

**(OFFICE USE ONLY)**

Case # \_\_\_\_\_

Application Fee: \_\_\_\_\_

**ACTION ON CASE**

Paid: \_\_\_\_\_

MPC \_\_\_\_\_

Date: \_\_\_\_\_

Town \_\_\_\_\_

BPPJ \_\_\_\_\_

**BENTON-PARISH  
METROPOLITAN PLANNING COMMISSION**

P.O. BOX 686  
BENTON, LA 71006  
Phone: 318-741-8825 or 318-549-4572  
Fax: 318-741-8827

**MINOR PLAT**

RESIDENTIAL ( ) SUBDIVISION ( ) COMMERCIAL ( )  
PLANNED UNIT DEVELOPMENT ( )  
OTHER ( ) \_\_\_\_\_

APPLICANTS' NAME \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

CITY/STATE/ZIP \_\_\_\_\_

PHONE: \_\_\_\_\_ ALTERNATIVE PHONE \_\_\_\_\_

FAX: \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_

APPLICANT IS: (circle one) PROPERTY OWNER REPRESENTATIVE

1. LIST PHYSICAL LOCATION AND ATTACH LEGAL DESCRIPTION OF PROPERTY

\_\_\_\_\_

2. EXISTING ZONING \_\_\_\_\_ PROPOSED ZONING \_\_\_\_\_

3. ACREAGE/SQ. FOOTAGE \_\_\_\_\_

4. PROPOSED NUMBER OF LOTS \_\_\_\_\_

5. PRESENT USE OR LAST KNOW USE OF PROPERTY

\_\_\_\_\_

6. PROPERTY OWNERS NAME, ADDRESS, AND DAYTIME PHONE NUMBER & THE NAME & INTEREST OF EVERY PERSON OR FIRM REPRESENTED BY APPLICANT IN THIS APPLICATION (LIST MAY BE ATTACHED)

\_\_\_\_\_

**THE APPLICANT AND/OR LAND OWNER DOES HEREBY STATE THAT THEY HAVE THE MEANS AND ABILITY TO DEVELOP THE PROPOSAL IN THIS APPLICATION:**

**▶ APPLICANT OR A REPRESENTATIVE MUST BE PRESENT AT THE HEARINGS ◀**

\_\_\_\_\_  
Applicant(s) Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Property Owner(s) Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

## INSTRUCTIONS FOR FILING APPLICATIONS

1. Applications must be filled out completely and signed by the applicant and property owner, and fees must be paid for **all** cases. The application and all required information must be submitted to the commission.
2. Minor Plat: **(2 copies - 11" x 17")**
  - a) The name of the proposed subdivision.
  - b) Legal description of location, including section, township, and range, parish, state, and acreage.
  - c) Drawings must have north arrow and scale shown.
  - d) Drawing showing boundary lines of the subdivision including dimensions for all tract/lot(s) and all building setbacks.
  - e. Include all existing and/or proposed rights-of-way including streets, alleys, and all easements, indicating type and width.
  - d. Names of adjoining subdivisions, and in the case of unplatted land, the names of the owner or owners of the adjoining property.
  - e. Location of natural features, such as wetlands, ponds, etc.
  - f. Drainage channels and other significant features.
  - g. Location and dimension of private and public streets, alleys, and easements.
  - h. Federal Emergency Management Agency (FEMA) flood information, as obtained from the most current FEMA floodplain map, will need to be designated.
  - i. Provide signature line for endorsement by the chairperson of the Benton - Parish Metropolitan Planning Commission.
  - j. Provide signature lines for the owner or owners of record
  - k. Provide signature line for acceptance by the appropriate agency either the Town of Benton Mayor, or the Parish Engineer.
3. Contour map showing drainage. (if required)
4. Vicinity Maps: size 8 1/2" X 11" – **1 (one) copy**
5. Copy of the subdivision covenants.
6. Cypress-Black Bayou Lake notification to the Cypress-Black Bayou Commission. (if applicable)
7. Typed list of property owners within 300' including names and addresses. Property owner's names may be obtained from the Bossier Parish Tax Assessor's Office or online at [www.bossierparishassessor.org](http://www.bossierparishassessor.org)
8. Final Plat: **(1 Original – 11" x 17")**, with all revisions and signatures, must be submitted to Benton MPC office 10 days before the applicable Final Plat Hearing.