



This Guide leads you through the most common Parish procedures used in land development and explains how to process your building and land development plans. Our purpose is to promote quality projects which benefit our community

Iberville Parish

Land Development Application Guide

Iberville Parish Permit and Inspection Division

Introduction

This Guide leads you through the most common procedures used in land development for Iberville Parish and explains how to process your development plans. Our purpose is to promote quality projects which benefit our community. Regulations that affect your development are based on goals established in the Iberville Parish Comprehensive Master Plan. Other documents which are important when considering a development project are the Unified Development Code, the Building Code and other pertinent Parish Ordinances. These documents contain specific regulations and requirements which may apply to your project.



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Iberville Parish Permit & Inspection Division
 Address: 58050 Meriam Street, 2nd Floor
 Plaquemine, LA 70765-5200
 Phone: (225) 687-5150 or (225) 687-5190
 Fax: (225) 687-5151

C-1 APPLICATION FOR BUILDING PERMIT

ADMINISTRATIVE SUMMARY (Staff Use Only)

Application #		Date Submitted		Fee Required		Fee Paid	
Associated Applications if Any				<input type="checkbox"/> RESIDENTIAL		<input type="checkbox"/> COMMERCIAL	

APPLICANT/CONTACT INFORMATION (COMPLETE ALL APPLICABLE ITEMS, MISSING ITEMS MAY DELAY THE REVIEW PROCESS)

APPLICANT INFORMATION		CONTACT INFORMATION (Same as Applicant? <input type="checkbox"/>)	
Applicant Name		Contact Name	
Address		Address	
City, State, Zip		City, State, Zip	
Telephone		Telephone	
Fax		Fax	
Email		Email	

OWNERSHIP INFORMATION

PROPERTY OWNER 1 INFORMATION (Same as Applicant? <input type="checkbox"/>)		PROPERTY OWNER 2 INFORMATION (If Needed)	
Owner's Name		Owner's Name	
Address		Address	
City, State, Zip		City, State, Zip	
Telephone		Telephone	
Fax		Fax	
Email		Email	

PROJECT SUMMARY

(COMPLETE ALL APPLICABLE ITEMS, MISSING ITEMS MAY DELAY THE REVIEW PROCESS)			
BUSINESS NAME (Commercial) / Owner Name (Residential)			Check Applicable Boxes
			<input type="checkbox"/> New Building
			<input type="checkbox"/> Addition
PHYSICAL LOCATION OF PROJECT (STREET/HIGHWAY & SUITE OR SPACE #)			<input type="checkbox"/> Change in Occupancy
			<input type="checkbox"/> Foundation Only
Lot #	Tract #	Subdivision	Flood Zone
PROJECT COST		SQUARE FOOTAGE	
\$		NEW:	EXISTING:
DESCRIPTION OF BUILDING AND USE(S)			

C-1 Building Permit Application

Source of Utilities			
Water	<input type="checkbox"/> City <input type="checkbox"/> Parish <input type="checkbox"/> Private	Sewer	<input type="checkbox"/> City <input type="checkbox"/> Parish <input type="checkbox"/> Private Treatment Plant
Electric	<input type="checkbox"/> City of Plaquemine <input type="checkbox"/> Entergy <input type="checkbox"/> Pointe Coupee Electric	Gas	<input type="checkbox"/> City <input type="checkbox"/> Parish
ARCHITECT/ENGINEER			
Name:		License #	
Mailing Address:		Phone # Fax #	
CONTRACTOR			
Name:		License #	
Mailing Address:		Phone # Fax #	

REQUIRED SUBMITTALS:

Plans	<input type="checkbox"/>	Additional Submittals If Any:
Proposed Certificate of Elevation	<input type="checkbox"/>	

CERTIFICATION AND SIGNATURE

By my signature below, I certify that the information contained in this application is true and correct to the best of my knowledge at the time of the application. I acknowledge that I understand and have complied with all of the submittal requirements and procedures and that this application is a complete application submittal. I further understand that an incomplete application submittal may cause my application to be delayed for review.

Signature of Applicant	Date	Signature of Property Owner's (If not the Applicant)	Date

DO NOT WRITE PAST THIS LINE: FOR OFFICE USE ONLY

Permit Issued By:	Date:
Permit Amount:	Method of Payment:
TEMP. VERIFICATION	
Health Department:	Date:
Inspection Department:	Date:
FINAL VERIFICATION	
Health Department:	Date:
Inspection Department:	Date:
RELEASE	
Temp Release Date:	Contacted By:
Final Release Date:	Contacted By:

C-1 Building Permit Application Instruction Form & Checklist

APPLICABILITY

No building permit may be issued by Code Enforcement Officer unless proposed land use or development activity complies with all applicable sections of this code, and all applicable approvals required by Planning Commission have been granted. Owners of property shall secure a building permit from the Parish Building Inspector's Office before starting **any form of construction or remodeling on their property, which includes, but is not limited to: commercial buildings, homes, major remodeling, placement of manufactured homes, etc.** (IPUDC: 2.B | 2.1)

