

(OFFICE USE ONLY)

Case # _____

Application Fee: _____

ACTION ON CASE

Paid: _____

MPC _____

Date: _____

Town _____

**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 (TOWN)

MINOR () AMENDED ()

RESIDENTIAL () 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 BUILDABLE LOTS _____

5. PROPOSED NUMBER OF NON-BUILDABLE LOTS _____

6. PRESENT USE OR LAST KNOW USE OF PROPERTY _____

7. 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

MINOR PLAT FILING INSTRUCTIONS

1. A Minor Subdivision Plat shall be labeled “Minor Subdivision Plat” and shall include the following information.
2. Name of the Minor Subdivision and statement on the plat that it is a Minor Subdivision.
3. Date of preparation, north arrow, and graphic and written scales.
4. Name and address of owner and surveyor. Certificate of agency or power of attorney if other than owner.
5. Names of adjacent subdivisions and the names of owners or record of adjacent unsubdivided tracts.
6. If deemed necessary by the Executive Director the bearing and distances of the nearest section corner, quarter section corner or center of section if same has been established, with section, township, and range numbers shown.
7. Basis of bearings used and a north point.
8. Legal description of the boundary of the development, including the section, township, range, parish, state, and total acreage.
9. Boundary lines of the subdivision with length and bearings of lines, length of all arcs, radii, internal angles, points of curvature and tangents.
10. Location of existing permanent buildings or structures within or adjacent to the tract.
11. Location and dimensions of all existing easements, dedications, or rights-of-way and street names, including those contiguous to the development area, their nature, width, and the recording information.
12. Dimensions of lots, with all required setbacks shown and dimensioned.
13. Lot numbers.
14. Drainage channels, ponds and other significant features.
15. Location and description of floodplains with text references to the adopted Flood Insurance Rate Map panel number and Base Flood Elevation (BFE), where applicable.
16. The following certification, signed by a civil engineer or licensed land surveyor, registered in the State of Louisiana:

- a. "I hereby certify this subdivision conforms to all regulations and requirements of the Subdivision Ordinance of the Town of Benton and the Bossier Parish Police Jury."
17. A signature line for approval by the MPC, the Town Engineer, and a signature line for acceptance by the Mayor.
18. The Minor Plat shall be submitted to the Executive Director and the Town in an electronic form.
19. Vicinity Map (color): size 8 1/2" X 11" – 1 (one) copy.
20. Typed list of property owners within 300' to include full names and addresses. Property owner's names may be obtained from the Bossier Parish Tax Assessor's www.bossierparishassessor.org.