

Preliminary Plat Check List

City of Baton Rouge / Parish of East Baton Rouge
Office of the Planning Commission, 1755 Florida Street, 3rd Floor
P.O. Box 1471, Baton Rouge, Louisiana 70821

*The following information is required on all preliminary plats unless otherwise noted in bold. The Plan submitted for approval shall be prepared by one or more persons in the following professions: Architecture, Landscape Architecture, Land Planning, or Civil Engineering.
(Should place stamp and seal on the appropriate drawings)*

- _____ 1. Title subdivision (Section 4.3, A) place title on lower right corner of plat
- _____ 2. Legal Description (Section 4.3, A)
- _____ 3. Name of owner/ subdivider/ developer (Section 4.3, A)
- _____ 4. Engineer's Name (Section 4.3, A)
- _____ 5. Boundaries of Subdivision (Section 4.3, B)
- _____ 6. Street names and rights-of-way widths of roads adjoining the project (Section 4.6, A, 6 & 13.4)
- _____ 7. Major Street Plan area required for a proposed major street (Section 13.6 E, 2 and Section 13.3)
- _____ 8. Zoning District classification and boundaries (Section 4.3, B, 1)
- _____ 9. Section and Township Lines (Section 4.3, B, 1)
- _____ 10. Abutting Property Ownership: show ownership on plat of all abutting properties (Section 4.3, D)
- _____ 11. Abutting Lots or Tracts: show lot number or tract name on all abutting properties or unsubdivided land (Section 4.3, D)
- _____ 12. Abutting Subdivision(s): show abutting subdivision name(s) and filing(s) of abutting subdivision(s) (Section 4.3, D)
- _____ 13. Lots show proposed lot or tract numbers and all dimensions (Section 4.6, A, 8)
- _____ 14. Servitudes: show proposed servitudes and dimensions (Section 4.6, A, 6)
- _____ 15. Right-of-way: show proposed right-of-way, dimensions of streets and radii of turning circles (Section 4.6, A, 6-7)
- _____ 16. Sidewalks: show sidewalk servitudes (where applicable) (Section 4.6, A, 6)
- _____ 17. Bridges and Culverts: show existing bridges and culverts within the proposed development area (Section 4.3, F, 1)
- _____ 18. Sewerage Disposal Statement for proposed development (Section 4.6, A, 15)
- _____ 19. Drainage Layout Statement for proposed development (Section 4.3, F)

- _____ 20. Contours (Section 4.5, B, 1) **(Not required for Exchange of Property/ Combination of Lots Applications)**
- _____ 21. Drainage: show existing and proposed drainage ditches / canals / streams and right-of-way (Section 4.5, B) **(6 lots or more)**
- _____ 22. Utilities: show existing and proposed utilities such as water, gas electric, etc. (Section 4.3, G)
- _____ 23. North Arrow, Scale and Date (Section 4.3, J)
- _____ 24. Vicinity Map with north arrow and scale (Section 4.3, K)
- _____ 25. Dedication Notes: For Public Use (e.g. streets, rights-of-way, utilities, sewer, etc.) For Private Use (e.g. common area, ponds, recreation, etc.) (Section 4.3, M) Private Streets must state, "The City of Baton Rouge/ East Baton Rouge Parish is not responsible for the maintenance and or upkeep of private streets."
- _____ 26. Existing Buildings: show location and *address* of existing buildings (Section 4.3, E, 2)
- _____ 27. Special Use Areas: show proposed location of: parks, playgrounds, church, school sites, bus stops on CTC routes, etc. (Section 4.3, I) **(6 lots or more)**
- _____ 28. Geologic Hazards: show any known geologic hazards, including fault lines
- _____ 29. General Notes (Section 4.3)
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|--------------------------------|---------------------------------|------------------|
| Zoning District | Acreage | Inundation Level |
| Streets: | Land Use | Electric Company |
| Type: S/D-02A or S/D-02 | School District | Gas Company |
| (Section 14.2) | Nearest 100 Yr. Flood Elevation | FEMA Flood Zones |
| Water District | Sewer District | Fire District |
| Design Water Surface | FIRM Base Flood Elevation | |
- (Bold items are only required when there are 6 lots or more)**
- _____ 30. Waiver(s): State requested waiver(s) on the preliminary plat showing section and paragraph of the Unified Development Code
- _____ 31. Electronic Plat Submittal: Provide a AutoCad drawing by computer disk or e-mail submittal to: resource@brgov.com **(Required prior to Planning Commission signature)**
- _____ 32. Prints: Provide three (3) 11" x 17" prints with application, and two (2) 24" X 36" prints. Provide seven (7) 11" x 17" prints after Planning Commission approval (Staff Level). Provide thirteen (13) full-size prints and two (2) 11" x 17" prints after Plat is signed by the Planning Commission (All Public Hearing Subs).
- _____ 33. Drainage/Water Quality
- Stormwater Management Plan (SMP): provide three (3) copies (Section 15.13) submitted to the Planning Commission. **(6 lots or more)**

