



Final Plat Checklist

Subdivision Name			
By		LA Registration Number (PE or PLS)	
Date		Application Number	

The final plat shall be submitted on a reasonable size paper commensurate to the size of the development and shall be to scale.

The following items normally will be required to be shown on the final plat:

- Name of subdivision.
- Name, address and signature of the subdivider.
- North arrow, scale and date.
- The outer boundary lines with accurate distances, angles, or true bearings if available.
- The exact location and width of all recorded streets and ways intersecting the boundaries of the tract being divided.
- Distances and angles, or true bearings if available, to the established street lines or official monuments, which shall be accurately described on the plat
- Municipal, range, township, parish and section lines accurately tied to the lines of the subdivision by distances and angles, or true bearings, if available.
- The names and widths of streets (public and private), alleys and ways created.
- All curve data, the lengths of all arcs, radii, internal angles, points of curvature, lengths and bearings of tangents.
- All dimensions, both linear and angular, necessary for determining the exact boundary of all lots in the subdivision.
 - All angles must either be given directly or indicated by the bearings shown
 - Where any lot line is curved, the significant elements of the curve, such as the arc length and the subtending central angle
 - Bearing and dimensions of side lot lines
 - Where a curve is involved an indication if it is a radial line
 - Any and all mathematical information and data necessary to locate all interior and exterior boundary lines of any lot.
- Every plat shall show a note giving reference to the basis of the bearing.
 - The bearings used shall be referenced to some well-established line.
- All block indications, if any.
- Lot numbers
 - All individual areas shall be designated by a number or letter
 - Lots in new subdivisions shall be numbered consecutively.

- No tract or portion of land shall be indicated as "Reserved".
- Control monuments, benchmarks and vertical control:
 - The plat must indicate the accurate location, material, type, and description of all permanent control monuments and benchmarks.
 - All monuments, benchmarks, and vertical controls must meet the standards set forth by the United State Geological Survey (USGS) and the Louisiana Professional Engineering and Land Surveying Board (LAPELS).
- Special use areas, if any:
 - Location and size of proposed parks, playgrounds, church or school sites or other special uses of land to be considered for dedication or sale for public use
 - All property that may be designated by deed and covenants for the common use of the property owners in the subdivision, along with a statement of responsibility for maintenance.
- Description of the tract being subdivided.
- Statement of (public or private) dedication:
 - Statement signed by the owner to the effect that the streets and rights-of-way are dedicated to the perpetual use of the public (or Homeowners' Association- HOA - if private) for proper purposes, and that all areas shown as servitudes are granted to the public (or HOA where applicable) for the use of utilities, drainage, sewage disposal or other proper purpose in the general interest of the public.
 - Said statement shall further provide that no trees, shrubs or other plants may be planted, nor shall any building, fence, structure or improvements be constructed or installed within or over any servitude or right-of-way that prevents or unreasonably interferes with any purpose for which the servitude or right-of-way is dedicated.
 - Where a sewage treatment plant or oxidation pond is to be used for this purpose, it shall be dedicated on a separate tract, or lot by the owner for that purpose only.
 - Where a fire protection draft site is required, it shall be certified that any source credited for fire protection shall be maintained indefinitely unless replaced by a more appropriate source in both capacity and location.
- Statement regarding sewage disposal:
 - Statement signed by the owner and/or subdivider to the effect that, outside of a public wastewater suburban transportation network, no person shall provide or install a method of sewage disposal until the method of sewage treatment and disposal has been approved by the Health Unit of West Feliciana Parish.
- Restrictions and maintenance:
 - Private restrictions or restrictive covenants and their periods of existence to apply to lots in the subdivision shall be signed by the owner or his agent and recorded in the office of the Clerk of Courts for West Feliciana Parish
 - References to such instrument shall be made on the plat and a copy shall be furnished to the director of planning and zoning prior to acceptance of the final plat application.
- Flood elevation data:
 - The final plat showing the subdivision of property shall include record inundation, the FEMA flood zone(s) and the base flood elevation(s), all of which shall be provided by the department of public works.
- Professional land surveyor's certification and seal:
 - This certification shall be a statement by a registered professional land surveyor licensed to practice in the State of Louisiana to the effect that the plan is based upon an actual survey made by him and that the final plat is in accordance with the West Feliciana standards and that distances, courses, angles, and all other required survey information, are shown correctly, that the monuments have been set and the lot and block corners staked correctly on the ground.
 - The engineer's or land surveyor's seal shall also be shown.

- Recommendation for approval and signature blocks for:
 - Director of Public Works
 - Planning and Zoning Administrator
 - Parish Sanitarian
- All surveying for perimeter, street centerline, property line and control documentation of a subdivision shall be performed with the precision as specified for that class of survey in accordance with the minimum standards for the practice of land surveying as promulgated by the Louisiana Professional Engineering and Land Surveying Board.

I have reviewed this survey and certify that the above information is included.

Signature

Registered Land Surveyor	Date
Printed Name	Contact Number