

Metropolitan *Planning Commission*
Shreveport | Caddo Parish

Caddo Parish Final Plat Checklist

Current Planning Department

505 Travis Street, Suite 440
Shreveport, LA 71101
phone 318-673-6480

www.shreveportcaddompc.com



FINAL PLAT CHECKLIST

Please return to:
Metropolitan Planning Commission
505 Travis Street, Suite 440
Shreveport, LA 71101

Use the checklist items below to prepare the final plat. All plan submittals should be submitted to the address above.

Name of Subdivision: _____ Surveyor / Engineer: _____

TO BE COMPLETED BY APPLICANT			TO BE COMPLETED BY MPC STAFF		
GENERAL STANDARDS	YES	N/A	YES	NO	N/A
1. For Parish Cases requiring City of Shreveport Water and Sewer. Provide a copy of the executed resolution from the Shreveport City Council authorizing the water and sewer connections. (Cases will not be processed until this documentation has been provided).	<input type="checkbox"/>				
2. Lot Sizes. Verify that lot sizes comply with minimum Building Site Area requirements for approved zoning designation.	<input type="checkbox"/>				
4. Setbacks. Verify that all planned building setbacks comply with set-back requirements for the approved zoning designation.	<input type="checkbox"/>				
5. Water and Sewer Availability: Private Water <input type="checkbox"/> Yes <input type="checkbox"/> No Community Water <input type="checkbox"/> Yes <input type="checkbox"/> No (If Yes, name of provider: _____) Private Sewer <input type="checkbox"/> Yes <input type="checkbox"/> No Community Sewer <input type="checkbox"/> Yes <input type="checkbox"/> No (If Yes, name of provider: _____)	<input type="checkbox"/>				
6. Private Sewer. If private sewer or water is provided, verify that lot sizes are at least 1 acre for private water and sewer and 25,000 SF if community water is available (except in Cross Lake Watershed – Shall be 1 acre minimum).	<input type="checkbox"/>				
7. Vehicular Access. Verify that vehicular access is provided to each lot directly from a dedicated street or from the dedicated street via a private road or servitude of access.	<input type="checkbox"/>				
8. Curb Cuts. Verify that all curb cuts on existing streets comply with minimum lot width and access standards as described in Chapter 48 of the Caddo Parish Subdivision Ordinance and other applicable parish and state requirements.	<input type="checkbox"/>				
9. Stub Outs. Verify that stub out streets for future developments are provided with temporary turn-around drives.	<input type="checkbox"/>				
10. Subdivision Addition. If subdivision is a unit of an overall subdivision, verify that the unit is consistent with the preliminary plat indicating the entire planned development. (attach an updated preliminary plat with application).	<input type="checkbox"/>				
11. Existing Improvements. If improvements currently exist on site and are planned to remain, submit a site plan indicating existing improvements.	<input type="checkbox"/>				
12. Common Areas. If common area is provided, verify that the area is designated as a common lot and is not to be a building site.	<input type="checkbox"/>				
GRAPHIC INFORMATION	YES	N/A	YES	NO	N/A
13. Final Subdivision and Unit Number. Name of final subdivision and unit number.	<input type="checkbox"/>				
14. Township and Range. Location by section, township, range, parish and state.	<input type="checkbox"/>				
15. Owner Name. Name of the Owner.	<input type="checkbox"/>				
16. Name and Seal. Name and seal with registration number of surveyor or civil engineer.	<input type="checkbox"/>				

Case Number: _____



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17. LSA-R.S. 33:5051. Certification by engineer or surveyor that the plat conforms to R. S. 33:5051.	<input type="checkbox"/>				
18. Caddo Parish Ordinance Standards. Certification by engineer or surveyor that the plat conforms to all Caddo Parish Subdivision Ordinances.	<input type="checkbox"/>				
19. Scale. No less than 1:100.	<input type="checkbox"/>				
20. Date. Date of Submittal.	<input type="checkbox"/>				
21. Boundary: Boundary of the proposed subdivision including: <input type="checkbox"/> Accurate distances <input type="checkbox"/> Measurements to the third order or better	<input type="checkbox"/>				
22. Internal Streets. Exact location, width, and name of all streets within the plat.	<input type="checkbox"/>				
23. External Streets. Exact location, width, and name of all streets adjacent to the plat.	<input type="checkbox"/>				
24. Internal Crosswalks. Exact location and width of all crosswalks within plat.	<input type="checkbox"/>	<input type="checkbox"/>			
25. External Crosswalks. Exact location and width of all crosswalks adjacent to the plat.	<input type="checkbox"/>	<input type="checkbox"/>			
26. Bearing and Distances. Bearing and distances to nearest section corner or center of section with Section Name, Township, and Range Number OR one of the following monuments: Parent Tract Corner, Block Corner, Subdivision Corner or Grant Corner.	<input type="checkbox"/>	<input type="checkbox"/>			
27. Lengths / Distances. Lengths / Distances of all: <input type="checkbox"/> Arcs <input type="checkbox"/> Radii <input type="checkbox"/> Internal Angles <input type="checkbox"/> Points of Curvature and Tangents	<input type="checkbox"/>	<input type="checkbox"/>			
28. Easements. All easements for: <input type="checkbox"/> Public Services <input type="checkbox"/> Utilities	<input type="checkbox"/>	<input type="checkbox"/>			
29. Lot Numbers. Lot numbers with square footage of each lot.	<input type="checkbox"/>	<input type="checkbox"/>			
30. Monuments. Size and material of monuments at lot corners including angle points.	<input type="checkbox"/>	<input type="checkbox"/>			
31. Public Areas. Outlines of all areas dedicated for public use.	<input type="checkbox"/>	<input type="checkbox"/>			
32. Building Setbacks. Building setback lines along streets or statement regarding compliance with zoning requirements for setbacks.	<input type="checkbox"/>	<input type="checkbox"/>			
33. Sanitary Sewer Easements. Description of restriction on sanitary sewer easements if applicable.	<input type="checkbox"/>	<input type="checkbox"/>			
34. Subdivision Compliance. Subdivision compliance certification regarding subdivision ordinance and parish ordinances.	<input type="checkbox"/>	<input type="checkbox"/>			
35. MPC Signature Line. MPC Executive Director signature line and date.	<input type="checkbox"/>	<input type="checkbox"/>			
36. Parish Engineer Signature Line. Parish Engineer signature line and date.	<input type="checkbox"/>	<input type="checkbox"/>			
37. Owner Signature Line. Owner signature line and date.	<input type="checkbox"/>	<input type="checkbox"/>			
38. Flood Insurance Map. Certification regarding Flood Insurance Map.	<input type="checkbox"/>	<input type="checkbox"/>			
39. Standards of Practice. Certification regarding Louisiana Standards of Practice for Land Surveying: <input type="checkbox"/> Class "C" or better for Residential Uses <input type="checkbox"/> Class "B" or better for Commercial Uses	<input type="checkbox"/>	<input type="checkbox"/>			

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