**All of the following <u>must be submitted by 4:30 p.m.</u> on the <u>first working day of the month</u> in which they are to be considered by the Regional Planning Commission.**

## <u>DEVELOPER'S CHECK LIST FOR PRELIMINARY PLAT SUBMITTALS</u>

Please follow the Iberia Parish Ordinance, Chapter 22 – Subdivision Regulations for complete detailed requirements. These are minimal requirements, which must be provided for the acceptance of an application. By no means are these the only requirements for plat approval. This list is not a substitute for the Subdivision Regulations.

- ❑ Completed Planning Application
- ❑ Signed Affidavit of Ownership
- ❑ Signed Certification for Subdivision Plat
- ❑ The required fee
- ❑ Fifteen (15) copies of the preliminary plat no larger than 11 x 17
- ❑ Two (2) copies of a full size plat no larger than 36 x 24 drawn at a scale of no less than one inch = 200 feet
- ❑ Proposed plat name and type (Residential, Commercial, Industrial, TND, etc.)
- ❑ Vicinity Map drawn to scale and oriented with plat North and a graphic scale
- ❑ Utility Legend, indicating water, sewer, electrical, etc.
- ❑ The names of all adjacent property owners within five hundred (500') feet
- ❑ Minimum frontage (as separate entry)
- ❑ Minimum lot size (as separate entry)
- ❑ The subdivision name, the names and addresses of owners and of the designer of the plat
- ❑ Location of existing property lines and platted property lines, streets, buildings, watercourses, railroads, sewers, utility easements, drainage easements, etc.
- ❑ Building lines & lot lines (and note on setbacks)
- ❑ Street Layout
- ❑ Minimum right-of-way radius of sixty (60') feet for cul-de-sacs
- ❑ Minimum driving radius of forty (40') feet for cul-de-sacs (center to pavement edge).
- ❑ "Cul-de-sac" shall not be more than twelve hundred (1,200') feet in length (from R/W of nearest street to back of cul-de-sac R/W).
- ❑ Maximum block length 1500' (R/W to R/W)
- ❑ All curve data
- ❑ A letter signed by the appropriate official of the State Board of Health and/or Sewerage District No. 1 that the type of system to be constructed is approved by them for use within the proposed subdivision.
- ❑ Certification by registered land surveyor or civil engineer as to the location of the flood zone area of subdivision (show flood zone as shaded on plat)
- ❑ Date of preparation

- ❑ Surveyor stamp
- ❑ Surveyor signature
- ❑ 10' utility servitudes
- ❑ No dead ends

# FEE SCHEDULE

APARTMENT DEVELOPMENT: $500 + $12 per unit*
                      1/2 of Unit Fees at Preliminary
                      1/2 of Unit Fees at Final

RESIDENTIAL DEVELOPMENT:     $300 + $12 per lot*
                      1/2 of Lot Fees at Preliminary
                      1/2 of Lot Fees at Final

COMMERCIAL/INDUSTRIAL: $500 + $12 per lot*
                      1/2 of Lot Fees at Preliminary
                      1/2 of Lot Fees at Final

(1)   Should major changes be made to a plat that has been filed with the Iberia Parish Regional Planning Commission, but not recorded with the Iberia Parish Clerk of Court's Office, as additional review will be required.

      REVISED PRELIMINARY PLAT:  $150

      REVISED FINAL PLAT:  $150

(2)   The following fees are required when changes are made to a plat recorded with the Iberia Parish Clerk of Court's Office:

      REPLAT:  $350

(3)   Recording fees are paid at the time of final plat application to the Clerk of the Parish Council according to the Clerk of Court's Fee Schedule.

(4)   Exceptions:  For those property partitions that occur in the Parish (outside of the municipal boundaries of New Iberia, Jeanerette, Loreauville, and Delcambre) and are fronting on existing public streets, the following fees are required:

      LESS THAN 5 LOTS:  $140 + $20 per lot

      5 OR MORE LOTS:  $200 + $10 per lot

      These fees apply to property partitions for residential, apartment, and commercial/industrial.

(c)  When property is divided for the sale of only one tract within an Eighteen (18) Month period, the application fee shall be fifty ($50) dollars. (Ord. 94-05-1867 of 05/25/94)

# PLANNING APPLICATION

I certify that all information and attachments to this application are truthful and accurate.

1. Name of Plat: _____

2. Location/Street:_____

3. District _____ Proposed Number of Lots: _____ Total Acreage: _____

   Existing Use: _____ Proposed Use: _____

4. Name of Applicant: _____

   Address _____

   City: _____ State _____ Zip Code: _____

   Phone Number (Home) _____ (Business) _____

   (Fax) _____ E-Mail Address: _____

5. Name of Owner: _____

   Address _____

   City: _____ State _____ Zip Code: _____

   Phone Number: (Home) _____ (Business) _____

   (Fax) _____ E-Mail Address:_____

6. Name of Surveyor: _____

   Address _____

   City: _____ State _____ Zip Code: _____

   Phone Number (Business) _____ (Fax) _____

   E-Mail Address: _____

# AFFIDAVIT OF OWNERSHIP

*To be completed by owner:*


I, _____, HEREBY DECLARE THAT I AM THE SOLE OWNER,
              (Please Print)


OR HAVE LEGAL POWER OF ATTORNEY, IN WHICH CASE SAID POWER OF ATTORNEY OR A CERTIFIED COPY OF THEREOF IS ATTACHED HERETO, TO REQUEST THE SUBDIVISION APPROVAL ON THE SUBJECT PROPERTY, AND I UNDERSTAND THAT THE MISREPRESENTATION OF SUCH OWNERSHIP AND/OR AUTHORITY, EITHER BEFORE OR AFTER FINAL PLAT APPROVAL, MAY CAUSE THE DENIAL OR VACATION OF SAID SUBDIVISION.


I HEREBY AUTHORIZE, _____, TO ACT IN MY
                (Please Print)
CAPACITY AS MY AGENT FOR THE REPRESENTATION AND/OR PRESENTATION OF THIS REQUEST AND I UNDERSTAND THAT IT IS NECESSARY FOR ME OR MY AUTHORIZED AGENT TO BE PRESENT AT THE PLANNING COMMISSION MEETING.

Signature of Owner: _____ Date: _____


*To be completed by Applicant/Developer:*

I CERTIFY THAT ALL INFORMATION CONTAINED IN THIS APPLICATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

Applicant's Name: _____
                (Please Print)


Applicant's Signature: _____ Date: _____

# CERTIFICATION FOR SUBDIVISION PLAT

The applicant and the surveyor preparing the subdivision plat which is the subject of this application hereby represents, warrants and certifies to Iberia Parish Government that:

The information delivered in connection with this application with respect to the names of the property owners within five hundred (500) feet of the proposed subdivision is true and accurate and that each applicant and surveyor have conducted all necessary investigations to confirm its accuracy.


_____          _____
Applicant                                         Date


_____          _____
Surveyor                                          Date