DURATION

All land use or development activities authorized by a building permit shall commence and construction authorized by a building permit shall be substantially completed within 2 years of such a permit being issued by Code Enforcement Officer. Upon request of permit holder, Code Enforcement Officer may grant a 1 year extension upon finding that project has been started and is proceeding in conformance with all applicable provisions of this code and any conditions of approval. Extension of performance sureties shall be required as a condition of extending time for construction. Otherwise, building permit shall expire and no development shall be undertaken without applying for and receiving a new building permit. (IPUDC: 2.B | 2.6)

RIGHT TO INSPECT

Code Enforcement Officer shall have right to enter upon, examine and inspect, or cause to be entered, examined and inspected, any building or property, for purpose of carrying out provisions of this code after reasonable written notice of intent to examine or inspect has been provided to a property owner, and permission of owner has been granted. If such permission is denied, access may be pursued by the parish attorney, who shall be notified by Code Enforcement Officer of such denial. Pending the granting of such access or inspection, no further permits, certificates of occupancy or other approvals shall be granted by Code Enforcement Officer or any other agency or board of the parish. (IPUDC: 2.B | 3.1)

CERTIFICATE OF OCCUPANCY

A certificate of occupancy shall be required for all new construction for which a building permit is required to be issued under this code or under any other ordinance or local law of Iberville Parish or under the Louisiana Uniform Building Code or any successor statute. Issuance of certificates of occupancy shall be governed, in addition to requirements of this code, by requirements of the Louisiana Uniform Building Code, rules and regulations promulgated thereunder, and any similar or successor statutes, and in accordance with requirements of any laws, ordinances, rules or regulations of Iberville Parish. (IPUDC: 2.B | 4.1)

INVESTIGATION AND NOTIFICATION

Any site, structure or use that does not comply with this code or a board decision shall be investigated by Code Enforcement Officer. Code Enforcement Officer shall file a written report of his/her investigation with the Parish Council. Code Enforcement Officer shall also give written notice of any violation to owner of the land on which violation is occurring, as identified by latest completed Parish Tax Assessors records, as well as to any tenant, operator or contractor who is responsible for or involved in apparent violation. Owner and such other responsible person(s) shall correct such noncompliance within 30 days from date of notification, or such other period as Code Enforcement Officer may provide. (IPUDC: 2.B | 5.1)

STOP WORK ORDERS AND INJUNCTIVE ACTION

Stop Work Orders. In cases where construction or other activity in violation of this code or any board decision is ongoing, Code Enforcement Officer may issue a stop work order to owner of land involved and other persons responsible for violation. Persons upon whom such order is served shall immediately stop work on project until there is an agreed process for correcting or resolving violation and Code Enforcement Officer has lifted the order. (IPUDC: 2.B | 5.2.1)

Injunctive Action. If a violation cannot be corrected or resolved in accordance with 2.B | 5.1 of this section, Iberville Parish may institute legal action to prevent, restrain, correct or abate violation by

C-1 Building Permit Application Instruction Form & Checklist

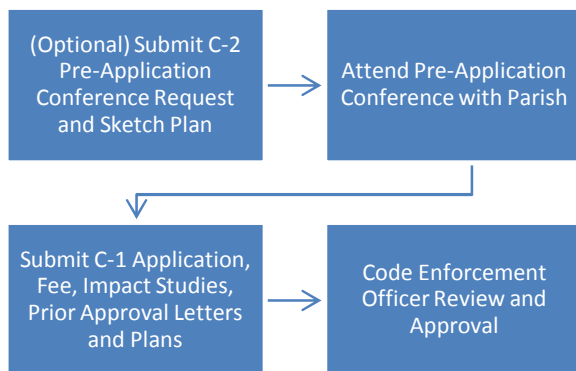
injunctive action and/or seeking of penalties as provided in 2.B | 5.3. (IPUDC: 2.B | 5.2.2)

PENALTIES

Criminal Penalties. A violation of this code is an offense, punishable by a fine in accordance with applicable parish laws and Louisiana Revised Statutes. However, for purpose of conferring jurisdiction upon courts and judicial officers generally, violations of this code shall be deemed misdemeanors and for such purpose only all provisions of law relating to misdemeanors shall apply to such violations. Each week’s continued violation shall constitute a separate additional violation. (IPUDC: 2.B | 5.3.1)

Revocation of Permit. Any permit or approval granted under this code that is based upon or is granted in reliance upon any material misrepresentation, or failure to make material fact or circumstance known, by or on behalf of an applicant shall be void. This provision shall not be construed to affect remedies otherwise available under this section or other applicable law. (IPUDC: 2.B | 5.3.2)

APPLICATION PROCESS



MINIMUM REQUIREMENTS FOR REVIEW CHECKLIST

Residential Requirements

- 1. Submit Application Form, Two sets of residential plans and a digital copy PDF format to Plan Review along with the applicable plan review fee. *(In some cases certain residential construction or alterations may require a design professional to seal plans and or Fire Marshal Review.)* (IPUDC:2.B|2.3.1&2.B|2.4)
- 2. RESIDENTIAL permit fees are \$125 per \$100,000.00 Construction Cost. (IPUDC: Appendix-A)

New houses or additions also need the following:

