

**Application for Plat Approval**  
**Department of Planning, Zoning & Development**

Check One:

Preliminary Plat            Revised     

Final Plat            Revised     

Resubdivision            Variance     

Filing Fee \$ \_\_\_\_\_

**PZD USE ONLY**

Date of Application: \_\_\_\_\_

Proposed ADRC Meeting: \_\_\_\_\_

Proposed PZD 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 this 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** 1500 + \$15 per lot/unit

**Commercial/ Industrial Development** 1500 + \$15 per lot/unit

**Residential Development** \$1000 + \$15 per lot/unit

Hearing Cancellation at the request of the applicant/owner/developer \$150.00

Hearing Cancellation or rehearing due to lack of public notice (no sign or more than 10% of public notice is returned) \$150.00

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

Revised Plats \$550  
(Not recorded with Clerk of Court)

One-Year Extension of Preliminary Plat Approval \$350

Recording fees, required at time of Final Plat application-\$55 minimum (or greater, if actual recording costs exceed \$55).

**AFFIDAVIT OF OWNERSHIP**

To be completed by owner:

I, \_\_\_\_\_, HEREBY DECLARE THAT I AM THE SOLE OWNER,  
(Please Print)

OR HAVE LEGAL POWER OF ATTORNEY, IN WHICH CASE SAID POWER OF ATTORNEY OR A CERTIFIED COPY OF THEREOF IS ATTACHED HERETO, TO REQUEST THE SUBDIVISION APPROVAL ON THE SUBJECT PROPERTY, AND I UNDERSTAND THAT THE MISREPRESENTATION OF SUCH OWNERSHIP AND/OR AUTHORITY, EITHER BEFORE OR AFTER FINAL PLAT APPROVAL, MAY CAUSE THE DENIAL OR VACATION OF SAID SUBDIVISION.

I HEREBY AUTHORIZE \_\_\_\_\_ TO ACT IN MY CAPACITY AS MY  
(Please Print)

AGENT FOR THE REPRESENTATION AND/OR PRESENTATION OF THIS REQUEST AND I UNDERSTAND THAT IT IS NECESSARY FOR ME OR MY AUTHORIZED AGENT TO BE PRESENT AT THE HEARING EXAMINER MEETING AND/OR THE PLANNING COMMISSION MEETING.

Signature of Owner: \_\_\_\_\_ Date: \_\_\_\_\_

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To be completed by Applicant/Developer:

I CERTIFY THAT ALL INFORMATION CONTAINED IN THIS APPLICATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND THAT I UNDERSTAND MY RIGHTS UNDER THE APPEAL PROCESS.

Applicant's Name: \_\_\_\_\_  
(Please Print)

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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APPEALS OF A PLANNING COMMISSION ACTION MUST BE MADE TO THE APPLICABLE GOVERNING BODY IN ACCORDANCE WITH THAT BODY'S ADOPTED POLICY. PLEASE CONTACT THE PLANNING COMMISSION STAFF FOR COPIES OF THE APPEAL PROCEDURES.

**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 Lafayette Consolidated Government that:

The information delivered in connection with this application with respect to the names and addresses of the property owners within three hundred (300) 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 three hundred (300) feet of the proposed subdivision delivered to Lafayette Consolidated Government are true and correct and were obtained from the most current tax rolls as periodically updated by the Lafayette Parish Tax Assessor.

\_\_\_\_\_

Applicant

\_\_\_\_\_

Date

\_\_\_\_\_

Surveyor

\_\_\_\_\_

Date

In the event the PZD development 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 PZD development staff or the commission may deem the application incomplete, and the same shall be returned to the applicant without further action by the PZD development staff or the Commission. The PZD development 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 PZD development staff.

