

**SUBDIVISION CHECKLIST**  
**PLANNING AND ZONING DEPARTMENT**  
**P.O. BOX 310 – 4650 MAIN STREET**  
**ZACHARY, LA 70791**

*The following information is required on **ALL** preliminary plats unless otherwise noted in bold. The Plan submitted for approval shall be prepared by one or more persons in following professions: Architecture, Landscape Architecture, Land Planning, or Civil Engineering. (Should place stamp and seal on the appropriate drawings)*

- \_\_\_ 1. Title of Subdivision (Sec. 3.401)
- \_\_\_ 2. Legal Description including Section, Township & Range (Sec. 1.602, C)
- \_\_\_ 3. Name of owner/subdivider/developer (Sec. 3.102, B)
- \_\_\_ 4. Engineer's name
- \_\_\_ 5. Boundaries of subdivision (Sec. 3.102, C)
- \_\_\_ 6. Street names and rights-of-way widths of roads adjoining the project (Sec. 3.502 & 3.503)
- \_\_\_ 7. Zoning district classification & boundaries (Sec. 1.601)
- \_\_\_ 8. Section and Township Lines (Sec. 14.411, D, 3b)
- \_\_\_ 9. Abutting Property Ownership: show ownership on plat of all abutting properties (Sec. 3.515, C)
- \_\_\_ 10. Abutting Lots or Tracts: show lot number or tract name on all abutting properties or unsubdivided land (Sec. 3.515, C)
- \_\_\_ 11. Abutting Subdivision(s): show abutting subdivision name(s) and filing(s) of abutting subdivision(s) (Sec. 3.515)
- \_\_\_ 12. Lots show proposed lot or tract numbers and all dimensions (Sec. 3.602)
- \_\_\_ 13. Servitudes: show proposed servitudes and dimensions (Sec. 3.701)
- \_\_\_ 14. Right-of-way: show proposed right-of-way, dimensions of streets and radii of turning circles (Sec. 3.503)
- \_\_\_ 15. Sidewalks: show sidewalk servitudes (where applicable) (Sec. 3.510)
- \_\_\_ 16. Bridges and Culverts: show existing bridges and culverts within the proposed development area
- \_\_\_ 17. Bicycle Lanes (Sec. 3.511)
- \_\_\_ 18. Sewerage Disposal Statement for proposed development (Sec. 3.801)
- \_\_\_ 19. Stormwater Management Note (Drainage Layout Statement) for proposed development
- \_\_\_ 20. Contours (Sec. 3.901) **(Not required for Exchange of Property/Combination of Lots Applications)**
- \_\_\_ 21. Drainage: shows existing and proposed drainage ditches/canals/streams and the right-of-way (Sec. 3.701, C) **(5 lots or more)**
- \_\_\_ 22. Utilities: show existing and proposed utilities such as: water, sewer and gas etc. (Sec. 3.803)
- \_\_\_ 23. North Arrow, Scale and Date (Sec. 14.410, D, 3b)
- \_\_\_ 24. Vicinity Map with north arrow and scale (Sec. 14.411, D, 3j)
- \_\_\_ 25. Dedication Notes: For Public Use (e.g., streets, right-of-way, utilities, sewer, etc.) For

Private Use (e.g., common area, ponds, recreation, etc.) Private Streets must state, “The City of Zachary/East Baton Rouge Parish is not responsible for the maintenance and or upkeep of private streets”

- \_\_\_ 26. Existing Buildings: show location and address of existing buildings
- \_\_\_ 27. Special Use Areas: show proposed location of: parks, playgrounds, church, school sites, etc. (5 lots or more)
- \_\_\_ 28. Geologic Hazards: show any known geologic hazards, including fault lines
- \_\_\_ 29. General Notes:

Zoning District	Acreage	Inundation Level
Streets	Existing/Future Land Use	Electric Company
Type: S/D-02A or S/D-02	School District	Gas Company
Water District	Nearest 100 Yr. Flood Elevation	FEMA Flood Zones
Design Water Surface	Sewer District	Fire District
	FIRM Base Flood Elevation	Character Area

- \_\_\_ 30. Waiver(s): State requested waiver(s) on the preliminary plat showing section and paragraph of the Unified Development Code (UDC)

