





**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 provided is true and correct:

In the event the DP development staff or the Commission determines, at any time 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 DP development staff or the commission may deem the application incomplete, and the same shall be returned to the applicant without further action by the DP development staff or the Commission. The DP 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 DP development staff.

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Surveyor

\_\_\_\_\_  
Date

**Boundary Line Adjustment:** For the realignment or shifting of lot boundary lines within an approved subdivision. The following criteria must be met:

- The proposal does not involve the creation of any new street or public improvement.
- The proposal does not involve more than ten (10) lots of record, not to exceed more than five (5) newly combined lots.
- The proposal does not reduce a lot size below the minimum area or frontage requirements established by ordinance.
- The proposal must otherwise meet all requirements of the applicable Unified Development Code (UDC) Regulations.

**Severed Tracts:** Parcels of land where a portion has been expropriated or has been dedicated, sold or otherwise transferred to the parish or municipality, thereby leaving a severed portion of the original property which requires a redesignation of lot number and establishment of new lot boundary lines.

## **BLA REVIEW PROCESS**

### **SUBMITTAL & ELIGIBILITY:**

The proposal is submitted to the Development and Planning (DP) Review staff in accordance with the Boundary Line Adjustment Checklist, included in this packet. The DP staff will determine if the submittal is complete and eligible for the Boundary Line Adjustment review. Packets which are incomplete or not clearly eligible for the Boundary Line Adjustment process will not be accepted.

If the packet is not complete, the DP staff will immediately contact the applicant to correct the deficiency. If the packet is not eligible for this review, the DP staff will immediately contact the applicant to resubmit a packet for full plat review.

### **PROCESSING FOR BOUNDARY LINE ADJUSTMENTS AND SEVERED TRACTS:**

Submittal deadlines shall be the same as those established for submittal of new lots. The appropriate departments within the Lafayette Consolidated Government will review the plats and return comments to the DP staff.

The DP staff will provide the applicant with the proposed conditions of plat approval. If the applicant agrees to all conditions, he will submit corrected plats for recordation. Once all of the conditions have been met, the plat will be recorded with the Lafayette Parish Clerk of Court.

## BOUNDARY LINE ADJUSTMENT CHECKLIST

**The following items must be submitted for review by Development & Planning:**

### **Boundary Line Adjustments and Severed Tracts:**

- Completed Boundary Line Adjustment Application
- Completed Boundary Line Adjustment Checklist
- One (1) folded copy** of the proposed plat (18 x 24 or 24 x 36) no other sizes will be accepted, and one digital PDF copy emailed to **kltrahan@lafayettela.gov**
- Filing Fee - \$500 (made payable to Lafayette Consolidated Government)
- Recordation Fees – \$135 (or greater, if actual recording costs exceed \$135)
- Affidavit of Ownership completed with owner's signature
- Proof of Ownership of Property
- Any Applicable Power of Attorney document of signature authority documents
- Certification for Subdivision Plat with applicant's and surveyor's signature

### **All proposed plats shall contain the following information:**

- Section, Township and Range
- North Arrow, both plat and vicinity map must be oriented in the same direction.
- Name, address, and telephone number of property owner(s) and the subdivider
- Names and addresses of all adjacent property owners (including across the street)
- The survey must be a minimum Class C stamped survey with all appropriate metes and bounds located thereon.
- Dimensions and bearings of Lot Lines
- The number of lots
- The total acreage
- Minimum lot frontage and area
- A vicinity map showing the location of the proposed subdivision, and the entirety of the tract to

be divided

- A title block which includes the subdivision name, type of subdivision (residential or commercial), scale and preparation date
- Scale (both written and graphic) for the plat and vicinity map
- The names of abutting subdivisions and in the case of abutting unplatted property, the notation “Unplatted”
- Utility legend, indicating source of water, sewer, electrical, etc.
- The location and names of existing roads, watercourses, and easements located in the subdivision and abutting property
- The Surveyor’s name, address, stamp and signature
- The location of the one hundred (100) year flood zone
- Distance from the nearest intersection, for accurate addressing