

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

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

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

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

# BOSSIER CITY-PARISH METROPOLITAN PLANNING COMMISSION

620 Benton Rd.

Bossier City, LA 71111

Phone: 318-741-8824 Fax: 318-741-8827

## PRELIMINARY PLAT

Residential \_\_\_\_\_ Subdivision \_\_\_\_\_ Commercial \_\_\_\_\_ Street Dedication/

Abandonment \_\_\_\_\_ Planned Unit Development \_\_\_\_\_

### Project Information

Subdivision Name/Title: \_\_\_\_\_

Legal Description (attach separate sheet if necessary)

Current Zoning: \_\_\_\_\_

Total Acreage: \_\_\_\_\_

Total Number of Lots: \_\_\_\_\_

Proposed Use Request: \_\_\_\_\_

Present or Last Known Use: \_\_\_\_\_

Name, address, and interest, of every person or firm represented by the applicant in the application:

APPLICANT	Name _____ Company: _____ Address _____ City/State/Zip: _____ Phone: _____ Fax: _____ <b>Applicant or representative must be present at the hearing to represent this case.</b>
CONTACT PERSON	Name _____ Address _____ Company: _____ City/State/Zip _____ Phone: _____ Alternate Phone: _____ Fax: _____ Email: _____ <b>NOTE: All forwarding mail and notice documents will be mailed to this address only.</b>
PROPERTY OWNER	Name _____ Address _____ City/State/Zip: _____ Phone: _____

The above named property owner confirms that he or she has the means and ability to develop this proposed project or agrees to such development by the applicant.

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

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

\_\_\_\_\_  
Date

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

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

\_\_\_\_\_  
Date

## Application Submittal Documents

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 Plats: (2 copies – 11” x 17”)**  
(Preliminary plats shall be drawn to a scale no smaller than 1 inch equals 100 feet.)
  - a) The name of the proposed subdivision.
  - b) List of names of owner/developer and the land surveyor.
  - c) Date of preparation, north arrow, and graphic scale.
  - d) Indication that the submittal is a preliminary plat.
  - e) Legal description of location, including section, township, range, parish, state and acreage.
  - f) Names if adjoining subdivisions or in the case of unplatted land, the names of the owner or owners of adjoining property.
  - g) Boundary lines of the subdivision with length and bearings of the lines.
  - h) Contours (contour interval no greater than five feet) of the property either shown on the plat or on a separate document.
  - i) Location of natural features, such as wetlands, ponds, etc.
  - j) Location and dimensions of private and public streets, alleys and easements.
  - k) Type of soil and water table information when requested by the Metropolitan Planning Commission.
  - l) Drainage channels and other significant features.
  - m) Front building setback lines on each lot. (if on corner, show setback lines for both streets)
3. Contour map showing drainage.
4. Vicinity Map: size 8 1/2” X 11” – **1 (one) copy.**
5. Typed list of adjacent property owners 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](http://www.bossierparishassessor.org).
6. Copy of subdivision covenants.
7. Masterplan: Need a copy of the masterplan in reference to the proposed unit.
8. Street name verification/approval from the Bossier Parish Communications District.
9. Subdivision checklist.

10. PUD checklist (only if applicant is requesting pud approval)
11. Notification to School Board of development plans. (copy of notice sent)
12. Fire District letter of development plans. (copy of notice sent)
13. **Final Plat: 1 copy (11" x 17") (original with signatures)**  
If the preliminary plat is approved, a final plat must be submitted to the MPC for final plat review at least 10 days before the applicable final plat hearing.