\_\_\_\_\_

Applicant

\_\_\_\_\_

Date

\_\_\_\_\_

Surveyor

\_\_\_\_\_

Date

## MINIMAL GRAPHIC REQUIREMENT

### A. \*SUBMITTAL REQUIREMENT

- **Thirty (30) copies** of the plat, size 24" x 36" (only), **folded** to 9" by 12" with the lower right hand corner of the plat facing out. (More copies may be required after technical review.)
- One (1) 8" x 11" reduction of the plat
- Completed application form (including owner' s signature)
- Proof of Ownership of Property
- Any applicable Power of Attorney documents or signature authority documents
- Required filing fees
- Adjacent Property Owners (within 300 feet), Owner/Developers and Surveyors names and address **typed on mailing label (Avery 5160) & emailed to Leticia Leblanc ([leticia@LafayetteLA.gov](mailto:leticia@LafayetteLA.gov))**. **The application will not be placed on the Meeting Agenda without proper mailing labels being received by submittal deadline to the PZC.**
- Site Plan (if applicable)

### 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
- 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

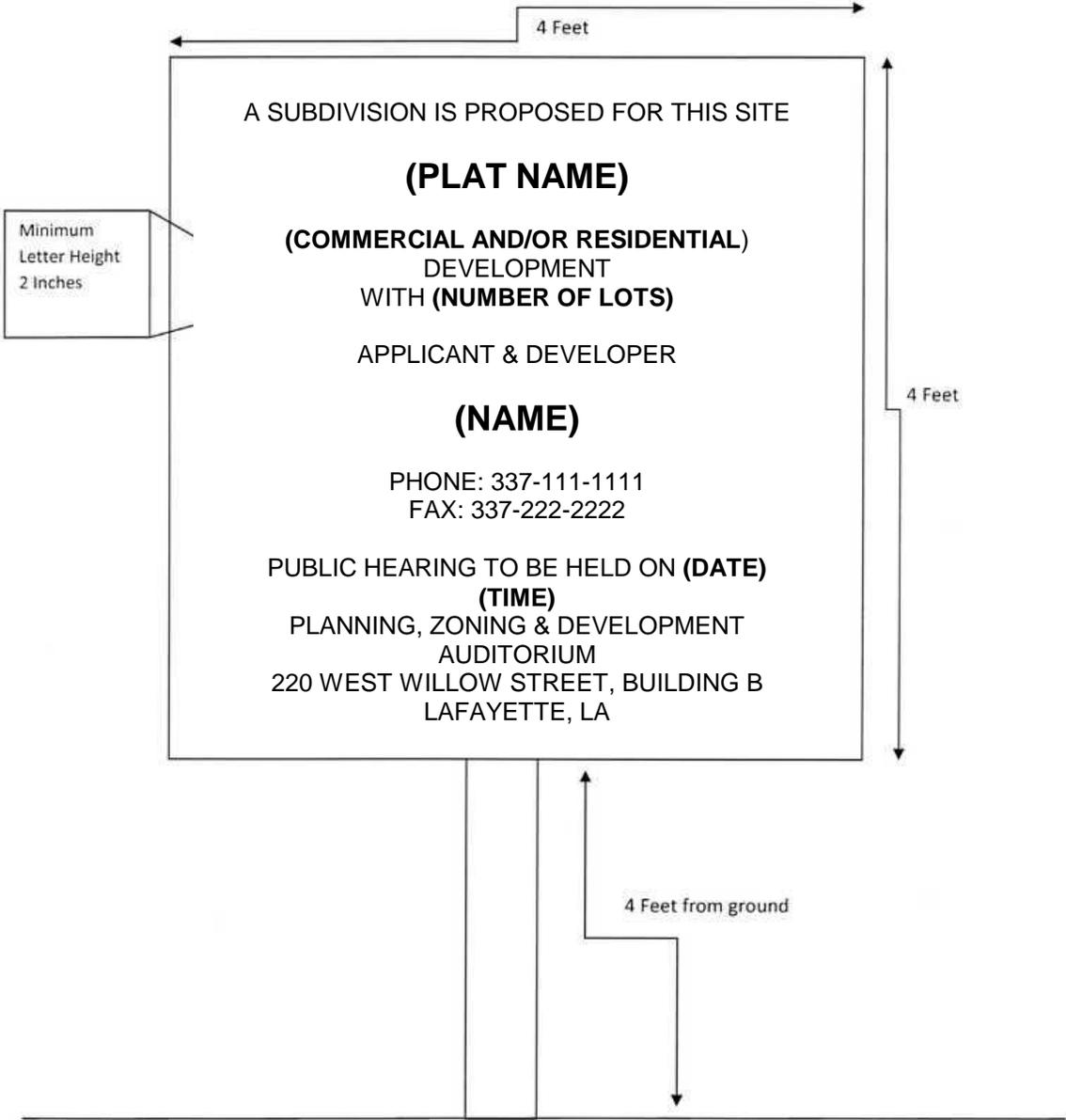
**\*These are minimal requirements which must be provided for the acceptance of an application. By no means are these the only requirements for plat approval. This list is not a substitute for the Unified Development Code (UDC).**

