

Preliminary Plat Checklist

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. (Place stamp and seal on the appropriate drawings) Re: <https://library.municode>

- ___ 1. Title subdivision [Sec. 7:4.3(b)(1)] place title on lower right corner of plat
- ___ 2. Legal Description [Sec. 7:4.3(b)(1)]
- ___ 3. Name of owner/ subdivider/ developer [Sec. 7:4.3(b)(1)]
- ___ 4. Engineer's Name [Sec. 7:4.3(b)(1)]
- ___ 5. Boundaries of Subdivision [Sec. 7:4.3(b)(2)]
- ___ 6. Streets names and rights-of-way widths of roads adjoining the development. [Sec. 7:4.3(b)(2)(4)]
- ___ 7. Major Street Plan area required for a proposed major street [Sec. 7:13.2(a)]
- ___ 8. Zoning District classification and boundaries [Sec. 7:4.3(b)(2)]
- ___ 9. Section and Township Lines [Sec. 7:4.3(b)(2)]
- ___ 10. Abutting Property Ownership: show ownership on plat of all abutting properties [Sec. 7:4.3(b)(4)]
- ___ 11. Abutting Lots or Tracts: show lot number or tract name on all abutting properties or unsubdivided land [Sec. 7:4.3(b)(4)]
- ___ 12. Abutting Subdivision(s): show abutting subdivision name(s) and filing(s) of abutting subdivision(s) [Sec. 7:4.3(b)(4)]
- ___ 13. Lots show proposed lot or tract numbers and all dimensions [Sec. 7:4.3(b)(5)]
- ___ 14. Servitudes: show proposed servitudes and dimensions [Sec. 7:4.3(b)(5)]
- ___ 15. Right-of-way: show proposed right-of-way, street names, dimensions of streets and radii of turning circles. Refer to Appendix J for required minimum rights-of-way. [Sec. 7:4.3(b)(5); Sec. 7:13.2(b); Sec. 7:13.4]
- ___ 16. Sidewalks: show sidewalk servitudes (where applicable) [Sec. 7:4.3(b)(5)]
- ___ 17. Bridges and Culverts: show existing bridges and culverts within the proposed development area [Sec. 7:4.3(b)(6)]

- _____ 18. Sewerage Disposal Statement for proposed development [Sec. 7:4.3(b)(6)]
- _____ 19. Drainage Layout Statement for proposed development [Sec. 7:4.3(b)(6)]
- _____ 20. Contours [Sec. 7:4.3(b)(6)] **(Not required for Exchange of Property/ Combination of Lots Applications)**
- _____ 21. Drainage: show existing and proposed drainage ditches / canals / streams and right-of-way [Sec. 7:4.3(b)(6)] **(6 lots or more)**
- _____ 22. Offsite Drainage Assessment: provide a topographic survey of existing site conditions and proposed grading plan in a CAD/Civil3D format. [Resolution No. 2021-13] **(6 lots or more)**
- _____ 23. Utilities: show existing and proposed utilities such as water, gas electric, etc. [Sec. 7:4.3(b)(7)]
- _____ 24. North Arrow, Scale and Date [Sec. 7:4.3(b)(10)]
- _____ 25. Vicinity Map with north arrow and scale [Sec. 7:4.3(b)(11)]
- _____ 26. Dedication Notes: For Public Use (e.g. streets, rights-of-way, utilities, sewer, etc.) For Private Use (e.g. common area, ponds, recreation, etc.)
- _____ 27. Existing Buildings: show location and address of existing buildings [Sec. 7:4.3(b)(5)]
- _____ 28. Special Use Areas: show proposed location of: parks, playgrounds, church, school sites, bus stops on CTC routes, etc. [Sec. 7:4.3(b)(9)] **(6 lots or more)**
- _____ 29. Geologic Hazards: show any known geologic hazards, including fault lines
- _____ 30. General Notes [Sec. 7:4.3(b)]