1. Requirements for the Final Plat

- a) Name under which the subdivision is to be recorded.
- b) List of names of the developer, land planner and the surveyor.
- c) Date of preparation, north arrow, and graphic scale.
- d) Legal description of location, including section, township, range, parish, state and acreage.
- e) Names of adjoining subdivisions or in the case of unplatted land, the names of the owner or owners of adjoining property.
- f) Boundary lines of the subdivision with length and bearings of the lines.
- g) Contours (contour interval no greater than five feet) of the property either shown on the plat or on a separate document.
- h) Location of natural features, such as wetlands, ditches, ponds, etc.
- i) Location and dimensions of private and public streets, alleys and easements.
- j) Type of soil and water table information when requested by the Metropolitan Planning Commission.
- k) Drainage channels and other significant features.
- l) Front building setback lines on each lot.
- m) Proposed streets (including location, dimensions and approved names) and their relation to platted streets or to proposed streets and shown on any adopted general development plan of adjacent property.
- n) Dimensions of lots and lot numbers.
- o) Location and description and elevations of all benchmarks established o source for vertical control.
- p) Accurate dimensions from all lines, angles and curves used to describe boundaries, streets, alleys, easements and areas to be reserved for public use. Boundary surveys of the subdivision shall satisfy the minimum standards. Data for all curves shall include radius, arc length, chord length, and central angle.
- q) Flood statement on the final plat.
- r) A certificate signed sealed and dated by the licensed engineer ot land surveyor responsible for the survey for the final plat.
- s) The following certification, signed by a surveyor registered in the State of Louisiana, "I hereby certify this subdivision conforms to all regulations and

- t) requirements of the subdivision ordinance of the City of Bossier and the Bossier Parish Police Jury.”
- u) Provide signature lines for the owner or owners, dedicating all parcels of land which are intended for public use.
- v) Provide signature line for endorsement for the Metropolitan Planning Commission.
- w) Provide signature lines for acceptance by the appropriate agency either Bossier City Engineer or Mayor, or Bossier Parish Engineer.

# METROPOLITAN PLANNING COMMISSION

## SUBDIVISION DEVELOPMENT CHECKLIST

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

	Yes	No
*Asphalt or Concrete Street	_____	N/A
*Curb & Gutters	_____	_____
**Open Ditch Drainage	_____	_____
*Sidewalks	_____	_____
*Streetlights	_____	_____
*Central Sewer	_____	_____

<u>Utilities</u>	<u>City</u>	<u>Private</u>
*Water Supply	_____	_____
*Sewer Supply	_____	_____

\*All of these features are required in subdivisions in the City and Village Development areas located within the Parish as depicted by the Comprehensive Plan. However, developers have an alternative to the curb and gutter requirements on lots of (1) acre or larger in the Parish *outside* of the Village Development areas.

**I, the undersigned applicant for subdivision approval, do hereby agree to comply with all subdivision regulations as defined by the Bossier City- Parish Metropolitan Planning Commission.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# METROPOLITAN PLANNING COMMISSION

## PLANNED UNIT DEVELOPMENT CHECKLIST

Manufactured Housing \_\_\_\_\_ Site Built \_\_\_\_\_  
 Public Streets \_\_\_\_\_ Private Streets \_\_\_\_\_

<u>Requirements</u>	<u>Yes</u>	<u>No</u>
*Asphalt or Concrete Street	_____	N/A
*Curb & Gutters	_____	_____
*Sidewalks	_____	_____
*Streetlights	_____	_____
*Central Sewer	_____	_____

Typical Lot Width \_\_\_\_\_

Typical Lot Depth \_\_\_\_\_

Track Size \_\_\_\_\_

Setbacks: Front \_\_\_\_\_ Side \_\_\_\_\_ Rear \_\_\_\_\_

Common Area (in acres) \_\_\_\_\_

Off-Street Parking (quantity) \_\_\_\_\_

Density (lots per acre) \_\_\_\_\_

\*All of these features are required in subdivisions in the City and Village Development areas located within the Parish as depicted by the Comprehensive Plan. However, developers have an alternative to the curb and gutter requirements on lots of (1) acre or larger in the Parish *outside* of the Village Development areas.

**I, the undersigned applicant for subdivision approval, do hereby agree to comply with all subdivision regulations as defined by the Bossier City-Parish Metropolitan Planning Commission.**

\_\_\_\_\_  
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](mailto:jwgould@bellsouth.net) or [kbeard@bellsouth.net](mailto:kbeard@bellsouth.net)

Fax: (318) 965-2922

Office: 4601 Palmetto Rd., Benton, LA 71006