- 3. If building is in the Flood Zone, Proposed Certificate of Elevation provided by your surveyor determining the lowest elevation of the floor of the structure. An official certificate of elevation is required for close-out. (IPUDC:6.B|15)

The following items may also be required:

- a. If Installing an individual Sewer Treatment plant or septic tank. Board of Health review required, (225) 687-9021 (IPUDC:5.B|3.1)
- b. If developing a lot and disturbing soil greater than 1 acre....Submit one copy of site (SWPPP). (IPUDC:6.C|8.3)
- c. If developing a lot and disturbing soil > 5 acres... LA DEQ NPDES Stormwater Permit for Construction Activity 5 acres or greater (CSW-G) is required. (225) 219-9371 or online @ <http://www.deq.louisiana.gov/portal/Default.aspx?tabid=1837> Submit one copy of LA DEQ Permit. (IPUDC:6.C|8.2)

Commercial Requirements

- 1. Submit Application Form to Plan Review along with plan review fee. (Commercial Review Fee is \$.00125 (x) Construction Value)
- 2. Submit **Two sets of hard copy commercial plans, drawn to scale** bearing the seal of a Louisiana Architect and/or Civil Engineer on each page and **one set of digital plans, PDF format.** **Mechanical Engineer's** seal is required when heating and air conditioning unit(s) are 10 tons or

C-1 Building Permit Application Instruction Form & Checklist

more. **Electrical Engineer's** seal is required when electrical service size is 600 amps and greater or a 480- volt system. **(IPUDC:2.B|2.3.1)**

- 3. Local Fire Department plan approval required. **(IPUDC:2.C|4.7.2)**
- 4. Submit one copy of plan review approval letter from State Fire Marshal and completed state Fire Marshal Plan Review Checklist. One set of plans must be submitted to the Office of the State Fire Marshal for approval, 8181 Independence Blvd, B.R., La. 70806 (225) 925-4920...Review Checklist can be found at http://sfm.dps.louisiana.gov/doc/pr/prbcr_prchecklist.pdf **(IPUDC:2.B|2.4)**
- 5. Plans shall comply with the following codes as amended by state law:
 1. 2009 International Building Code
 2. 2009 International Residential Code
 3. 2009 International Existing Building Code
 4. 2009 International Mechanical Code
 5. 2013 State Plumbing Code, as amended
 6. 2011 National Electrical Code
 7. Iberville Parish Code of Ordinances
 8. Iberville Parish Unified Development Code

New buildings or additions also need the following:

- 6. If building is in the flood zone, Proposed Certificate of Elevation provided by your surveyor determining the lowest elevation of the floor of the structure. An official certificate of elevation is required for close-out. Snowball stands or other similar temporary use buildings on skids do not require a Proposed Certificate of Elevation.

The following items may also be required:

- a. If over 30,000 sf.....Planning Commission Site Plan Application approval, (225) 687-5190 **(IPUDC:2.B|2.4)**
- b. If alcohol or food sold/served..... Obtain license from Iberville Parish Sales & Use Tax Department (225) 687-5200 **(Ord. of 9-1-92, § 5; Ord. of 10-20-98(1), § 5)**
- c. If installing an individual Sewer Treatment plant or septic tank. Board of Health review required, (225) 687-9021 **(IPUDC:5.B|3.1)**

- d. If installing Treatment Plants over 3000 gal Dept. of Health & Hospitals (225) 925-7200 **(IPUDC:5.B|3.1)**
- e. If constructing driveway on State or Federal highway..... DOTD approval required, (225) 231-4139 **(R.S.70:1507)**
- f. If developing a lot and disturbing soil greater than 1 acre....Submit one copy of site (SWPPP). **(IPUDC:6.C|8.3)**
- g. If developing a lot and disturbing soil > 5 acres... LA DEQ NPDES Stormwater Permit for Construction Activity 5 acres or greater (CSW-G) is required. (225) 219-9371 or online @ <http://www.deq.louisiana.gov/portal/Default.aspx?tabid=1837> Submit one copy of LA DEQ Permit. **(IPUDC:6.C|8.2)**
- h. If required by the UDC to provide Drainage Impact Study..... Iberville Parish DPW approval required 225-687-5148. **(IPUDC:6.A|5)**
- i. If required to obtain federal permit for work in jurisdictional waters, other waters or wetlands Submit One copy of the federal permit. **(IPUDC:6.D|2.1.1)**



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C-2 PRE-APPLICATION CONFERENCE REQUEST FORM

ADMINISTRATIVE SUMMARY (Staff Use Only)

Application #		Date Submitted		Fee Required		Fee Paid	
Pre-Application Conference Date				Assigned Case Manager			

APPLICANT/CONTACT INFORMATION

APPLICANT INFORMATION		CONTACT INFORMATION (Same as Applicant? <input type="checkbox"/>)	
Applicant Name		Contact Name	
Address		Address	
City, State, Zip		City, State, Zip	
Telephone		Telephone	
Fax		Fax	
Email		Email	