- \_\_\_ 31.
  - Stormwater Management Plan (SMP): The applicant shall provide a conceptual SMP to comply with Federal and State regulations. One electronic copy (PDF) submitted to the Planning & Zoning office. One paper copy to the Planning & Zoning office. [Section 4.100]
  - Drainage/Water Quality: The applicant should conceptually show that BMP’s are taken so that the water quality of the surrounding area is not impaired because of the development. One electronic copy (PDF) submitted to the Planning & Zoning office. One paper copy to the Planning & Zoning office. [Section 4.4101A.2]
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  - Drainage Impact Study (DIS): The applicant should conceptually indicate on a map the methods proposed for handling offsite discharge of storm water. One electronic copy (PDF) submitted to the Planning & Zoning office. One paper copy to the Planning & Zoning office. [Section 4.201, 4.202, and 14.420D]
  - Transportation Impact Study (TIS): The applicant shall meet with the Department of Development to determine the factors affecting traffic generated from proposed project. The applicant is encouraged where acceptable, but not required, to submit one or more companion proposals for a pedestrian system, transit system, or other alternative for the movement of persons by means other than privately owned automobiles. Applicant must have a statement from the Department of Public Works confirming that the Traffic Impact requirement has been completed prior to being heard at the Planning Commission Meeting. Failure to have the statement prior to the Meeting will result in the items deferral/denial. [Section 3.505B.3 & 14.410D]

- \_\_\_ 32. Technical Advisory Committee: Compliance with Technical Advisory Committee comments is required prior to approval (All Public Hearings)

- \_\_\_ 33. Engineer’s/Surveyor’s Certification, Signature & Seal must be shown on all preliminary plats submitted for Planning & Zoning Staff Review and Approval.

- \_\_\_ 34. All subdivisions of five (5) lots or less must be reviewed by DOD prior to Planning & Zoning Staff approval.

- \_\_\_ 35. Application Form must be completed and signed

- \_\_\_ 36. Fill Note

- \_\_\_ 37. Minimum Lot Requirements: all subdivided lots must meet the minimum lot

- requirements established by the Unified Development Code
- \_\_\_ 38. Street Improvements: no lots may be subdivided or subdivided on private streets or roads or on unimproved rights-of-way unless such Streets are first improved to Unified Development Code standards (Sec. 3.301)
- \_\_\_ 39. Private Street: the width of the private street and its name must be indicated on the plat as well as the type of construction. Label proposed subdivision and street names: Label all streets, alleys, ways, right-of-ways, and private streets, together with their widths and names from the list approved by the Office of Planning & Zoning. Show typical sample cross section of Street(s)
- \_\_\_ 40. Flood Elevation Data the FEMA Flood Zone and the FIRM Base Elevation; where the area subdivided lies at or below record inundation level or the FIRM Base Elevation, whichever is greater, that Area Shall be Shaded by an approved shading pattern
- \_\_\_ 41. Sewer Lines and Wyes: All lots being created must have a sewer wye, the cost of which must be borne by the property owner or subdivider if no sewer wye exists
- \_\_\_ 42. Green open space provisions such as golf courses, parks, passive or scenic areas; community recreation or leisure time facilities such as benches and gazebos; and areas for such public or quasi-public institutional uses such as public facilities. (Sec. 4.401)
- \_\_\_ 43. DOT approval/non-objection: Where proposed development accesses a state highway or connecting street, applicant must have a statement from the Louisiana Department of Transportation and Development confirming that access to said highway or connecting street will be allowed
- \_\_\_ 44. Centralized mail kiosk(s) (requirements of USPS)
- \_\_\_ Location
  - \_\_\_ Height
  - \_\_\_ Graphic Elevation
- \*Please contact the United States Post Office for more information\*
- \_\_\_ 45. Plans at time of application
- \_\_\_ a. Two (2) full size print of required plans
  - \_\_\_ b. Two (2) reduced size print of required plans – 11 x 17 (For PZ Office)
  - \_\_\_ c. Electronic PDF submittal of required plans
41. Revisions
- \_\_\_ a. Provide a revision block showing:
    - \_\_\_ Revision number
    - \_\_\_ Note describing any proposed change(s)  
(See example at end of checklist)
  - \_\_\_ b. Copy of previously approved plan


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Subsequent Submittals during the Preliminary Plat Process:

1. Prints with PZ comments addressed (Public Hearing Items)
  - a. One (1) full size print of required plans
  - b. One (1) reduced size print of required plans- 11 x 17
  - c. Electronic PDF submittal (USB or email) of required plans
2. Prints with comments addressed (Public Hearing Items)
  - a. Three (3) full size print of required plans
3. Prints with PZ Staff comments addressed (Staff Level)
  - a. One (1) full size print of required plans for signature

- b. One (1) 11x17 reduced copy
- c. \*Original Red Lined Plan with PZ comments
- d. \*Electronic Plat Submittal: Provide an AutoCAD drawing by USB or email to PZ staff  
(\*Required prior to Planning & Zoning signature)
- 4. Electronic Plat Submittal: (Public Hearing)  
Provide an AutoCAD drawing by USB or e-mail submittal to PZ staff  
(Required prior to Planning & Zoning signature)
- 5. Prints after approval  
Two (2) full size certified prints after Plat is signed by the Planning & Zoning staff

Revision Block Example:

	<p>Revision #1: Detailed note describing proposed change(s)</p>
<p><u>APPROVED</u></p>	
<p>_____</p> <p>Bryant Dixon, Planning &amp; Zoning Director</p>	<p>_____</p> <p>Date</p> <p>File # _____</p>