

(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

PRELIMINARY PLAT

RESIDENTIAL () SUBDIVISION () COMMERCIAL ()

PLANNED UNIT DEVELOPMENT ()

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. Preliminary 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.
 - f) Names of adjoining subdivisions, and in the case of unplatted land, the names of the owner or owners of the adjoining property.
 - g) Location of natural features, such as wetlands, ponds, etc.
 - h) Drainage channels and other significant features.
 - i) Location and dimension of private and public streets, alleys, and easements.
 - j) Federal Emergency Management Agency (FEMA) flood information, as obtained from the most current FEMA floodplain map, will need to be designated.
 - k) Provide signature line for endorsement by the chairperson of the Benton-Parish Metropolitan Planning Commission.
 - l) Provide signature lines for the owner or owners of record.
 - m) Provide signature line for acceptance by the appropriate agency either the Town of Benton Mayor, or the Parish Engineer.
3. Contour map showing drainage.
4. Vicinity Maps: size 8 1/2" X 11" – **1 (one) copy**
5. Copy of the subdivision covenants.
6. A letter from proposed water source.
7. Letter regarding type of sewer system.
8. Provide notification letter to the **School Board** of development plans.
9. Provide notification letter to the **Fire District** noting impact of development.
10. Subdivision Checklist
11. If the proposed subdivision and/or commercial project enters or exits a state highway, provide a letter from LA DOTD regarding entrances and exits.

12. Cypress-Black Bayou Lake notification to the Cypress-Black Bayou Commission. (if applicable)
13. Bossier Parish Communications – Street Name Verification Approval Letter (If applicable)
14. 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
15. 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.

Benton - Parish
Metropolitan Planning Commission

SUBDIVISION DEVELOPMENT CHECKLIST

Commercial	_____	Residential	_____
Manufactured Housing	_____	Site Built	_____
Public Streets	_____	Private Streets	_____

	Yes	No
Asphalt or Concrete Streets	_____	_____
Curb & Gutters	_____	_____
Open Ditch Drainage	_____	_____
Sidewalks	_____	_____
Streetlights	_____	_____

Utilities

Water Supply _____

Sewer Supply _____

I, the undersigned applicant for subdivision approval, do hereby agree to comply with all subdivision regulations as defined by the Bossier Parish Police Jury Code of Ordinances.

Signature

Date

Bossier Parish Communications District

Street Name Verification Approval

Under the guidelines for Bossier Parish addressing plan, all new street names must be verified by this office to avoid duplication. Street names requested shall be listed below and submitted to the Bossier Parish Communications District for review.

Submission for approval may be made by mail, e-mail, fax or in office.

Requesting Contact Name and Agency:

Name _____

Agency _____

Address _____

Phone Number _____

Fax Number _____

New Street Names requested:

_____	Approved	Denied

Signature

Bossier Parish Communications Administrative

Mail: P.O. Box 847, Benton, LA 71006

E-mail: jwgould@bellsouth.net or kbeard@bellsouth.net

Fax: (318) 965-2922

Physical Address: 4601 Palmetto Rd., Benton, LA 71006