

Metropolitan **Planning** Commission

City of Shreveport | Caddo Parish

Unified Development Code Final Plat Checklist

UDC Checklist for Final Plat Applications
(Revised August.21.2020)



CITY OF SHREVEPORT
UNIFIED DEVELOPMENT CODE

Land Development Department

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

www.shreveportcaddompc.com

Land Development

505 Travis Street | Suite 440 | Shreveport, LA | 71101
 318-673-6480 | fax 318-673-6461

UDC 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 STAFF
GENERAL STANDARDS		
<ul style="list-style-type: none"> Lot Sizes. Verify that lot sizes comply with minimum Building Site Area requirements for approved zoning designation. 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Setbacks. Setbacks shall conform to the building setback standards as published in Article 4- Zoning District Regulations of the City of Shreveport Unified Development Code. 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Water and Sewer Availability: Private Water <input type="checkbox"/> Yes <input type="checkbox"/> No Private Sewer <input type="checkbox"/> Yes <input type="checkbox"/> No Community Water <input type="checkbox"/> Yes <input type="checkbox"/> No Community Sewer <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, name of provider: _____ If Yes, name of provider: _____ 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> 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"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> 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"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Curb Cuts. Verify that all curb cuts on existing streets comply with minimum lot width and access standards as described in the UDC and other applicable city and state requirements. 	<input type="checkbox"/> N/A	<input type="checkbox"/>
<ul style="list-style-type: none"> Stub Outs. Verify that stub out streets for future developments are provided with temporary turn- around drives. 	<input type="checkbox"/> N/A	<input type="checkbox"/>
<ul style="list-style-type: none"> 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"/> N/A	<input type="checkbox"/>
<ul style="list-style-type: none"> Existing Improvements. If improvements currently exist on site and are planned to remain, submit a site plan indicating existing improvements. 	<input type="checkbox"/> N/A	<input type="checkbox"/>
<ul style="list-style-type: none"> 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"/> N/A	<input type="checkbox"/>
GRAPHIC INFORMATION		
<ul style="list-style-type: none"> Final Subdivision and Unit Number. Name of final subdivision and unit number. 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Township and Range. Location by section, township, range, parish and state. 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Owner Name. Name of the Owner. 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Name and Seal. Name and seal with registration number of surveyor or civil engineer. 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> LSA-R.S. 33:5051. Certification by engineer or surveyor that the plat conforms to R. S. 33:5051. 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> UDC Ordinance Standards. Certification by engineer or surveyor that the plat conforms to the City of Shreveport UDC Subdivision Standards (Article 13). 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Scale. No less than 1:100. 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Date. Date of Submittal. 	<input type="checkbox"/>	<input type="checkbox"/>

Case Number: _____

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GRAPHIC INFORMATION (CONTINUED)			
1. 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"/>	<input type="checkbox"/>
2. Internal Streets. Exact location, width, and name of all streets within the plat.	<input type="checkbox"/> N/A	<input type="checkbox"/>	<input type="checkbox"/>
3. External Streets. Exact location, width, and name of all streets adjacent to the plat.		<input type="checkbox"/>	<input type="checkbox"/>
4. Internal Crosswalks. Exact location and width of all crosswalks within plat.	<input type="checkbox"/> N/A	<input type="checkbox"/>	<input type="checkbox"/>
5. External Crosswalks. Exact location and width of all crosswalks adjacent to the plat.	<input type="checkbox"/> N/A	<input type="checkbox"/>	<input type="checkbox"/>
6. 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"/>
7. Lengths / Distances. Lengths / Distances of all: <input type="checkbox"/> Arcs <input type="checkbox"/> Internal Angles <input type="checkbox"/> Radii <input type="checkbox"/> Points of Curvature and Tangents		<input type="checkbox"/>	<input type="checkbox"/>
8. Easements. All easements for: <input type="checkbox"/> Public Services <input type="checkbox"/> Utilities	<input type="checkbox"/> N/A	<input type="checkbox"/>	<input type="checkbox"/>
9. Lot Numbers. Lot numbers with square footage of each lot.		<input type="checkbox"/>	<input type="checkbox"/>
10. Monuments. Size and material of monuments at lot corners including angle points.		<input type="checkbox"/>	<input type="checkbox"/>
11. Public Areas. Outlines of all areas dedicated for public use.	<input type="checkbox"/> N/A	<input type="checkbox"/>	<input type="checkbox"/>
12. Sanitary Sewer Easements. Description of restriction on sanitary sewer easements if applicable.	<input type="checkbox"/> N/A	<input type="checkbox"/>	<input type="checkbox"/>
13. Subdivision Compliance. Subdivision compliance to certification regarding subdivision ordinance standards in the UDC, as well as any other applicable City ordinances. (Ordinance 129 of 2016).		<input type="checkbox"/>	<input type="checkbox"/>
14. MPC Signature Line. MPC Executive Director signature line and date.		<input type="checkbox"/>	<input type="checkbox"/>
• City Engineer Signature Line. City of Shreveport Engineer signature line and date.		<input type="checkbox"/>	<input type="checkbox"/>
• Owner Signature Line. Owner signature line and date.		<input type="checkbox"/>	<input type="checkbox"/>
• Flood Insurance Map. Certification regarding Flood Insurance Map.		<input type="checkbox"/>	<input type="checkbox"/>
• 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"/>
• Common Areas or Private Streets. Provide documentation regarding Homeowner's Association's maintenance of common areas.	<input type="checkbox"/> N/A	<input type="checkbox"/>	<input type="checkbox"/>

Case Number: _____