## **SIGN REQUIREMENTS**

1. Sign must be weatherproof.
2. Sign must be posted in location nearest the public right of way to the proposed development.
3. Sign must be 4' x 4' in size and must be a minimum of 4 feet off the ground when posted.
4. Sign must be green in color.
5. Sign must state the following information:
  - a. Name and type of the proposed development or subdivision
  - b. The total number of proposed lots.
  - c. Applicant/developer's name, telephone and fax number. Names shall include all principals, partners, shareholders or members of any applicant/developer entity
  - d. Date, time and location of the public hearing with respect to the proposed subdivision.
  - e. The statement, "A subdivision is proposed for this site."
7. Sign must be posted in one or more public street rights-of-way nearest to the proposed subdivision at least **fourteen (14)** days prior to the date of the Planning Commission Meeting.
6. Sign must be removed within **seven (7)** working days following the public hearing, unless the decision of the Commission or Hearing Examiner is appealed.

**NOTE: IF SIGN IS NOT POSTED TIMELY, THE APPLICATION WILL BE REMOVED FROM THE AGENDA.**

**“SAMPLE ONLY”**



**PROPOSED DEVELOPMENT SIGN**

**2017**  
**PLANNING COMMISSION SCHEDULE**

| <b>DEADLINE<br/>4:00 P.M.</b> | <b>PROPERTY<br/>OWNER<br/>NOTIFICATION</b> | <b>ADRC<br/>MEETING</b> | <b>SIGNS<br/>POSTED</b> | <b>AD<br/>PUBLISHED</b> | <b>PACKET</b>     | <b>PLANNING<br/>COMMISSION<br/>MEETING<br/>5:30 P.M.</b> | <b>CITY-PARISH<br/>COUNCIL<br/>APPEAL</b> |
|-------------------------------|--|-------------------------|-------------------------|-------------------------|-------------------|--|---|
| December 1, 2016              | December 30, 2016                          | *December 19, 2016      | December 26, 2016       | December 30, 2016       | January 4, 2017   | January 9, 2017  | To Be Determined                          |
| January 5, 2017               | February 6, 2017                           | January 18, 2017        | January 30, 2017        | February 3, 2017        | February 8, 2017  | February 13, 2017  | March 28, 2017                            |
| February 2, 2017              | March 6, 2017                              | February 15, 2017       | February 27, 2017       | March 3, 2017           | March 8, 2017     | March 13, 2017   | April 25, 2017                            |
| March 2, 2017                 | April 3, 2017                              | March 15, 2017          | March 27, 2017          | March 31, 2017          | April 5, 2017     | April 10, 2017   | May 23, 2017                              |
| April 6, 2017                 | May 1, 2017                                | *April 17, 2017         | April 24, 2017          | April 28, 2017          | May 3, 2017       | May 8, 2017  | June 27, 2017                             |
| May 4, 2017                   | June 5, 2017                               | May 17, 2017            | May 29, 2017            | June 2, 2017            | June 7, 2017      | June 12, 2017  | July 25, 2017                             |
| June 1, 2017                  | July 3, 2017                               | *June 19, 2017          | June 26, 2017           | June 30, 2017           | July 5, 2017      | July 10, 2017  | August 29, 2017                           |
| July 6, 2017                  | August 7, 2017                             | July 19, 2017           | July 31, 2017           | August 4, 2017          | August 9, 2017    | August 14, 2017  | September 26, 2017                        |
| August 3, 2017                | September 1, 2017                          | August 16, 2017         | August 28, 2017         | September 1, 2017       | September 6, 2017 | September 11, 2017                                       | October 24, 2017                          |
| September 7, 2017             | October 2, 2017                            | *September 18, 2017     | September 25, 2017      | September 29, 2017      | October 4, 2017   | October 9, 2017  | November 28, 2017                         |
| October 5, 2017               | November 6, 2017                           | October 18, 2017        | October 30, 2017        | November 3, 2017        | November 8, 2017  | November 13, 2017  | December 26, 2017                         |
| November 2, 2017              | December 4, 2017                           | November 15, 2017       | November 27, 2017       | December 1, 2017        | December 6, 2017  | December 11, 2017  | January 23, 2018                          |
| December 7, 2017              | December 29, 2017                          | *December 18, 2017      | December 26, 2017       | December 29, 2017       | January 3, 2018   | January 8, 2018  | February 27, 2018                         |

