

Application for Plat Approval
Department of Planning, Zoning Codes

Check One:

Preliminary Plat Revised

Final Plat Revised

Replat (Resubdivision)

PZC USE ONLY

Date of Application: _____

Proposed ADRC Meeting: _____

Proposed PZC Meeting: _____

Received by: _____

Filing Fee \$ _____

Name of Plat: _____

Location: _____

Owner: _____

Address: _____ Telephone # _____ Fax # _____

Request Variances or Waivers of the Subdivision Regulations No Yes (if yes specify) _____

Reason for requesting this waiver: _____

Proposed Use: _____

Proposed Number of Lots: _____ Total Acreage _____ (sq. ft. or acres)

Proposed Water Source: _____

Proposed Method of Sewage Collection/Treatment: _____

Located in Flood Hazard area: Yes No

New Streets: If so, list three names for each one: _____

Indicate if streets are public or private: _____

FEES SCHEDULES:

**Apartment Development/
Commercial Development** 1000 + \$12 per lot/unit * (1/2 of fee at Preliminary / 1/2 of lot unit fee at Final)

Residential Development \$600 + \$12 per lot/unit * (1/2 of fee at Preliminary / 1/2 of lot unit fee at Final)

The following fees required when changes are made to a plat that has been filed with the Commission.

Revised Plats	\$350	Replat	\$350
(Not recorded with Clerk of Court)		(Recorded with Clerk of Court)	

One-Year Extension of Preliminary Plat Approval \$200

Recording fees, required at time of Final Plat application-\$52 minimum (or greater, if actual recording costs exceed \$52).

AFFIDAVIT OF OWNERSHIP

To be completed by owner:

I, _____, HEREBY DECLARE THAT I AM THE SOLE OWNER,
(Please Print)

OR HAVE LEGAL POWER OF ATTORNEY, IN WHICH CASE SAID POWER OF ATTORNEY OR A CERTIFIED COPY OF THEREOF IS ATTACHED HERETO, TO REQUEST THE SUBDIVISION APPROVAL ON THE SUBJECT PROPERTY, AND I UNDERSTAND THAT THE MISREPRESENTATION OF SUCH OWNERSHIP AND/OR AUTHORITY, EITHER BEFORE OR AFTER FINAL PLAT APPROVAL, MAY CAUSE THE DENIAL OR VACATION OF SAID SUBDIVISION.

I HEREBY AUTHORIZE _____ TO ACT IN MY CAPACITY AS MY
(Please Print)

AGENT FOR THE REPRESENTATION AND/OR PRESENTATION OF THIS REQUEST AND I UNDERSTAND THAT IT IS NECESSARY FOR ME OR MY AUTHORIZED AGENT TO BE PRESENT AT THE HEARING EXAMINER MEETING AND/OR THE PLANNING COMMISSION MEETING.

Signature of Owner: _____ Date: _____

//

To be completed by Applicant/Developer:

I CERTIFY THAT ALL INFORMATION CONTAINED IN THIS APPLICATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND THAT I UNDERSTAND MY RIGHTS UNDER THE APPEAL PROCESS.

Applicant ' s Name: _____
(Please Print)

Applicant' s Signature: _____ Date: _____

//

APPEALS OF A PLANNING COMMISSION ACTION MUST BE MADE TO THE APPLICABLE GOVERNING BODY IN ACCORDANCE WITH THAT BODY S ADOPTED POLICY. PLEASE CONTACT THE PLANNING COMMISSION STAFF FOR COPIES OF THE APPEAL PROCEDURES.

Certification for Subdivision Plat

The applicant and the surveyor preparing the subdivision plat which is the subject of this application hereby represents, warrants and certifies to the Lafayette Consolidated Government that:

The information delivered in connection with this application with respect to the names and addresses of the property owners within three hundred (300) feet of the proposed subdivision were obtained from the most current tax rolls as periodically updated by the Lafayette Parish Tax Assessor.

In the event the PZC development staff or the Commission determines, at anytime prior to the action being taken by the Commission with respect to any preliminary plan, that the information (or any portion thereof) contained in the application for preliminary plan approval is incorrect then the PZC development staff or the omission may deem the application incomplete, and the same shall be returned to the applicant without further action by the PZC development staff or the Commission. The PZC development staff or the Commission shall not be obligated to further review the application until the information (or any portion thereof) shall be corrected to the satisfaction of the PZC development staff.