Drainage Impact Study: provide three (3) copies (Section 15.15 and 4.5, N) submitted to the Planning Commission. **(6 lots or more)**

Water Quality Impact Study (WQIS): provide three (3) copies (Section 15.17) submitted to the Planning Commission. **(6 lots or more)**

- ____ 34. Traffic Impact Statement: Applicant must have a statement from the Department of Public Works confirming that the Traffic Impact requirement has been completed prior to being heard at the Planning Commission Meeting. Failure to have the statement prior to the Meeting will result in the items deferral/denial. **(All Public Hearing Cases)**
- ____ 35. Fee: a non-refundable processing fee is required for all preliminary plat applications. A separate non-refundable advertising fee is required for all items requiring a public hearing. (See fee schedule)
- ____ 36. Engineer's / Surveyor's Certification, Signature & Seal must be shown on all preliminary plats submitted for Planning Commission Staff Review and Approval.
- ____ 37. All subdivisions of five (5) lots or less must be reviewed by DPW prior to Planning Commission Staff approval.
- ____ 38. Application Form must be completed and signed
- ____ 39. Deed Restriction Note (M.C. Resolution #38949 -- 9/9/98)
- ____ 40. Fill Note
- ____ 41. Bike path/green link plan show location of existing or proposed paths per adopted Bicycle/pedestrian Plan and Green links Concept Plan **(6 lots or more)**
- ____ 42. Minimum Lot Requirements all resubdivided lots must meet the minimum lot requirements established by the Unified Development Code (Appendix F)
- ____ 43. Street Improvements: no lots may be subdivided or resubdivided on private streets or roads or on unimproved rights-of-way unless such Streets are first improved to Unified Development Code standards (Section 2)
- ____ 44. Private Street (formerly Private Servitude of Access): the width of the private street and its name must be indicated on the plat as well as the type of construction. The proposed names should be reviewed to determine availability by referencing the official Planning Commission list. Show typical sample cross section of Private Street (Section 13.6, I; 13.4)
- ____ 45. Label proposed subdivision and street names: Label all streets, alleys, ways, right-of-ways, and private streets, together with their widths and names from the list approved by the Office of the Planning Commission. Show typical sample cross section of Street(s).
- ____ 46. Flood Elevation Data the FEMA Flood Zone and the FIRM Base Elevation; where the area subdivided lies at or below record inundation level or the FIRM Base Elevation, whichever is greater, that Area Shall be Shaded by an approved shading pattern (Section 4.3, L)

- _____ 47. Sewer Lines and Wyes: All lots being created must have a sewer wye, the cost of which must be borne by the property owner or subdivider if no sewer wye exists (Section 4.3, F)

- _____ 48. Parish Health Unit Approval if property is located outside the Wastewater Suburban Transportation Network (WSTN) and no sanitary sewer facilities are available; resubdivision requires the Chief Sanitarian of the Parish Health Unit Certifies on the plat to be approved the method of sewage disposal. Note: The Health Unit will not sign a plat that has been granted or is requesting a waiver. (Section 4.6, A, 15) **(Not required for Exchange of Property/ Combination of Lots Applications)**

- _____ 49. Green open space provisions such as golf courses, parks, passive or scenic areas; community recreation or leisure time facilities such as benches and gazebos; and areas for such public or quasi-public institutional uses such as public facilities. **(Cluster Subdivisions Only)**

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