PROJECT SUMMARY

Project Type (Select All Applicable)			
C-1 Building Permit (Optional)	<input type="checkbox"/>	C-7 Street Name Change (Required)	<input type="checkbox"/>
C-3 Site Plan (Optional)	<input type="checkbox"/>		<input type="checkbox"/>
C-4 Subdivision (Required)	<input type="checkbox"/>		<input type="checkbox"/>
C-5 Revocation Permit (Required)	<input type="checkbox"/>		<input type="checkbox"/>
C-6 Waiver, Variance (Required)	<input type="checkbox"/>		<input type="checkbox"/>
Project Address:			
Is there a current application associated with this project?			
Has the owner submitted a sketch plan or layout map?			
Describe land use and the development proposed for the subject property. Include the time schedule (if any) for development. (Use additional pages if necessary)			

SIGNATURES

Signature of Applicant	Date	Signature of Property Owner's (If not the Applicant)	Date



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C-3 APPLICATION FOR SITE PLAN REVIEW

(Pre-Application Conference is Optional for Site Plan Review)

ADMINISTRATIVE SUMMARY (Staff Use Only)

Application #		Date Submitted		Fee Required		Fee Paid	
Associated Applications (if any)				Assigned Case Manager			
Pre-Application Conference Date				Residential	<input type="checkbox"/>	Commercial	<input type="checkbox"/>

APPLICANT/CONTACT INFORMATION

APPLICANT INFORMATION		CONTACT INFORMATION (Same as Applicant? <input type="checkbox"/>)	
Applicant Name		Contact Name	
Address		Address	
City, State, Zip		City, State, Zip	
Telephone		Telephone	
Fax		Fax	
Email		Email	

OWNERSHIP INFORMATION

PROPERTY OWNER OF RECORD 1 INFORMATION (Same as Applicant? <input type="checkbox"/>)		PROPERTY OWNER OF RECORD 2 INFORMATION (If Needed)	
Owner's Name		Owner's Name	
Address		Address	
City, State, Zip		City, State, Zip	
Telephone		Telephone	
Fax		Fax	
Email		Email	

PROJECT SUMMARY

Subject Property Location [Please Include Address and Assessor's Identification Number(s) if known]			
Parcel 1	Parcel 2	Parcel 3	
Legal Description of Subject Property			
Flood Zone	No. of Standard Parking Spaces	No. of ADA Accessible Parking Spaces	Total Building Units Proposed
Total expected or planned soil disturbance area during construction (Acres)			
Current Use of Property	Proposed Use of Property	Number of Residential Units Proposed	
Residential Building Space Proposed Sq. Ft.	Number of Commercial Units Proposed	Commercial Building Space Proposed Sq. Ft.	

Common Open Space Proposed Sq. Ft.	Recreation Park Space Proposed Ac.	Streets Created or Extended? If Yes What Types?

Source of Utilities:

Water	<input type="checkbox"/> City <input type="checkbox"/> Parish <input type="checkbox"/> Private	Sewer	<input type="checkbox"/> City <input type="checkbox"/> Parish <input type="checkbox"/> Private Treatment Plant
Electric	<input type="checkbox"/> City of Plaquemine <input type="checkbox"/> Entergy <input type="checkbox"/> Pointe Coupee Electric	Gas	<input type="checkbox"/> City <input type="checkbox"/> Parish

ARCHITECT/ENGINEER

Name:		License #	
Mailing Address:		Phone # Fax #	

CONTRACTOR

Name:		License #	
Mailing Address:		Phone # Fax #	

Describe land use and the development proposed for the subject property. Include the time schedule (if any) for development. Include description of any waivers or variances requested. (Use additional pages if necessary)

Current Land Use Surrounding Subject Property

North:		South:	
East:		West:	

EXHIBITS (COMPLETE ALL APPLICABLE ITEMS, MISSING ITEMS MAY DELAY THE REVIEW PROCESS)

Site Plan	<input type="checkbox"/>	Additional Exhibits If Any (List):
Existing Site Conditions Map	<input type="checkbox"/>	
Parking Plan	<input type="checkbox"/>	
Architectural Elevations	<input type="checkbox"/>	
Drainage Impact Study	<input type="checkbox"/>	
Traffic Impact Statement	<input type="checkbox"/>	
DOTD Approval/no objection	<input type="checkbox"/>	

CERTIFICATION AND SIGNATURE

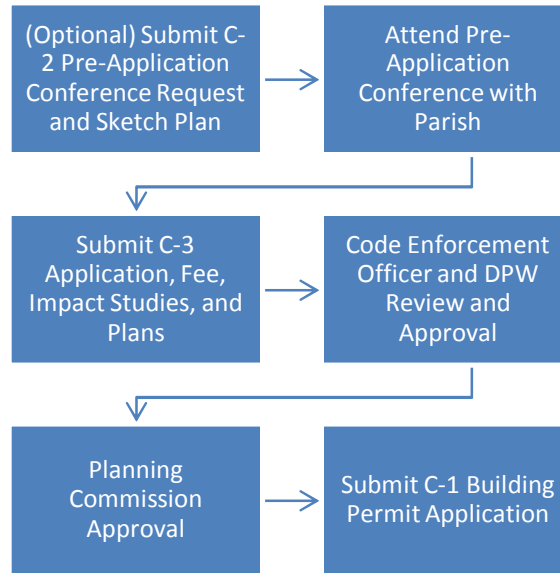
By my signature below, I certify that the information contained in this application is true and correct to the best of my knowledge at the time of the application. I acknowledge that I understand and have complied with all of the submittal requirements and procedures and that this application is a complete application submittal. I further understand that an incomplete application submittal may cause my application to be deferred to the next posted deadline date.