Zoning District	Acreage	Inundation Level
Streets:	Land Use	Electric Company
Appendix J	School District	Gas Company
[Sec. 7:13.2(b)]	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)		
- _____ 31. Waiver(s): State requested waiver(s) on the preliminary plat showing section and paragraph of the Unified Development Code
- _____ 32. Engineer's / Surveyor's Certification, Signature & Seal must be shown on all preliminary plats submitted for Planning Commission Staff Review and Approval.
- _____ 33. All subdivisions of five (5) lots or less must be reviewed by DPW prior to Planning Commission Staff approval.
- _____ 34. Deed Restriction Note (M.C. Resolution #38949 -- 9/9/98)
- _____ 35. Fill Note (Section 4.8, W)
- _____ 36. Bike path/green link plan show location of existing or proposed paths **(6 lots or more)**

- _____ 37. Minimum Lot Requirements: all subdivided lots must meet the minimum lot requirements established by the City of Central Comprehensive Zoning Code [Appendix 1]
- _____ 38. 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 City of Central Code of Ordinances standards [Title 2; Sec. 7:13.2; Sec. 7:13.6]
- _____ 39. Private Street: the width of the private access servitude must be indicated on the plat as well as the type of construction [Sec. 7:13.6(9)].
- _____ 40. Private Servitude Maintenance Covenant: "All lots that use the private road or servitude of access are jointly responsible for the costs to maintain the entire private road or servitude of access created by the subdivision. Each lot's responsibility shall be pro-rata based upon each lot's frontage on the private road or servitude of access." [Ordinance No. 2007-3]
- _____ 41. Flood Elevation Data the FEMA Flood Zone and the FIRM Base Elevation; the SFHA shall be shaded with an approved shading pattern [Sec. 7:4.3(b)(12)]
- _____ 42. Sewer Lines and Wyes: All lots connecting to public sewer must have a sewer wye, the cost of which must be borne by the property owner or subdivider if no sewer wye exists [Sec.7:14.3(1)]
- _____ 43. 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. [Sec. 7:14.3(2)]
(Not required for Exchange of Property/Combination of Lots Applications)
- _____ 44. Electronic Plat Submittal: Provide an AutoCad drawing by computer disk or e-mail submittal to: gis@central-la.gov **(Required prior to Planning Commission signature)**
- _____ 45. Prints: Provide four (4) full-size prints and two (2) 11" x 17" prints with application. Provide two (2) full-size and two (2) 11" x 17" prints after Planning Commission approval.
- _____ 46. Stormwater Management Plan (SMP)
 Drainage Impact Study: provide two (2) copies (Sec. 7:15.4 and Sec. 7:4.3(b)(14)]
(6 lots or more)
 Water Quality Impact Study (WQIS): provide two (2) copies [Sec. 7:15.6]
(6 lots or more)
- _____ 47. Traffic Impact Study: Any development within one quarter mile of a state highway and/or has the potential to generate traffic volumes exceeding 100 vehicle trips during the highest peak hour of the development is required to submit a detailed traffic impact study.
- _____ 48. Fee: a non-refundable processing fee is required for all preliminary plat applications. A non-refundable advertising fee is required for all items requiring a public hearing. [See fee schedule – Appendix B]
- _____ 49. Application Form must be completed and signed by owner or owner's authorized agent.

- _____ 50. **Mailed Notice.** Each application for a major subdivision shall also provide notice of the required public hearing by U.S. mail, sent not less than 15 days in advance of the hearing, to the Commission staff and all owners of real property, within 300 feet of the boundaries of the land upon which a subdivision application is requested. The Applicant shall provide the Commission staff with proof of the required mailing (consisting of a Certificate of Mailing from the U.S. Postal Service or delivery receipt) for each notice at least two days prior to the public hearing. For the purpose of notice requirements to property owners, the names and addresses of such owners shall be deemed to be those on record in the [East Baton Rouge Parish Assessor's records](#). Failure of owners to receive this mailed notice shall in no way not affect the validity of any action taken at the hearing. ([Section 7:4.102 \(3\) of the Development Code](#))