

**(OFFICE USE ONLY)**

CASE # \_\_\_\_\_

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

MPC ACTION: \_\_\_\_\_

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

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

**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 (TOWN)**

RESIDENTIAL ( )    COMMERCIAL ( )    PLANNED UNIT DEVELOPMENT ( )

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

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

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

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

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

1. COMPLETED PRE-DEVELOPMENT MEETING DATE: \_\_\_\_\_  
(Must be completed before official application submittal.)

2. HAS THE MASTER PLAT BEEN SUBMITTED: Yes( ) NO( )

3. IF YES, WHEN WAS IT APPROVED? \_\_\_\_\_

4. LIST PHYSICAL LOCATION AND ATTACH LEGAL DESCRIPTION OF PROPERTY  
\_\_\_\_\_  
\_\_\_\_\_

5. EXISTING ZONING \_\_\_\_\_ PROPOSED ZONING \_\_\_\_\_

6. ACREAGE/SQ. FOOTAGE \_\_\_\_\_

5. PROPOSED NUMBER OF BUILDABLE LOTS \_\_\_\_\_

6. PROPOSED NUMBER OF NON-BUILDABLE LOTS \_\_\_\_\_

7. PRESENT USE OR LAST KNOW USE OF PROPERTY \_\_\_\_\_

8. 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 ALL HEARINGS ◀**

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

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

\_\_\_\_\_  
Date

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

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

\_\_\_\_\_  
Date

## **PRELIMINARY PLAT FILING INSTRUCTIONS**

- 1) Predevelopment Meeting (REQUIRED)
  - a. Before the preliminary plat application can be officially submitted, a pre-development meeting *must* be completed.
  
- 2) Master Plan Plat (REQUIRED) (see page 5 for filing instructions)
  - a. All developments with multiple units or phases and planned unit developments, are required to submit a Subdivision Master Plan Plat of the overall layout for approval by the MPC. The Subdivision Master Plan shall be submitted, processed, advertised, and heard either prior to submission of the Preliminary Plat or concurrently with the Preliminary Plat for all or a portion of the land shown within the Subdivision Master Plan Plat.
  
- 3) Submit a completed application.
  
- 4) Submit applicable fee.
  
- 5) Submit 2 copies of preliminary plat – **11” x 17”**  
(Preliminary plats shall be drawn to a scale no smaller than 1 inch equals 100 feet.)
  
- 6) A Preliminary Plat shall be labeled “Preliminary Plat” and shall include the following information, with additional pages as necessary.
  
- 7) Name of the subdivision and unit number.
  
- 8) Date of preparation, north arrow, and graphic and written scales.
  
- 9) Name and address of owner and subdivider, surveyor, and engineer of the preliminary layout. Certificate of agency or power of attorney if other than owner.
  
- 10) Names of adjacent subdivisions and the names of owners or record of adjacent unsubdivided tracts.
  
- 11) Proposed covenants on the property.
  
- 12) Where the preliminary layout covers only a part of the subdivider's entire holding, a sketch of the prospective street system of the unsubmitted part shall be furnished, and the street system of the submitted part will be considered in the light of adjustments and connections with the street system of the part not submitted.
  
- 13) Two points identified by State Plane Coordinates.
  
- 14) Distances and bearings to the nearest official monuments which shall be accurately described.
  
- 15) Basis of bearings used and a north point.

- 16) Legal description of the boundary of the development, including the section, township, range, parish, state, and total acreage.
- 17) Boundary lines of the subdivision with length and bearings of lines.
- 18) Location of features:
  - a. Section and Corporate Limits lines within or adjacent to the tract;
  - b. Location and description of floodplains with text references to the adopted Flood Insurance Rate Map panel number.
  - c. General location of natural features, such as wetlands, ponds, and other environmentally sensitive areas.
  - d. Location and dimensions of all existing railroads, easements, servitudes, dedications, or rights-of-way and street names, including those contiguous to the development area, their nature, width, and the recording information;
  - e. Existing permanent buildings or structures within or adjacent to the tract;
  - f. Airport approach zones, hazard areas, and height restrictions;
  - g. Burial grounds, cemeteries.
- 19) Existing topography with maximum contour interval of 2 feet. If existing ground is on a slope of less than 5 percent, then either 1-foot contours or spot elevation shall be provided, either shown on the plat or on a separate document.
- 20) Proposed topography with intervals of no greater than 20 feet.
- 21) Location and size of existing water and sewer mains together with intended water sources and sewage disposal sites.
- 22) If requested by the MPC, type of soil and water table information.
- 23) The approximate location and widths of all proposed public and private streets and alleys within the development's boundaries.
- 24) The location of all entrances onto existing and/or proposed adjacent roadways, whether existing or proposed.
- 25) Location, dimensions, type and area of land intended to be dedicated to public use or reserved in the deeds for the use of all property owners in the subdivision.
- 26) Location of the pedestrian circulation system, cross-walkways, walkways, trails, and bicycle paths, where applicable.
- 27) Location of proposed fire hydrants.
- 28) Dimensions of lots and units, if multiple, with all building setbacks shown graphically and dimensioned.
- 29) Lot numbers.

- 30) The location of all proposed uses/building forms or zoning classifications as applicable and the maximum allowable intensity—residential density or nonresidential floor area ratio (FAR).
- 31) A chart in tabular form that sets forth the following data, when such data is applicable to a given development plan:
  - a. Total number of dwelling units, by development phase.
  - b. Residential density and units per acre.
  - c. Total floor area and FAR for each type of use.
  - d. Total area of open space as defined in Article I.
- 32) Contour map showing drainage.
- 33) Vicinity Map (color): size 8 1/2" X 11" – **1 (one) copy**.
- 34) 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 Office or online at [www.bossierparishassessor.org](http://www.bossierparishassessor.org).
- 35) Street name verification/approval from the Bossier Parish Communications District.
- 36) Notification to School Board of development plans. (copy of notice sent)
- 37) Fire District letter of development plans. (copy of notice sent)
- 38) Planned Unit Development (PUD) (IF APPLICABLE) - The standards and requirements of these regulations may be modified in the case of a plan and program for a complete community or neighborhood unit, which, in the judgement of the MPC, provides adequate public spaces and improvements for the circulation, recreation, light, air and service needs of the tract when fully developed and populated, and which also provides such covenants or other legal provisions as will ensure conformity to and achievement of the plan. All zoning ordinance requirements shall be complied with.
  - a. PUD Submittals (in addition to the Primary Plat filing requirements)
    - i. Letter of Intent – explain any modifications to the standards and requirements of the subdivision regulations and how this plan will provide for adequate public spaces and improvements for the circulation, recreation, light, air and service needs of the tract when fully developed and populated.
    - ii. Covenants
- 39) Any other information deemed necessary by the MPC or the Town in order to evaluate plans.