Signature of Applicant	Date	Signature of Property Owner (If not the Applicant)	Date

****Attach completed C-3 Site Plan Review Checklist with this application form****

C-3 Site Plan Review Application Checklist

SITE PLAN REVIEW FLOW CHART



The Site Plan submitted for approval shall be prepared by one or more persons in the following professions:
Architecture, Landscape Architecture, or Civil Engineering.
(Should place Louisiana stamp and seal on the appropriate drawings)

Submittal sets will include, at a minimum, a Cover Sheet, Existing Site Conditions Map, Site Plan, Parking Plan, and Architectural Elevations. Items on this checklist must be located on the appropriate sheets according to this checklist. Information not located on the appropriate sheet will be considered an incomplete submittal. Furthermore, the Studies listed below are required at the time of application submittal.

Fill out checklist with response marked as (yes, no, or not applicable): Y, N, or NA

___ 1. Cover Sheet (required for plans consisting of 3 or more sheets. If the submittal does not require a cover sheet, this information is to be included on the Site Plan page)

___ a. Title/Name of Development

___ b. Legal Description

___ Tract or Lot Number

___ Subdivision Name/Property Name

___ Section, Township, and Range

___ c. Vicinity Maps

___ Location of proposed site on Parish map;

___ d. Planning Summary

___ Acreage

___ Number of Buildings

___ Building height and Number of stories

C-3 Site Plan Review Application Checklist

Building square footage

Proposed use(s)

e. Name, Address, Telephone, and Fax Number of:

Owner

Developer

Engineer/Surveyor

All other Design professionals

2. Existing Conditions Map

a. General Information

Bearings

Scale

Boundary lines

North arrow

b. Existing Site Features

Topography:

Existing contours at two (2) foot intervals; and/or

Existing spot elevations

Label all one hundred (100) year flood zones and shade with an approved drafting pattern

Label all water features:

Streams

Lakes

Ponds

Label all existing servitudes

Location of above/underground existing utilities

Identify existing structures

3. Site Plan

a. Sewage Treatment

Indicate on the plat the method of sewage treatment

The proposed location of the sewage treatment plant

b. Required Setbacks

Front

Side

Rear

c. Label/Call-out:

Proposed lakes

Ponds

Wetlands

Common areas

C-3 Site Plan Review Application Checklist

- Topography, contours at two (2) foot intervals
- d. Label conceptualized location of the following:
 - Ditches
 - Catch basins
 - Onsite discharge
- e. Streets
 - Dimension and Label:
 - Existing streets
 - Proposed streets
 - Existing Major Streets
 - Proposed Major Streets
 - Label all:
 - Existing surface type
 - Proposed surface type
 - Frontage roads
 - Intersections
 - Egress/ingress ramps
 - Pavement width
 - Centerlines of the adjoining streets
 - Rights-of-way
 - Existing traffic signals and control devices
 - Proposed traffic signals and traffic control devices
- f. Structures
 - Number of buildings
 - Building height and Number of stories
 - Density (residential units)
- g. Proposed Site Features
 - List ALL individual utility providers on the plan
 - Lighting (when provided)
 - Location on plan with symbol and call-out
 - Landscaping (when provided)
 - Location on plan with symbol and legend
 - Refuse/Dumpster area(s)
 - Location with call-out
 - Dimensions of Refuse Area
 - Location of above/underground proposed utilities
 - Call-out locations of applicable features:
 - Noisy equipment (Air conditioners, HVAC, etc.)
 - Service areas/Loading docks/eighteen (18) wheelers
 - Air compressors, machinery, etc.

C-3 Site Plan Review Application Checklist

- Proposed fire hydrants
- Proposed servitudes/easements
- Proposed Fences
 - Height
 - Type
- Proposed Signage
 - Size
 - Height
 - Width
- h. Centralized mail kiosk(s)
 - Location

4. Parking Plan

- a. Provide a table showing: (see example at end of checklist)
 - Proposed number of spaces for development (all phases)
 - Required and proposed handicapped spaces (ADA Requirement)
- b. Show all of the following:
 - Surface types
 - Turning radii
 - Accessibility routes for pedestrians
 - All pedestrian access points to building(s)
- c. Dimensions of parking spaces and aisle width
- d. Angle of proposed parking (if less than 90 Degrees)

6. Architectural Elevations

- a. Front building elevations

7. Required Studies

- a. Drainage Impact Study (DIS) (**IPUDC:2.C|4.5**) Three sets all stamped by a Louisiana Licensed Civil Engineer.
- b. Traffic Impact Statement by Louisiana Licensed Civil Engineer required for development that will generate more than 100 peak hour trips. (**IPUDC:2.C|4.6.2.2**)

8. DOTD Approval/no objection

Where proposed development accesses a state highway or connecting street, applicant must have a statement from the Louisiana Department of Transportation and Development confirming that access to said highway or connecting street will be allowed (**IPUDC:2.C|4.6.2**)

9. Prints at time of application

- a. One (1) full size print of required plans

C-3 Site Plan Review Application Checklist

- ___ b. Eight (8) reduced size print of required plans- 11 x 17
- ___ c. Electronic PDF submittal (CD Rom or email) of required plans

___ 10. C-3 Application for Site Plan Review and completed checklist

___ 11. Fees:

- ___ a. Processing Fee (See UDC Application Fee Schedule Appendix B)

Revisions: All subsequent revisions must include a revision note describing proposed change and a copy of the previously approved plan.