Applicant

Date

Surveyor

Date

MINIMAL GRAPHIC REQUIREMENT

A. *SUBMITTAL REQUIREMENT

- **Thirty (30) copies** of the plat, size 24" x 36" (only), **folded** to 9" by 12" with the lower right hand corner of the plat facing out. (More copies may be required after technical review.)
- One (1) 8" x 11" reduction of the plat
- Completed application form (including owner's signature)
- Required filing fees
- Adjacent Property Owners (within 300 feet), Owner/Developers and Surveyors names and address **typed on mailing label (Avery 5160) & emailed to Elsie Lindon (elindon@lafayettegov.net)**. **The application will not be placed on the Meeting Agenda without proper mailing labels being received by submittal deadline to the PZC.**
- Site Plan (if applicable)

B. GRAPHIC REQUIREMENTS

- Proposed plat name and type
- Legal description
- Number of lots/units (as separate entry)
- Total Acreage (as separate entry)
- Minimum frontage (as separate entry)
- Minimum lot size (as separate entry)
- Vicinity Map with North Arrow oriented the same as the plat
- Names, address, and telephone numbers of the property owner(s)
- Names, address, and telephone numbers of the developer(s)
- Names and address of adjacent property owners
- Scale of plat - written and graphic
- North Arrow
- Date of Preparation
- Existing and proposed street names
- Dimensions of all lots to the nearest foot
- Lots and blocks numbered consecutively
- Existing buildings, roads, easements power lines, gas lines, and all features located in and abutting the plat
- All curve data
- Bearings of all lot lines
- Distance from nearest intersection
- Surveyor stamp
- Surveyor signature

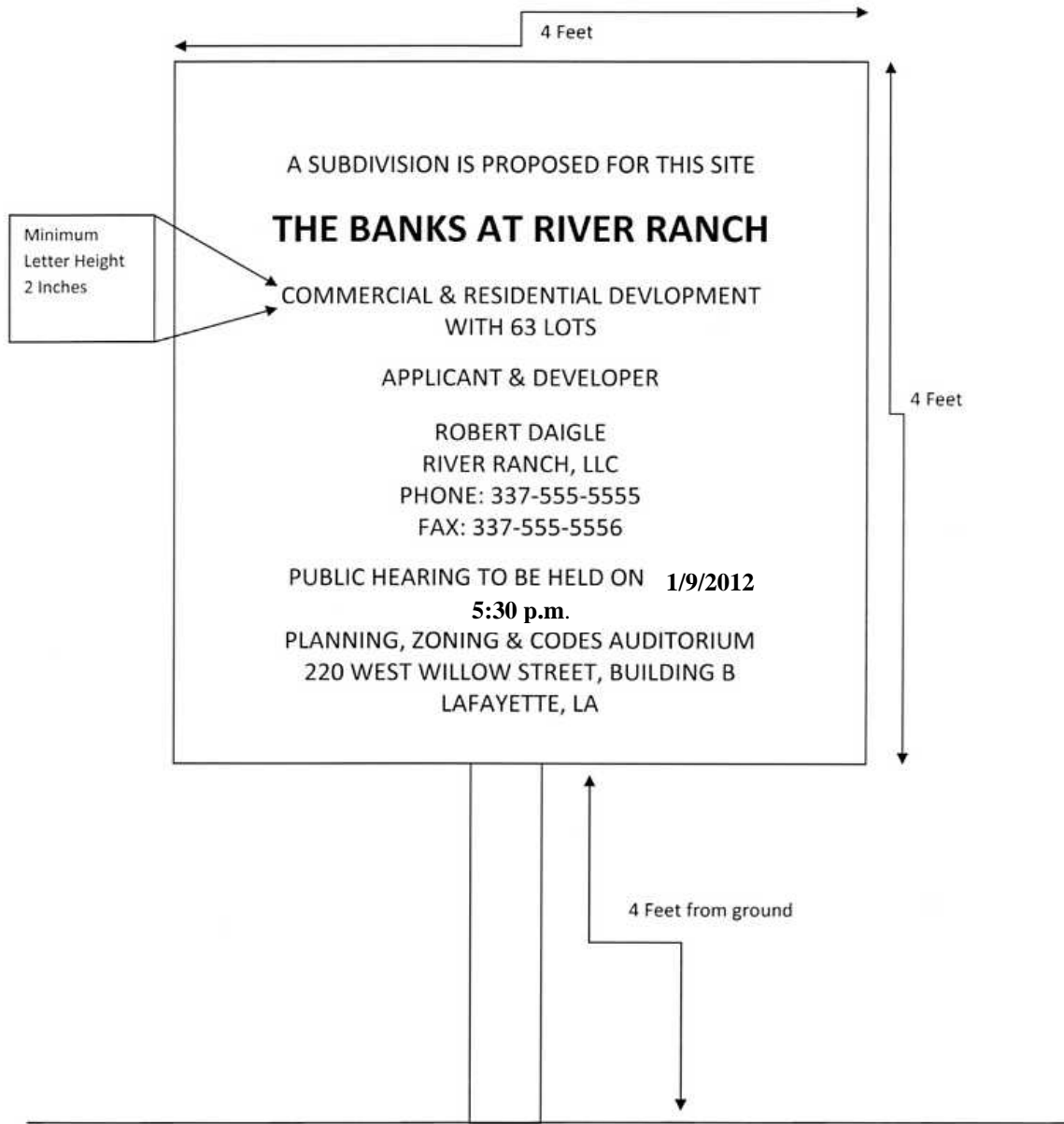
***These are minimal requirements which must be provided for the acceptance of an application. By no means are these the only requirements for plat approval. This list is not a substitute for the Subdivision Regulations.**

