



SUBDIVISION Checklist

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Completed for a project located at:

Completed by (Applicant Name):

A Plat or Concept Plan shall: a) be prepared and signed or sealed by a qualified professional (or a licensed professional where required by law); and b) be appropriately sized to be legible. Any revisions must be noted by dated revision number, clouds, and a note describing the revisions.

All affected property must be platted and redesignated (e.g. Lot 1 into Lot 1-A and 1-B).

0. Required Submittals for All

All in pdf format, unless otherwise specified.

- a. Full-size Plat or Concept Plan
- b. Demonstration of adequate public facilities (Sec. 7:4.3.2.C)
- c. Demonstration of review criteria (Sec. 7:4.3.2.F), as applicable
The following, as applicable:
 - d. Sewer Capacity Request, approval email and submittal with exhibits
 - e. Stormwater Management Plan, including Drainage Impact Study and Water Quality Impact Study
 - f. Offsite Drainage Assessment data; see Stormwater Management information brochure for types and format
 - g. Traffic Impact Analysis data and fee; contact the Engineering Department
 - h. DOTD approval or no objection, if access is onto or within ¼ mile of a state highway

For ALL Plats

General Information in Text:

- a. Title block, including:
 - o Name of subdivision
 - o Legal description of property, including Section, Township, and Range
 - o Number of lots and common areas proposed
 - o Name and address of the owner(s)
 - o Name and address of the applicant
 - o Name and address of the licensed professional who is platting the land
- b. North arrow and scale (graphic and text)
- c. Date Plat was prepared and of revisions
- d. Vicinity map with north arrow, showing existing roads and drainageways within at least 1,000 feet of the subdivision
- e. Utility companies (e.g. water, sewer)

For Concept Plans (Sec. 7:4.3.3)

- a. Map and description of land uses, development intensities, and street layouts at a conceptual level
- b. Development phases, if applicable

General Information on the Map:

- a. Boundaries of property being subdivided
- b. Dimensions, bearings, and corner markers
- c. Name and filing of abutting subdivisions
- d. Lot designation and owner of abutting property

- e. Section and township lines
- f. Municipal boundary, if within map
- g. Major Street Plan setback, if applicable
- h. Zoning district classifications and boundaries, including minimum setbacks
- i. Flood elevation data, shaded appropriately, including record inundation, special flood hazard areas (FEMA and community-defined), and range of the base flood elevation
- j. Conveyance zones, if applicable
- k. Known geologic hazards (e.g. fault lines), if applicable

Existing, located and labeled:

- a. Lots, with designation, dimensions, and area, as dashed or shaded
- b. Streets adjoining the subdivision, with name, right-of-way and pavement width, and Major Street Plan designation if applicable
- c. Features within or immediately adjacent to the subdivision, including watercourses, drainageways, stormwater controls, sanitary sewers, water mains, culverts, underground structures, etc.
- d. Buildings, if any, with municipal address and setback from property lines
- e. Servitudes, with ownership and use

Proposed/New, located and labeled:

- a. Lots, with designation, dimensions, and area, as solid or bold
- b. Lot notation of "Not a Building Site," if applicable
- c. Streets, including name, right-of-way width, radius of cul-de-sacs
- d. Servitudes, with ownership and use

Signatures and Notes:

- a. A place for signature and date for each owner of property being subdivided
- b. If private on-site sewage treatment, note: "Approved private sewage treatment plants are in use. Minimum slab elevations are required to be 24 inches above the sewer effluent ditch invert."

For Preliminary Plats

Everything required for ALL plats, plus:

General Information on the Map:

- a. Phase lines, if proposed

Existing, located and labeled:

- a. Contours or point elevations

Proposed, located and labeled:

- a. Contours or point elevations
- b. Street cross-sections from Appendix J
- c. Sewer infrastructure, if applicable
- d. Stormwater management facilities
- e. Common areas or open space, including size and use, if applicable
- f. Special uses areas (e.g. park, school), if applicable
- g. Centralized mail kiosk, if applicable

For Final Plats

Everything required for ALL plats, plus:

General Information in Text:

- a. Basis of the bearings referenced to some well-established line or Louisiana State Plane Coordinate System
- b. Waivers or variances, approved, with approval details including case number, approval authority, and date, if applicable

General Information on the Map:

- a. Outer boundary lines with accurate distances, angles, or bearings if available, tied to one or more of the following:
 - o Recorded rights-of-way intersecting the boundaries of the subdivision, with the right-of-way width labeled
 - o Property corners
 - o Official monuments
 - o Municipal, range, township, parish, or section lines
- b. All curve data, the lengths of all arcs, radii, internal angles, points of curvature, and lengths and bearings of tangents

- c. All dimensions, both linear and angular, to determine the exact boundary of all proposed lots
- d. Benchmarks, with the accurate location, material type, and description
- e. Notation on lots considered for public use, if applicable
- f. Notation on lots designated for common use, with a maintenance responsibility statement, if applicable
- g. Street address number for each lot

Signatures and Notes:

- a. A place for signature and date for:
 - o If new EBROSCO infrastructure:
EBR Director of Dept. of Development
 - o If private on-site sewage treatment:
Parish Health Unit
 - o City of St. George Engineering Director
 - o City of St. George Planning Director
- b. Notes signed and dated by the owner:

Public Dedication Note:

The streets, rights-of-way (and pump station tract*) shown hereon, if not previously dedicated are hereby dedicated to the perpetual use of the public for proper purposes. All areas shown as servitudes, other than those labeled as private servitudes, are granted to the public for the purposes indicated on the plat, including utilities, drainage, sewage removal or other proper purposes for the general use by the public. 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 servitude or right-of-way so as to prevent or unreasonably interfere with any purpose for which the servitude or right-of-way is granted.

*(if applicable, add the following)

Where a pump station or sewage treatment plant is to be provided by the applicant, the area to be used for this purpose shall be dedicated by the owner as a servitude and tract separate from any other lot for that purpose only.

Sewage Disposal Note:

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 East Baton Rouge Parish Health Unit.

- c. Statement of Wastewater Impact Fee Certification
This is to certify that the Applicant of Lots ___ has paid \$___per Lot for a total of \$___(Check No.____) in Wastewater Impact Fees in accordance with Ordinance 10043, EBROSCO Ordinance 1242 as amended. Additionally, all Lots for which a building permit will be issued for improvements to the Lot will require payment of the remaining portion of the Wastewater Impact Fee in accordance with the aforementioned Ordinance. This property is located in the____Sewer District.
- d. If an approved Water Quality Impact Study or Stormwater Management Plan: Statement of Private Water Quality Maintenance Covenant
A Private Water Quality Maintenance Covenant has been executed and recorded in the Office of the Clerk and Recorder of the Parish as Original ___ and Bundle ____.
- e. Street light maintenance note
- f. Note: "Special Flood Hazard Areas, base flood elevations, conveyance zones, utility companies, and zoning districts are subject to change and should be verified."
- g. Licensed land surveyor's seal, and statement to the effect that the plat is based upon an actual survey made by them and that the distances, courses, and angles and all other required survey information are shown correctly, that the monuments have been set and the lot and block corners staked correctly on the ground, and that they have fully complied with the provisions of State law and the standards of practice of land surveying as promulgated by the Louisiana Professional Engineering and Land Surveying Board
- h. Survey classification