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C-4 APPLICATION FOR SUBDIVISION

(Pre-Application Conference is Mandatory)

ADMINISTRATIVE SUMMARY (Staff Use Only)

Application #		Date Submitted		Fee Required		Fee Paid	
Associated Applications (if any)				Assigned Case Manager			
Pre-Application Conference Date				Residential	<input type="checkbox"/>	Commercial	<input type="checkbox"/>

APPLICANT/CONTACT INFORMATION

APPLICANT INFORMATION		CONTACT INFORMATION (Same as Applicant? <input type="checkbox"/>)	
Applicant Name		Contact Name	
Address		Address	
City, State, Zip		City, State, Zip	
Telephone		Telephone	
Fax		Fax	
Email		Email	

OWNERSHIP INFORMATION

PROPERTY OWNER OF RECORD 1 INFORMATION (Same as Applicant? <input type="checkbox"/>)		PROPERTY OWNER OF RECORD 2 INFORMATION (If Needed)	
Owner's Name		Owner's Name	
Address		Address	
City, State, Zip		City, State, Zip	
Telephone		Telephone	
Fax		Fax	
Email		Email	

PROJECT SUMMARY

Subdivision Name		Former Subdivision Name (if any)	
Area of Subject Property (Acres/Sq Ft)		Proposed Number of Lots	
Subject Property Location [Please Include Address and Assessor's Identification Number(s) if known]			
Parcel 1	Parcel 2	Parcel 3	
Legal Description of Subject Property			
Flood Zone	No. of Standard Parking Spaces	No. of ADA Accessible Parking Spaces	Total Building Units Proposed
Total expected or planned soil disturbance area during construction (Acres)			
Current Use of Property	Proposed Use of Property	Number of Residential Units Proposed	

APPLICANT & OWNER INFORMATION SHEET

Any applicant for a subdivision must provide the applicant's name, address, and respective ownership interest, if any, on the application. In addition, the applicant must provide, in the space provided on this form, a list of all the owners of the property and the holders of any deeds of trust, identifying which owners and holders of deeds of trust are represented by the applicant.

Application Number	Applicant's Name

Property Address(es)

Applicant's Address

NOTE: If the applicant is not the property owner, this form must be accompanied by a Power of Attorney statement from the property owner.

Indicate as accurately as possible the form of interest in the property, and the amount held by the individual or entity listed as "applicant" above.

Fee Title Owner (Has Deed of Ownership)	All	<input type="checkbox"/>
	A Portion	<input type="checkbox"/>
Contract Owner	All	<input type="checkbox"/>
	A Portion	<input type="checkbox"/>
Holder of a Security Interest	All	<input type="checkbox"/>
	A Portion	<input type="checkbox"/>

List the names and addresses of all owners and holders of Deeds of Trust for the property, if any, and indicate which owners or holders of deeds of trust are represented by the applicant in the space below (please add additional pages, if needed).

--

Signature of Applicant	Date Signed

C-4 Subdivision Application Instructions

GENERAL

It is suggested that each subdivider of land confer with the Planning Commission, Parish Director of Public Works, Parish Building Inspector, and Parish Sanitarian before preparing the tentative geometric layout, in order to become thoroughly familiar with the subdivision requirements and the proposal of the official Master Plan effecting the territory in which the proposed land subdivision lies. The Secretary of the Planning Commission shall cause sufficient copies of these regulations to be prepared for distribution to interested parties. **(IPUDC: 2.C | 3.1)**

APPLICABILITY

Subject to the exceptions hereinafter provided Administrative Procedure under 2.C | 3.4, any sale or contract of sale or agreement to purchase any lot or division of land either by lot description or by metes and bounds shall constitute a subdivision of land and shall require submission of a plat to the Planning Commission as required by law before sale or purchase agreement and before the delivery of a deed. Every subdivision of land, site, or tract, within the jurisdiction of the Parish of Iberville, except industrial areas as defined, shall be shown upon a plat and submitted to the Planning Commission for approval or disapproval. Any plat which has been approved by the Planning Commission and endorsements shown thereon shall be recorded in the Office of the Clerk of Court of the Parish of Iberville, and no lots shall be sold from such plat unless and until approved. No street number or building permit shall be issued for the erection of any building in the above limits on any property other than on an original or resubdivided lot in a duly approved and recorded subdivision without the written approval of the Planning Commission, or its authorized representative. Public money shall not be expended for the maintenance of streets, sewers, or other improvements until those improvements have been accepted by the Department of Public Works and the plan, plot, or replot of such land shall have been approved by the Planning Commission, Parish Council, and recorded in the office of the Clerk of Court of the Parish of Iberville. **(IPUDC: 2.C | 3.3)**

ADMINISTRATIVE PROCEDURE

An administrative procedure for subdivision approval may be granted in view of the fact that some subdivisions are small with no street or utility improvements required and will have little or no far-reaching effects on the developments of the parish and as defined by the requirements stated in LA R.S. 33:113.1.

