

Subdivision Plat Checklist

Revised 12.4.2023

CHECKLIST			
GENERAL STANDARDS			
• Lot Sizes. Verify that lot sizes comply with minimum Building Site Area requirements for approved zoning designation.			
• 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.			
Water and Sewer Availability: Private Water Yes No Community Water Yes No If Yes, name of provider:			
 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). 			
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.			
• 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.			
• Stub Outs. Verify that stub out streets for future developments are provided with temporary turn- around drives.			
• 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).			
• Existing Improvements. If improvements currently exist on site and are planned to remain, submit a site plan indicating existing improvements.			
• 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.			
GRAPHIC INFORMATION	r		
• Final Subdivision and Unit Number. Name of final subdivision and unit number.			
• Township and Range. Location by section, township, range, parish and state.			
Owner Name. Name of the Owner.			
• Name and Seal. Name and seal with registration number of surveyor or civil engineer.			
• LSA-R.S. 33:5051. Certification by engineer or surveyor that the plat conforms to R. S. 33:5051.			
• UDC Ordinance Standards. Certification by engineer or surveyor that the plat conforms to the City of Shreveport UDC Subdivision Standards (Article 13).			
• Scale. No less than 1:100.			
Date. Date of Submittal.			



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GRAPHIC INFORMATION (CONTINUED)					
•	Boundary: Boundary of the proposed subdivision including:				
٠	Internal Streets. Exact location, width, and name of all streets within the plat.	□n/a			
٠	External Streets. Exact location, width, and name of all streets adjacent to the plat.				
•	Internal Crosswalks. Exact location and width of all crosswalks within plat.	□n/a			
•	External Crosswalks. Exact location and width of all crosswalks adjacent to the plat.	□n/a			
•	Bearing and Distances. Bearing and distances to nearest section corner or center of section with Section Name, Township, and Range Number <u>OR</u> one of the following monuments: Parent Tract Corner, Block Corner, Subdivision Corner or Grant Corner.				
•	Lengths / Distances. Lengths / Distances of all: Arcs Internal Angles Radii Points of Curvature and Tangents				
•	Easements. All easements for: Public Services Utilities 	□n/a			
• Lot Numbers. Lot numbers with square footage of each lot.					
٠	• Monuments. Size and material of monuments at lot corners including angle points.				
٠	Public Areas. Outlines of all areas dedicated for public use.	□n/a			
•	Sanitary Sewer Easements. Description of restriction on sanitary sewer easements if applicable.	□n/A			
•	 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). 				
•	• MPC Signature Line. MPC Executive Director signature line and date.				
٠	• City Engineer Signature Line. City of Shreveport Engineer signature line and date.				
٠	Owner Signature Line. Owner signature line and date.				
٠	• Flood Insurance Map. Certification regarding Flood Insurance Map.				
•	 Standards of Practice. Certification regarding Louisiana Standards of Practice for Land Surveying: □ Class "C" or better for Residential Uses □ Class "B" or better for Commercial Uses 				
•	Common Areas or Private Streets. Provide documentation regarding Homeowner's Association's maintenance of common areas.	□n/A			