SIGN REQUIREMENTS

1. Sign must be weatherproof.
2. Sign must be posted in location nearest the public right of way to the proposed development.
3. Sign must be 4' x 4' in size and must be a minimum of 4 feet off the ground when posted.
4. Sign must be green in color.
5. Sign must state the following information:
 - a. Name and type of the proposed development or subdivision
 - b. The total number of proposed lots.
 - c. Applicant/developer's name, telephone and fax number. Names shall include all principals, partners, shareholders or members of any applicant/developer entity
 - d. Date, time and location of the public hearing with respect to the proposed subdivision.
 - e. The statement, "A subdivision is proposed for this site."
7. Sign must be posted in one or more public street rights-of-way nearest to the proposed subdivision at least **fourteen (14)** days prior to the date of the Planning Commission Meeting.
6. Sign must be removed within **seven (7)** working days following the public hearing, unless the decision of the Commission or Hearing Examiner is appealed.

NOTE: IF SIGN IS NOT POSTED TIMELY, THE APPLICATION WILL BE REMOVED FROM THE AGENDA.

“SAMPLE ONLY”



PROPOSED DEVELOPMENT SIGN

2012
PLANNING COMMISSION SCHEDULE

DEADLINE 4:00 P.M.	PROPERTY OWNER NOTIFICATION	ADRC MEETING	SIGNS POSTED	AD PUBLISHED	PACKET	PLANNING COMMISSION MEETING 5:30 P.M.	CITY-PARISH COUNCIL APPEAL
December 1, 2011	December 9, 2011	December 21, 2011	January 9, 2012	January 15, 2012	January 16, 2012	January 23, 2012	February 28, 2012
January 5, 2012	January 13, 2012	January 18, 2012	January 30, 2012	February 5, 2012	February 6, 2012	February 13, 2012	March 27, 2012
February 2, 2012	February 10, 2012	February 15, 2012	February 27, 2012	March 4, 2012	March 5, 2012	March 12, 2012	April 24, 2012
March 1, 2012	March 9, 2012	March 21, 2012	March 26, 2012	April 1, 2012	April 2, 2012	April 9, 2012	May 22, 2012
April 5, 2012	April 13, 2012	April 18, 2012	April 30, 2012	May 6, 2012	May 7, 2012	May 14, 2012	June 26, 2012
May 3, 2012	May 11, 2012	May 16, 2012	May 28, 2012	June 3, 2012	June 4, 2012	June 11, 2012	July 24, 2012
June 7, 2012	June 15, 2012	June 20, 2012	June 25, 2012	July 1, 2012	July 2, 2012	July 9, 2012	August 28, 2012
July 5, 2012	July 13, 2012	July 18, 2012	July 30, 2012	August 5, 2012	August 6, 2012	August 13, 2012	September 25, 2012
August 2, 2012	August 10, 2012	August 15, 2012	August 27, 2012	September 2, 2012	September 3, 2012	September 10, 2012	October 23, 2012
September 6, 2012	September 14, 2012	September 19, 2012	September 24, 2012	September 30, 2012	October 1, 2012	October 8, 2012	November 27, 2012
October 4, 2012	October 12, 2012	October 17, 2012	October 29, 2012	November 4, 2012	November 5, 2012	November 12, 2012	December 26, 2012
November 1, 2012	November 9, 2012	November 21, 2012	November 26, 2012	December 2, 2012	December 3, 2012	December 10, 2012	January 22, 2013
December 6, 2012	December 14, 2012	December 19, 2012	December 31, 2012	January 6, 2013	January 7, 2013	January 14, 2013	February 26, 2013