2.C | 3.4.1 All plats approved or certified by an administrative procedure provided for herein shall designate such fact on the plat and the plats shall be recorded in the conveyance records of the parish. Any plat so approved shall have the same force

and effect and legal status of a subdivision application approved by the established legislative process.

2.C | 3.4.2 The Parish Council President and Secretary-Treasurer and the Chairman and the Secretary of the Parish Planning Commission are authorized to approve final subdivision plats in the following instances without public hearing:

2.C | 3.4.2.1 The realignment or shifting of lot boundary lines, including removal, addition, alignment, or shifting of interior lot boundary lines, or the redesignation of lot numbers provided the application meets the following requirements:

1. Does not involve the creation of any new street or other public improvement.
2. Does not involve more than two acres of land or ten lots of record.
3. Does not reduce a lot size below the minimum area or frontage requirements established by ordinance.
4. Otherwise meets all the requirements of the subdivision regulations and zoning ordinances.

2.C | 3.4.2.2 Parcels of land where a portion has been expropriated or has been dedicated, sold, or otherwise transferred to the parish or municipality, thereby leaving a severed portion of the original property which requires a redesignation of lot number and establishment of new lot boundary lines. **(IPUDC: 2.C | 3.4)**

PRELIMINARY PLAT

Preliminary plat review and public hearing is mandatory for all subdivisions that do not meet the requirements for administrative approval. Applicant shall, within 12 months of the date of Pre-Application meeting, file with Planning Commission an application for Subdivision. **(IPUDC: 2.C | 3.7)**

CONSTRUCTION PLAN APPROVAL

Within three years after final approval of geometric layout has been granted by Planning Commission and the Parish Council, subdivider shall submit complete construction plans for first or initial phase of development of area given preliminary approval, to Parish Department of Public Works for review and approval. **(IPUDC: 2.C | 3.8)**

FINAL PLAT

Final plat review and public hearing is mandatory for all subdivisions. Applicant shall, within 6 months of acceptance of improvements, file with Planning Commission an application for approval of final plat. **(IPUDC: 2.C | 3.11)**

COMBINED ACTION

Planning Commission may combine action on preliminary and final plans where circumstances warrant and on such terms

C-4 Subdivision Application Instructions

and conditions as may be acceptable to Planning Commission. **(IPUDC: 2.C | 3.12)**

SIGNATURE AND FILING

Within 1 year of date of resolution granting approval, applicant shall have met all requirements of conditional approval, where applicable, and have submitted original of final plat for signature as required denoting final approval.

Notwithstanding the foregoing, Planning Commission may extend time within which a conditionally approved final plan must be submitted for signature, where in its opinion such extension is warranted and performance sureties are extended. Upon completion and acceptance of improvements, Planning Commission and Director of Public Works shall check final plat for conformity with preliminary plans and for compliance. Chairperson of Planning Commission shall then indicate such approval by their signature on final plat. Signature shall constitute final approval of subdivision plan, which may then be filed according to the following: **(IPUDC: 2.C | 3.14)**

1. Within 60 days from date of such signature, applicant shall file final plan in Iberville Parish Clerk of Court's Office.
2. Within 30 days from date of filing with Clerk of Court, applicant shall file one copy of final filed plan with Code Enforcement Officer.

