



Minor Subdivision Checklist (For Creating Four or Fewer Lots)

DEVELOPER INFORMATION

Name			
Address			
City, State, Zip			
Telephone		Email	

PROPERTY INFORMATION

Owner's Name			
911 Address of Parent Lot			
Subdivided into		Lots	

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| <ul style="list-style-type: none"> <input type="checkbox"/> Descriptive title <input type="checkbox"/> Legal description (Section, Township, Range) <input type="checkbox"/> Name, address, and signature of owner(s) <input type="checkbox"/> Lot number, size, acreage, all dimensions and bearings <input type="checkbox"/> 911 addresses of lots as assigned by the Communications District <input type="checkbox"/> Size of the remainder lot (if applicable) <input type="checkbox"/> Names of adjoining property owners <input type="checkbox"/> North point and scale equal to or greater than 1:500 <input type="checkbox"/> Accurate location, material type, and description of all permanent markers and monuments on perimeter or boundary survey <input type="checkbox"/> Utility servitude (10' required if it does not exist), easements, and rights of ways <input type="checkbox"/> Dedication note required <ul style="list-style-type: none"> o The utility servitude shown hereon and identified as utility servitude is created and established for the benefit of the public for the location, installation, repair, replacement, and full utilization of all public utilities <input type="checkbox"/> Front (must be shown on map), side, and rear building setback lines <input type="checkbox"/> Location of existing structures and side yard setbacks <input type="checkbox"/> Road or street name, number or highway | <ul style="list-style-type: none"> <input type="checkbox"/> Reference to the base bearing and point of beginning bearing. Some point on the ground (section corner/road intersection) <input type="checkbox"/> Sewer Statement <ul style="list-style-type: none"> o No person shall provide a method of wastewater disposal until that method has been approved by the West Feliciana Parish Health Unit. The owner of the property will be informed that the effluent must be discharged into an open ditch, perpetually maintained, and the building site must be two feet above the ditch in which the effluent is discharged. <input type="checkbox"/> Vicinity map <input type="checkbox"/> Flood zone(s); show graphically if applicable <input type="checkbox"/> Existing lakes and ponds <input type="checkbox"/> Exception (waiver, or variance) if applicable <input type="checkbox"/> Original number to reference map. Book and page number, if available <input type="checkbox"/> Seal and signature of land surveyor or engineer <input type="checkbox"/> Signature lines for West Feliciana Parish <ul style="list-style-type: none"> o Health unit Sanitarian o School Board o Planning and Zoning Director o Planning and Zoning Administrator <input type="checkbox"/> Minimum of 4 originals required <input type="checkbox"/> Map must be recorded with the Clerk of Court. Official recordation letter required |
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Notice to Surveyors

- Please submit an electronic version of a preliminary plat for review prior to submittal of final signed plats.
- Partitions, transfers, or exchanges require signatures from all parties involved, or their legally appointed representatives prior to any approval.
- All maps are to be recorded with the Clerk of Court.
- An official letter of recordation is required to release the remaining survey maps.

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

Signature

Registered Land Surveyor	Date
Printed Name	Contact Number

Reviewed

Planning & Zoning Administrator	Date
Printed Name	