STATE OF LOUISIANA  
PARISH OF LAFAYETTE

**ACT OF DEDICATION OF SERVITUDE(S)**

BE IT KNOWN, that on this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ before me, the undersigned Notary Public, duly commissioned and qualified as such in and for the aforesaid Parish and State, and in the presence of the undersigned competent witnesses, personally came and appeared:

\_\_\_\_\_

who, after being first duly sworn, did depose and declare that:

Appearer is the owner of certain property more fully described as follows, to wit: That certain parcel of ground, together with all improvements thereon, and all rights, ways, privileges, servitudes, advantages and appurtenances thereon and thereunto appertaining to be known and declared as \_\_\_\_\_ Subdivision, Phase \_\_\_\_\_, located in the City and/or Parish of Lafayette as shown and set forth in that certain plat of survey prepared by \_\_\_\_\_, Registered Land Surveyor, dated the \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_, a copy of which is attached hereto and made a part hereof.

Appearer has submitted the hereinabove referenced plat of survey to the Lafayette City-Parish Department of Planning, Zoning and Development in order to have plat approval issued by said Department. In connection therewith and in order to obtain such approval, Appearer does by these presents dedicate, create and establish exclusively in favor of the City-Parish, for the ultimate benefit of the public and any other persons, entities or estates who are given authority by the City-Parish to use same or who as a result of this dedication may derive any benefit there from, any and all rights of way, rights of passage, utility servitudes, drainage servitudes, and all other items shown on the plat of survey referenced herein.

Appearer declares that in connection herewith, Appearer grants a perpetual predial servitude(s) in favor of the City-Parish and such other persons, entities or estates who are given authority by said Government to use the servitudes, rights of passage, rights of way and other items shown on the attached plat of survey, or who may as a result of this grant of servitude derive any benefit therefrom, and in connection therewith agrees that the City-Parish and any such individuals, entities and estates as are authorized by the City-Parish shall have access to said servitudes for the purpose of constructing, repairing, maintaining, upgrading, improving or otherwise operating any and all utility, drainage and other improvements, and in connection therewith, may, within the confines of said servitudes as shown on the plat, clear brush, trees and other items or obstacles as may interfere with the free use of said servitudes; construct drainage, electric, sewer, and water and other utility facilities; remove all obstacles which would hamper or preclude the exercise of the servitude; and otherwise have full access for the purpose of utilizing and maintaining the servitudes and any improvements hereafter or heretofore constructed therein, or thereon. Appearer agrees to provide for the perpetual maintenance of any and all drainage ditches, including roadside ditches and other sewage receptors of effluent and other discharges from any and all sewer systems, to the extent they have not been accepted for maintenance by Lafayette Consolidated Government, on the property within the subdivision and to perform and have performed all actions necessary to maintain, clean, clear or improve said waste water discharge as necessary and/or required by law.

In connection with the exercise of the use of the servitudes created hereby, the City-Parish, for the ultimate benefit of the public and any other persons, entities or estates, shall have such access as is appropriate or reasonably necessary, both within and without the actual confines of the servitudes, as same are shown on said plat, to access said servitudes in order to maintain same, improve same, construct appropriate improvements, structures and appurtenances with regard thereto, in accordance with the relevant provisions of the Louisiana Civil Code, and in particular Article 745 thereof.

The purpose of this Act is to dedicate to the City-Parish, for the ultimate benefit of the public, all utility servitudes, rights of way and other matters as reflected on the plat of survey and to provide for the use and enjoyment of same by the public. In that regard, however, this dedication is made in favor of the City-Parish, which will have full authority to regulate the use of said servitudes, rights of way, rights of passage and other items shown on said plat. The servitudes shall be subject to full use by the Lafayette City-Parish Consolidated Government and those authorized by it for the purposes for which they are intended by those having the need or responsibility of providing utilities, drainage or other services to the properties or estates to be serviced or benefited by said servitudes, whether contiguous or not.

THUS DONE AND PASSED on the date first hereinabove written, before me, Notary, and in the presence of the undersigned competent witnesses, after due reading of the whole.

WITNESS:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
NOTARY PUBLIC