



Subdivision Plat Checklist

Revised 12.4.2023

CHECKLIST		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 Caddo Parish 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 Parish 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 Caddo Parish 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"/>



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GRAPHIC INFORMATION (CONTINUED)			
<ul style="list-style-type: none"> • Boundary: Boundary of the proposed subdivision including: <ul style="list-style-type: none"> <input type="checkbox"/> Accurate distances <input type="checkbox"/> Measurements to the third order or better 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • Internal Streets. Exact location, width, and name of all streets within the plat. 	<input type="checkbox"/> N/A	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • External Streets. Exact location, width, and name of all streets adjacent to the plat. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • Internal Crosswalks. Exact location and width of all crosswalks within plat. 	<input type="checkbox"/> N/A	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • External Crosswalks. Exact location and width of all crosswalks adjacent to the plat. 	<input type="checkbox"/> N/A	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • 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"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • Lengths / Distances. Lengths / Distances of all: <ul style="list-style-type: none"> <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"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • Easements. All easements for: <input type="checkbox"/> Public Services <input type="checkbox"/> Utilities 	<input type="checkbox"/> N/A	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • Lot Numbers. Lot numbers with square footage of each lot. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • Monuments. Size and material of monuments at lot corners including angle points. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • Public Areas. Outlines of all areas dedicated for public use. 	<input type="checkbox"/> N/A	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • Sanitary Sewer Easements. Description of restriction on sanitary sewer easements if applicable. 	<input type="checkbox"/> N/A	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • Subdivision Compliance. Subdivision compliance to certification regarding subdivision ordinance standards in the UDC, as well as any other applicable Parish ordinances. (Ordinance 5701 of 2017). 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • MPC/PPZC Signature Line. MPC Executive Director or Caddo Parish Planning & Zoning signature line and date, as applicable 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • Caddo Parish Public Works Signature Line. Caddo Parish Public Works signature line and date. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • Owner Signature Line. Owner signature line and date. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • Flood Insurance Map. Certification regarding Flood Insurance Map. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • Standards of Practice. Certification regarding Louisiana Standards of Practice for Land Surveying: <ul style="list-style-type: none"> <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"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • 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"/>