



Planning Commission Application Department of Planning and Zoning

Check One:

- Preliminary Plat () Revised Preliminary ()
- Final Plat () Revised Final ()
- Resubdivision () Variance ()

Filing Fee \$ _____

Receipt # _____

OFFICE USE ONLY

Date of Application: _____

Proposed ADRC Meeting: _____

Proposed Planning Commission Meeting: _____

Received by: _____

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 variance or 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

New Streets: If so, list three names for each one: _____

Indicate if streets are public or private: _____

FEES SCHEDULES:

Apartment Development 500 + \$12 per lot/unit

Commercial/ Industrial Development 500 + \$12 per lot/unit

Residential Development \$300 + \$12 per lot/unit

The following fees required when changes are made to a plat that has been filed with the Commission.

Revised Preliminary Plat \$150

Variance or Waiver \$150

Revised Final Plat \$150

Replat (for that plat have been recorded but changes have been made) \$350

Recording fees, required at time of Final Plat application - \$130 minimum (or greater, if actual recording costs exceed \$130).

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 the Iberia Parish Government that:

The information delivered in connection with this application with respect to the names and addresses 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. The names and addresses of the owners of the property located within five hundred (500) feet of the proposed subdivision delivered to Iberia Parish Government are true and correct and were obtained from the most current tax rolls as periodically updated by the Iberia Parish Tax Assessor.

Applicant

Date

Surveyor

Date

In the event the Planning and Zoning staff or the Commission determines, at any time prior to the action being taken by the Commission with respect to any preliminary plan, that the information (or any portion thereof) contained in the application for preliminary plan approval is incorrect, then the Planning and Zoning staff or the Commission may deem the application incomplete, and the same shall be returned to the applicant without further action by the Planning and Zoning staff or the Commission. The Planning and Zoning staff or the Commission shall not be obligated to further review the application until the information (or any portion thereof) shall be corrected to the satisfaction of the Planning and Zoning staff.

Applicant

Date

Surveyor

Date

MINIMAL GRAPHIC REQUIREMENT

A. SUBMITTAL REQUIREMENT

- **Ten (10) 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
- Adjacent Property Owners (within 500 feet), Owner/Developers and Surveyors names and address **typed on mailing label (Avery 5160) & emailed to Jacob Weaver (jweaver@iberiagov.net) The application will not be placed on the Meeting Agenda without proper mailing labels being received by submittal deadline to Planning and Zoning Department.**

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 within five hundred (500') feet
- 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
- Approved by the Department of Permitting, Planning & Zoning

Director

Date

***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.**

2024 PLANNING COMMISSION SCHEDULE

SUBMITTAL DEADLINE 4:00 P.M.	BOARD OF ZONING ADJUSTMENT MEETING 5:30 P.M.
December 1, 2023	January 16, 2024
January 5, 2024	February 19, 2024
February 2, 2024	March 18, 2024
March 1, 2024	April 15, 2024
April 5, 2024	May 20, 2024
May 3, 2024	June 17, 2024
June 7, 2024	July 15, 2024
July 5, 2024	August 19, 2024
August 2, 2024	September 16, 2024
September 6, 2024	October 21, 2024
October 4, 2024	November 18, 2024
November 4, 2024	December 16, 2024
December 6, 2024	January 20, 2025