

**(OFFICE USE ONLY)**

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

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

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

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

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

TOWN ACTION: \_\_\_\_\_

**BENTON  
METROPOLITAN PLANNING COMMISSION**

P.O. BOX 686

BENTON, LA 71006

Phone: 318-741-8825 or 318-549-4572

**FINAL PLAT (TOWN)**

RESIDENTIAL ( )    PLANNED UNIT DEVELOPMENT ( )    COMMERCIAL ( )

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

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

PHONE: \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_

DEVELOPER'S NAME \_\_\_\_\_

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

PHONE: \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_

1. COMPLETED FINAL PLAT PRE-CONSTRUCTION LAYOUT HEARING DATE:  
\_\_\_\_\_
2. NAME OF THE PROPOSED FINAL PLAT  
\_\_\_\_\_
3. CURRENT ZONING \_\_\_\_\_
4. ACREAGE/SQ. FOOTAGE \_\_\_\_\_
5. PROPOSED NUMBER OF BUILDABLE LOTS \_\_\_\_\_
6. PROPOSED NUMBER OF NON-BUILDABLE LOTS \_\_\_\_\_
7. PRESENT USE OR LAST KNOWN USE OF THE 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

## **FINAL PLAT** **FILING INSTRUCTIONS**

The final plat submitted for approval of the MPC shall be labeled "Final Plat" and contain the following information, with additional pages as necessary.

### **General**

- 1) Name of the subdivision and unit number.
- 2) Date of preparation, north arrow, and graphic and written scales.
- 3) Name and address of owner and subdivider. Certificate of agency or power of attorney if other than owner.
- 4) Name and seal, with registration number, of civil engineer and surveyor and certification by engineer and surveyor that the plat is prepared in accordance with Chapter 29, Standards of Practice for Boundary Surveys, Title 46, Part LXI, Louisiana Administrative Code.
- 5) The following certification, signed by a licensed land surveyor, registered in the State of Louisiana: "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."
- 6) Names of adjacent subdivisions and the names of owners or record of adjacent unsubdivided tracts.
- 7) Covenants applicable to the final plat.
- 8) Copies of maintenance agreements for any privately owned stormwater management facilities, parks or open space, and private streets.
- 9) Signature line for approval of the Benton Metropolitan Planning Commission.
- 10) Signature line for acceptance by the mayor of the Town of Benton.

### **Survey**

- 11) Sufficient data to determine readily and reproduce accurately on the ground the location, bearing, and length of every street and alley line, lot line, building line, easements required hereunder or of record in the Town of Benton or ascertainable by physical inspection of the property, and boundary lines of reserved or dedicated areas. All linear dimensions shall be in feet and hundredths thereof. The

maximum allowable error of linear closure shall not be in excess of 1:10,000. The final plat shall be prepared in accordance with chapter 29, standards of practice for boundary surveys, title 46, part LXI, Louisiana Administrative Code.

- 12) Two points identified by state plane coordinates.
- 13) Distances and bearings to the nearest official monuments which shall be accurately described.
- 14) Basis of bearings used and a north point.
- 15) Legal description of the boundary of the development, including the section, township, range, parish, state, and total acreage, either on the final plat or on a separate document.
- 16) Boundary of the subdivision prepared in accordance with chapter 29, standards of practice for boundary surveys, title 46, part LXI, Louisiana Administrative Code.
- 17) Location of features:
  - a. Section and corporate limits lines within or adjacent to the tract;
  - b. All monuments erected and corners established in the field. The material of which the monuments, corners, or other points are made shall be noted by legend. Lot corners need not be shown.
  - c. Location description and elevation of all benchmarks established or source for vertical control.
  - d. Location and description of floodplains with text references to the adopted flood insurance rate map panel number.
  - e. General location of natural features, such as wetlands, ponds, and other environmentally sensitive areas.
  - f. 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;
  - g. Existing permanent buildings or structures within or adjacent to the tract;
  - h. Airport approach zones, hazard areas, and height restrictions;
  - i. Burial grounds, cemeteries.

- 18) Final topography with contour interval no greater than five feet either shown on the plat or on a separate document.
- 19) Accurate dimensions for all lines, angles, and curves used to describe boundaries, streets, alleys, easements and areas to be reserved for public use. Boundary survey of the subdivision shall be prepared in accordance with chapter 29, standards of practice for boundary surveys, title 46, part LXI, Louisiana Administrative Code. Data for all curves shall include radius, arc length, chord length, and central angle.
- 20) The location of all entrances onto existing and/or proposed adjacent roadways, whether existing or proposed.

### **Planning**

- 21) Accurate outlines of any areas to be dedicated for public use, with the purpose indicated thereon; and of any area to be reserved by deed covenant for common use of all property owners in the subdivision.
- 22) Final location, arrangement, and dimensions of all lots, showing accurate dimensions in feet and hundredths, and width angles related to street and cross- walkway lines.
- 23) Lot building setbacks shall be shown graphically and dimensioned.
- 24) Lots numbered as approved by the Town of Benton.
- 25) Notation of any restrictions required by MPC in accordance with the subdivision code.