

Minor Subdivision Check List for Field and Plat

File # _____ CHECKLIST FOR: _____ Date _____

Fee \$ _____ Primary checker: _____ P&Z Agenda _____ Council Agenda _____ Admin _____

Minor Subdivisions (105-7):

- Prior to rezoning, the landowner will need to meet with the OCPD Office and WBR Utilities Office.
- Rezoning Date on Plat: _____
- Developer registered with Revenue Department (Office Policy is that all Persons and businesses are compliant with all Parish Offices. Also see 111-113(e)(3) developers name on plat and RS:47:359(J) 341(A), Sec 50-12& 13 Occupational license
- Are all lots numbered and listed in description: (to verify only a total of 6 lots) list the total number of lots in the title of the Minor Subdivision
- Legal Description Correct?
- Title label it as a "MINOR SUBDIVISION"
- Engineers signature and Seal
- Owners address and signature
- Planning & Zoning Commission chairman signature line.
- Parish President Signature line.
- Vicinity Map dated with Surveyor's certification, signature and seal
- Adjoining Subdivisions named 111-115
- All streets named & approved (contact the 911 office for street name approvals #346-1577)
- Names and addresses of adjacent property owners shown 111-115 also a requirement of LAPELS.
- Zoning "R-M" Designation shown
- Zoning setbacks requirements shown. Minor building setbacks are 25' front & street side, 10' side & rear, shown or notated.
- Location & size of existing utilities shown 105-39(b)
- Utilities Servitude (20' for minor) for lots being created in addition to Road right of way (30') (total 50')
- Permanently maintained ditch to handle effluent form individual Sewer
- Location of existing and platted property lines, streets, buildings, watercourses, railroads, sewers, bridges, culverts, drainpipes, water mains, any public utility easements, both on the land subdivided and on the adjoining land as applicable; 111-113(a)(3) also Drains, ditches, canals, and servitudes shown 105-39
- Location and description of permanent monuments and (only in flood zone areas) bench marks. 105-40 (2)
- Deed restrictions (for Minor and Residential Single Family 1,2,&3)
- Contours at one-foot interval elevations (existing/finished) 111-115(g)(14) 104-66
- Notify John of Signage: Street _____ Stop _____ Dead End _____ End of Public Maintenance _____
- T-Turnaround – cul-de sac/T-turnaround shown with dimensions 105-36(d) 30' x 120' only allowed in Minor Subdivisions 25" radii (105-36)
- Size of streets conformity 105-36: Road right of way 30ft and road bed 20ft wide-4" deep
- Hard Surface Apron dimensions 22'x50' with 25' turning radii _____
- Fire Hydrants within 1000' _____
- Before a Final Plat for Signatures- Submit As-Builts Plat & electronically to Utilities & Assessor offices
- Note all submittal to DHH are to be handled thru developer's engineer. The WBR Utility Department requires a copy of the approved construction plans AND the DHH approval. AS BUILT digital file are to be submitted to the WBR Utility Dept and Infrastructure has to be installed before a Final Plat will be signed. Notation requested by the utility dept. 5/10/2012
- If not developing complete but on an existing road, digital Line data will be required for Assessor and Utility offices. Section 111-115 (9) 17&18
- In all subdivisions, regardless of public or private infrastructure, all drainage servitudes must clearly be labeled as dedicated to the Parish. Notation requested by the administration 6/20/2011

Minor Subdivision Notations:

- **PRIVATE DRAINAGE SERVITUDES:**
The Private Drainage Servitudes shown on this Plat are for the Perpetual Use of the owners of Lots _____, their Successors or Assigns pursuant to a recorded Declaration. Construction, maintenance and upkeep of these Private Drainage Servitudes shall be the responsibility of such owners, their Successors or Assigns, The Parish of West Baton Rouge shall not be responsible for any construction, maintenance or upkeep of these Private Streets, Utilities and Sewer are met and approved by the Parish Council of West Baton Rouge and the proposed public facilities are accepted into the Parish Infrastructure.
- **NOTE:** "The Parish is hereby granted servitude of passage over and across any private road(s) shown on this plat for access to and maintenance/improvement/extension of any Parish drainage and/or utility servitudes depicted on this plat. The Parish shall not be responsible for maintenance of the private road(s) shown on this plat because of the Parish use or nonuse of this servitude of passage."
- **(This note is required to be in 14-point boldface font using all capital letters):**
BUYERS BEWARE: THE ROADS, DRAINAGE, INFRASTRUCTURE, SERVITUDES AND RIGHTS-OF-WAY IN THIS SUBDIVISION WILL NOT BE MAINTAINED BY THE PARISH COUNCIL OR ANY OTHER PUBLIC BODY. FURTHERMORE, PUBLIC SERVICE, OR LACK THEREOF, ALONG THIS PRIVATE ROAD (e.g. GARBAGE COLLECTION AND SCHOOL BUS ROUTES) MAY BE LEFT SOLELY TO THE DISCRETION OF THE SERVICE PROVIDER."
- **(This note is required to be in 14-point boldface font using all capital letters):**
"THE LOTS OR TRACTS IN THIS MINOR SUBDIVISION CANNOT UNDERGO FUTURE RESUBDIVISION BEYOND THE MAXIMUM SIX LOTS OR TRACTS ALLOWED IN THE MINOR SUBDIVISION CODE OF WEST BATON ROUGE PARISH."

- **105-39 Notation on Final Plat:** Specific amenities shall not be maintained by the parish government.
- **Provide a Date line of Rezoning to Minor**
- **Culvert Note: Code 105-40 (3) (c):** Driveway permits (size & grade of all driveway culverts) must be applied for and approved by West Baton Rouge Parish and the State of Louisiana Department of Transportation and Development for driveways accessing all state highways and or parish roads. State of Louisiana Department of Transportation and Development access management, traffic signals, and /or turn lanes requirements must be followed.
- **Sewage Note: 105-40 (4):** No person shall provide a method of sewage disposal, except in connection to an approved sanitary sewer system, until the method of sewage treatment and disposal has been approved by the Health Unit of West Baton Rouge Parish.
- **Infrastructure:** All infrastructure improvements shall be designed, constructed, inspected and maintained according to standards listed in the West Baton Rouge Parish Unified Development Code or as otherwise negotiated with parish officials.
- **Water Supply:** No person shall provide a method of water supply, except connection to an approved water supply system, until the method of water supply has been approved by the Health Department of West Baton Rouge Parish, Louisiana
- **DEDICATION:** The streets and right- of-ways shown hereon, if not previously dedicated, are hereby dedicated to the perpetual use of the public for proper purposes. All areas shown as servitudes are granted to the public for uses of utilities, drainage, sewage removal or other proper purpose for the general use of 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.

Possible Waiver Language:

- **If Waivers are needed, Plat is required a Public Hearing before the P&Z Comm & Council meeting.**
- **All waivers listed on plat and dated with date granted _____20% reduction of equivalent standard is all that can be requested as a Waiver, unless receiving a 2/3 vote from Commission and Council. Sec. 111-116 4/2016 Fire Hydrant waver given only with ok with a letter from the Fire Department. Allowed ONLY, lot sizes, frontage and yard setbacks. (See 106-123)**
- **NOTE:** This subdivision does not have roadside ditches. All property owners are responsible for ensuring and maintaining adequate road and property drainage.
- "Chapter 105-7, Article I in its entirety with permission to move immediately to Final Plat"

- **Administratively signed** date _____
- **Advertisement** (must run at least 5days prior to public hearing) Date _____
- **Plat to Commission** date _____ **Plat to Council** date _____

Comments from Department heads:

Adrian Genre/Utilities date _____ no concern/ _____

John Andre/Roads date _____ no concern/ _____

Dane Aucoin/Drainage date _____ no concern/ _____

Kevin Durbin/Public Works Director date _____ no concern/ _____

Fire Chief date _____ no concern/ _____

Lisa/Deano/Anthon/Cody: e-mailed _____

Surveyor _____

(Updated 3/30/2022)