

# Ascension Parish Planning & Zoning Commission



## Preliminary Plat & Submittal Checklist for Residential Subdivisions

Project Name/Filing Number \_\_\_\_\_  
Date of Submittal \_\_\_\_\_

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Per Section 17-406.B of the Ascension Parish Subdivision Regulations:

### I. Submittal

- Traffic Impact Study\* \_\_\_\_\_
- Drainage Impact Study\* \_\_\_\_\_
- Corps of Engineers Wetland Determination \_\_\_\_\_
- Adjoining Property Owners Form \_\_\_\_\_
- Review Fees \_\_\_\_\_
- Checklist that is fully completed and signed and dated by the Surveyor or Engineer \_\_\_\_\_

### II. Preliminary Plat

- Legibly depicted on paper with minimum dimensions of 11" x 17" \_\_\_\_\_
- Submitted electronically to both the ERA and Ascension Parish \_\_\_\_\_

#### A. Title & Basic Plat Information:

- Name of Subdivision/Development (and filing number, if applicable) \_\_\_\_\_
- Location of Property (Section, Township, Range) \_\_\_\_\_
- Owner's Name and Signature with Date \_\_\_\_\_
- Name of Engineer/Land Surveyor \_\_\_\_\_
- Revision Date and Changes Since Last Revision (as applicable) \_\_\_\_\_
- List Any Variances/Waivers (as applicable) \_\_\_\_\_
- North Point, Graphic Scale, and Date of Submittal \_\_\_\_\_

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

- Utilize Parish Road Map as Base Map \_\_\_\_\_
- 2000' Scale or Better with North Arrow and Scale \_\_\_\_\_

#### C. F.E.M.A Flood Plain

- Flood Zone Designation and Delineate on Map (if more than one zone applies) \_\_\_\_\_
- Reference to F.E.M.A. Flood Map (Community #, Panel #, and Map Date) \_\_\_\_\_
- Reference to Letter of Map Revision or Amendment (if applicable) \_\_\_\_\_
- 100 Year Base Flood Elevation (if not in flood zone, list the nearest adjacent) \_\_\_\_\_
- Record Inundation (if available) \_\_\_\_\_

#### D. Boundary Lines and Existing Improvements:

- Boundaries of Property Being Subdivided \_\_\_\_\_
- Names & Widths (R/W & Pavement) of Adjoining Streets \_\_\_\_\_
- Section & Township Lines \_\_\_\_\_
- Incorporated Areas \_\_\_\_\_
- Zoning Districts \_\_\_\_\_
- School Districts \_\_\_\_\_
- Existing Buildings, Drives, or Structures \_\_\_\_\_
- Existing Ponds, Lakes, etc. \_\_\_\_\_
- Existing Servitudes (Widths, Locations, Descriptions, Public/Private Dedications) \_\_\_\_\_

Existing Servitudes to be Revoked Noted as Such \_\_\_\_\_



**E. Adjoining Property:**

- Names of Adjoining Subdivision(s) \_\_\_\_\_
- Names, Addresses, & Record Owners of all Adjoining Property \_\_\_\_\_
- List of Reference Maps and/or Documents with Instrument Numbers \_\_\_\_\_
- Adjoining Lots and Street Names with Right-of-Way Width(s) \_\_\_\_\_

**F. Features of Proposed Subdivision:**

- Location & Dimensions of Existing Buildings (If Property is Vacant make Statement of such) \_\_\_\_\_
- Pond Size and Location with Outfall Locations Depicted \_\_\_\_\_
- Sewer Lift Station, Sewer Treatment Plant, & Sewer Effluent Outfall Location \_\_\_\_\_
- Location and Description (Size and Type) of Monuments \_\_\_\_\_

**G. Drainage Ditches:**

- Existing Drainage Ditches \_\_\_\_\_
- Drainage from Proposed Subdivision to Ultimate Drainage Channel Description \_\_\_\_\_
- Existing Contours (Labeled with Note Stating Source – e.g. LIDAR, Survey, etc.) \_\_\_\_\_

**H. Streets:**

- Typical Street Section \_\_\_\_\_

**I. Special Use Areas:**

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

**J. General Subdivision Information**

- Land Characteristics (Pasture, woodland, etc.) \_\_\_\_\_
- Available Community Facilities and Utilities \_\_\_\_\_
- Number of Lots \_\_\_\_\_
- Typical Lot Width and Depth \_\_\_\_\_
- Park Areas and Other Public Areas \_\_\_\_\_
- Proposed Utilities \_\_\_\_\_

**K.**  **Total acreage** involved in the proposed subdivision and total remaining adjacent property owned by the developer and the location thereof. \_\_\_\_\_

**L.**  All **existing curves** on public streets located within one-fourth (1/4) mile of the proposed subdivision entrances or a statement that no curves exist on public streets within one-fourth (1/4) mile of the proposed subdivision entrances. (Section 17-406-B15) \_\_\_\_\_

**M. Statements (as applicable)**

- “All structures shall be constructed a minimum of two feet above FEMA BFE and top elevation of nearest adjacent sanitary sewer manhole on the sewer collection system servicing the proposed structure.”*
- “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.”*



**N. Park Requirements**

The following table should be completed and included on the plat:

PARK REQUIREMENTS				
Number of Lots		Required	Provided	Tree Credits Caliper Inches
Park Stage				
Park Space (Acres) - 8 ac./1000 population				
Upland Park Space (Acres) - Not less than 50% of total				
Class A trees				
Total Caliper Inches (2.5" min. per tree)				
Ornamental trees				
Total Caliper Inches (2.5" min. per tree)				

**INTERNAL ITEMS TO CHECK FOR:**

- Do pond and proposed ditch sizes match what is shown in the drainage calculations
- Check DPW's comments on traffic and drainage information forms (completed during pre-app meeting time)
- Is there a stamp on both the traffic and drainage studies?
- Is the site taking away over bank conveyance of any stream? Look particularly at proposed ponds.
- Look for unsafe internal street intersections. Would possible green space islands restrict sight distance?
- Does it appear that the geometry will create an undesirable horizontal alignment, radius, or difficulties for a truck to maneuver into the subdivision? Pay particular attention to islands at boulevard entrances.
- Confirm property zoning