklist that is to be signed and dated by the Surveyor.

Submitted By: _____ Date: _____