



Application for Hearing Examiner Approval Planning and Zoning Department

OFFICE USE ONLY

Date of Application:

Received by: _____

Filing Fee \$ _____

Receipt # _____

Name of Plat: _____

Location: _____

Owner: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone: _____ Fax: _____

Email Address: _____

Applicant: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone: _____ Fax: _____

Email Address: _____

Surveyor: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone: _____ Fax: _____

Email Address: _____

Request Variances or Waivers of the Subdivision Regulations No Yes (if yes specify) _____

Reason for requesting this waiver: _____

Proposed Use: _____

Proposed Number of Lots: _____ Total Acreage _____ (sq. ft. or acres)

Proposed Water Source: _____

Proposed Method of Sewage Collection/Treatment: _____

Located in Flood Hazard area: Yes No

FEES SCHEDULES:

Commercial Development \$500 + \$12/lot

Residential Development \$140 + \$20 per lot/unit

Recording Fees (required at time of Final Plat) \$130 (or greater if actual recording costs exceed \$130).

HEARING EXAMINER REVIEW

PURPOSE AND ELIGIBILITY

Purpose: The purpose of the Hearing Examiner Review Process is to permit the administrative review of minor non-controversial developments. All plats must comply with the applicable subdivision regulations.

Creation of New Lots: To qualify for a Hearing Examiner's Review, the property must meet the following criteria:

- The development must create no more than five (5) lots.
- The applicant is not providing for the creation of any new public or private streets.
- The applicant owns no property adjacent to the proposed development, or in the event he does, the applicant shall not have submitted any other application for a subdivision of property from the total property owned by the applicant within one (1) year prior to the current plat.
- The development under review does not exceed five (5) acres.

MINIMAL GRAPHIC REQUIREMENT

A. *SUBMITTAL REQUIREMENT

- **Five copies** of the preliminary plat
- 1 Digital PDF of the proposed preliminary plat emailed to jweaver@iberiagov.net
- Completed application form (including owner' s signature)
- Proof of Ownership of Property (**Must have page of recordation from Clerk of Court Office for recorded cash sale, donation etc., how did you acquire the property**)
- Any applicable Power of Attorney documents or signature authority documents
- Required filing fees

B. GRAPHIC REQUIREMENTS

- Proposed plat name and type
- Legal description
- Number of lots/units (as separate entry)
- Total Acreage (as separate entry)
- Minimum frontage (as separate entry)
- Minimum lot size (as separate entry)
- Vicinity Map with North Arrow oriented the same as the plat
- Names, address, and telephone numbers of the property owner(s)
- Names, address, and telephone numbers of the developer(s)
- Name, address, and telephone number of the surveyor
- Surveyors stamp
- Surveyors signature
- Names and address of adjacent property owners (property directly across a public/private road is considered to be adjacent property)
- Scale of plat - written and graphic
- North Arrow
- Date of Preparation
- Existing and proposed street names
- Dimensions of all lots to the nearest foot
- Lots and blocks numbered consecutively
- Existing buildings, roads, easements power lines, gas lines, and all features located in and abutting the plat
- All curve data
- Bearings of all lot lines
- Distance from nearest intersection
- Utility Legend

***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 Iberia Parish Subdivision Regulations.**