

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

FINAL PLAT PRE-CONSTRUCTION LAYOUT (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

FINAL PLAT PRECONSTRUCTION LAYOUT **FILING INSTRUCTIONS**

The final plat submitted for approval of the MPC shall be labeled "Final Plat Pre-Construction Layout" 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) A signed certification by the owner or owners of his or their approval of the plat and the dedication of streets, easements and any other public areas.
- 5) 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.
- 6) The following certification, signed by a licensed land surveyor, registered in the State of Louisiana:
- 7) "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."
- 8) Names of adjacent subdivisions and the names of owners or record of adjacent unsubdivided tracts.
- 9) Proposed covenants on the property.
- 10) A development phasing schedule, including the sequence for each phase; approximate size in area of each phase; and proposed phasing of construction of public improvements, recreation, and common open space areas.
- 11) 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.

Survey

- 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.
- 16) Boundary of the proposed subdivision with accurate distance and bearings; prepared in accordance with Chapter 29, Standards of Practice for Boundary Surveys, Title 46, Part LXI, Louisiana Administrative Code.
- 17) Location of features:
- 18) Section and Corporate Limits lines within or adjacent to the tract;
- 19) Location and description of floodplains with text references to the adopted Flood Insurance Rate Map panel number.
- 20) General location of natural features, such as wetlands, ponds, and other environmentally sensitive areas.
- 21) 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;
- 22) Existing permanent buildings or structures within or adjacent to the tract;
- 23) Airport approach zones, hazard areas, height restrictions;
- 24) Burial grounds, cemeteries.

- 25) 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.
- 26) Proposed topography with intervals of no greater than 20 feet.
- 27) Location and size of existing water and sewer mains together with intended water sources and sewage disposal sites.
- 28) The exact, dimensioned location and widths of all proposed public and private streets, alleys, and cross-walkways within the development's boundaries.
- 29) The location of all entrances onto existing and/or proposed adjacent roadways, whether existing or proposed.

Planning

- 30) 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.
- 31) Location and construction materials of the pedestrian circulation system, walkways, trails, and bicycle paths, where applicable.
- 32) Location of proposed fire hydrants.
- 33) All lot lines shall show accurate dimensions in feet and hundredths, and width angles related to street and crosswalkway lines.
- 34) Lot building setbacks shall be shown graphically and dimensioned.
- 35) All lots shall be numbered consecutively in a new subdivision. On resubdivision of an existing subdivision, a new unit number shall be assigned and lots numbered rather than lettered.
- 36) 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).
- 37) A chart in tabular form that sets forth the following data, when such data are applicable to a given development plan:

- 38) Total number of dwelling units, by development phase.
- 39) Residential density and units per acre.
- 40) Total floor area and FAR for each type of use.
- 41) Total area of open space as defined in Article I.
- 42) Any other information deemed necessary by the MPC or the Town in order to evaluate plans.