STATE OF LOUISIANA
PARISH OF LAFAYETTE

ACT OF DEDICATION OF SERVITUDE(S)

BE IT KNOWN, that on this ____ day of _____, 20____ before me, the undersigned Notary Public, duly commissioned and qualified as such in and for the aforesaid Parish and State, and in the presence of the undersigned competent witnesses, personally came and appeared:

who, after being first duly sworn, did depose and declare that:

Appearer is the owner of certain property more fully described as follows, to wit: That certain parcel of ground, together with all improvements thereon, and all rights, ways, privileges, servitudes, advantages and appurtenances thereon and thereunto appertaining to be known and declared as _____ Subdivision, Phase _____, located in the City and/or Parish of Lafayette as shown and set forth in that certain plat of survey prepared by _____, Registered Land Surveyor, dated the _____ day of _____ 20 _____, a copy of which is attached hereto and made a part hereof.

Appearer has submitted the hereinabove referenced plat of survey to the Lafayette City-Parish Department of Planning, Zoning and Codes in order to have plat approval issued by said Department. In connection therewith and in order to obtain such approval, Appearer does by these presents dedicate, create and establish exclusively in favor of the City-Parish, for the ultimate benefit of the public and any other persons, entities or estates who are given authority by the City-Parish to use same or who as a result of this dedication may derive any benefit there from, any and all rights of way, rights of passage, utility servitudes, drainage servitudes, and all other items shown on the plat of survey referenced herein.

Appearer declares that in connection herewith, Appearer grants a perpetual predial servitude(s) in favor of the City-Parish and such other persons, entities or estates who are given authority by said Government to use the servitudes, rights of passage, rights of way and other items shown on the attached plat of survey, or who may as a result of this grant of servitude derive any benefit therefrom, and in connection therewith agrees that the City-Parish and any such individuals, entities and estates as are authorized by the City-Parish shall have access to said servitudes for the purpose of constructing, repairing, maintaining, upgrading, improving or otherwise operating any and all utility, drainage and other improvements, and in connection therewith, may, within the confines of said servitudes as shown on the plat, clear brush, trees and other items or obstacles as may interfere with the free use of said servitudes; construct drainage, electric, sewer, and water and other utility facilities; remove all obstacles which would hamper or preclude the exercise of the servitude; and otherwise have full access for the purpose of utilizing and maintaining the servitudes and any improvements hereafter or heretofore constructed therein, or thereon. Appearer agrees to provide for the perpetual maintenance of any and all drainage ditches, including roadside ditches and other sewage receptors of effluent and other discharges from any and all sewer systems, to the extent they have not been accepted for maintenance by Lafayette Consolidated Government, on the property within the subdivision and to perform and have performed all actions necessary to maintain, clean, clear or improve said waste water discharge as necessary and/or required by law.

In connection with the exercise of the use of the servitudes created hereby, the City-Parish, for the ultimate benefit of the public and any other persons, entities or estates, shall have such access as is appropriate or reasonably necessary, both within and without the actual confines of the servitudes, as same are shown on said plat, to access said servitudes in order to maintain same, improve same, construct appropriate improvements, structures and appurtenances with regard thereto, in accordance with the relevant provisions of the Louisiana Civil Code, and in particular Article 745 thereof.

The purpose of this Act is to dedicate to the City-Parish, for the ultimate benefit of the public, all utility servitudes, rights of way and other matters as reflected on the plat of survey and to provide for the use and enjoyment of same by the public. In that regard, however, this dedication is made in favor of the City-Parish, which will have full authority to regulate the use of said servitudes, rights of way, rights of passage and other items shown on said plat. The servitudes shall be subject to full use by the Lafayette City-Parish Consolidated Government and those authorized by it for the purposes for which they are intended by those having the need or responsibility of providing utilities, drainage or other services to the properties or estates to be serviced or benefited by said servitudes, whether contiguous or not.

THUS DONE AND PASSED on the date first hereinabove written, before me, Notary, and in the presence of the undersigned competent witnesses, after due reading of the whole.

WITNESS:

NOTARY PUBLIC