ACCEPTANCE

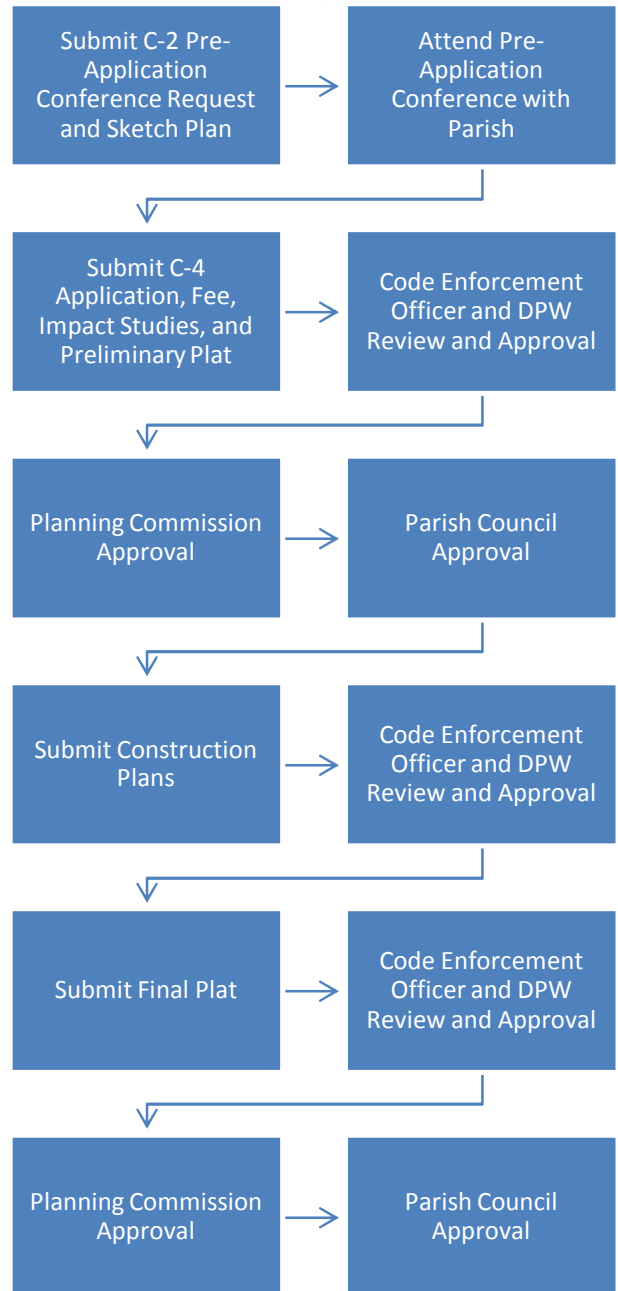
Approval and signature of final plan shall not constitute acceptance by Parish Council of any offer of dedication for any improvements without separate and formal acceptance by Parish Council. Acceptance of public utilities, infrastructure or servitude dedications authorized by Parish Council shall be certified on the final plat by Parish Council President. **(IPUDC: 2.C | 3.15)**

APPLICATION PROCESS

Subdivision proposals which do not qualify for administrative procedure shall follow the applicable requirements of the UDC to include the following:

1. Submit C-2 Pre-Application Conference Request. **(IPUDC: 2.C | 3.6)**
2. Within 12 months of Pre-Application Conference submit C-4 Application, Fee, Impact Studies, and Preliminary Plat. **(IPUDC: 2.C | 3.7)**
3. Administrative Approval **(IPUDC: 2.C | 3.4)** or Planning Commission and Parish Council Public Hearing and approval required. **(IPUDC: 2.C | 3.7)**
4. Within three years of required council and commission approval submit construction plans to the Department of Public Works for approval. **(IPUDC: 2.C | 3.8)**

5. Applicant shall, within 6 months of acceptance of improvements by the DPW, file with Planning Commission an application for approval of final plat. **(IPUDC: 2.C | 3.11)**
6. Within 1 year of date of resolution granting approval, applicant shall have met all requirements of conditional approval, where applicable, and have submitted original of final plat for signature as required denoting final approval. **(IPUDC: 2.C | 3.14)**
7. Acceptance of public utilities, infrastructure or servitude dedications authorized by Parish Council shall be certified on the final plat by Parish Council President. **(IPUDC: 2.C | 3.15)**



C-4 Subdivision Application Checklist

The following information is required on all preliminary and final plats unless otherwise noted. The Preliminary Plat submitted for approval shall be prepared by one or more persons in the following professions: Land Surveying or Civil Engineering

(Should place Louisiana stamp and seal on the appropriate drawings)

Items on this checklist must be located on the appropriate sheets according to this checklist. Information not located on the appropriate sheet will be considered an incomplete submittal. Furthermore, the Studies listed below are required at the time of application submittal.

Fill out checklist with response marked as (yes, no, or not applicable): Y, N, or NA

PRELIMINARY/FINAL PLAT CHECKLIST

- ___ 1. **Title.** Title under which proposed subdivision is to be recorded. (Place on lower right corner of plat) For preliminary plats title should read:
PRELIMINARY PLAT OF "SUBDIVISION NAME"
A (INSERT LOT COUNT) LOT (RESIDENTIAL, COMMERCIAL, MIXED USE) SUBDIVISION
LOCATED IN (SECTION, TOWNSHIP, RANGE), LAND DISTRICT, IBERVILLE PARISH
FOR (OWNER) BY (LAND SURVEYOR)
- For resubdivision plats title should read:
MAP SHOWING THE SUBDIVISION OF (LOT/TRACT #) INTO (NEW
LOT/TRACT #) OF THE (SUBDIVISION NAME OF RECORD) LOCATED IN
(SECTION, TOWNSHIP, RANGE), LAND DISTRICT, IBERVILLE PARISH
FOR (OWNER) BY (LAND SURVEYOR)
- ___ 2. **Legal Description including Section, Township, and Range**
- ___ 3. **Name of owner/subdivider/developer**
- ___ 4. **Engineer/Surveyor's Name**
- ___ 5. **North Arrow, Scale and Date**
- ___ 6. **Vicinity Map with north arrow and scale** (Place on upper right hand corner of plat)
- ___ 7. **Boundaries of Subdivision.** Both linear and angular necessary for determining exact boundary of all lots in the subdivision. All angles must either be given directly or indicated by bearings shown. Where any lot line is curved, significant elements of curve, such as arc length and subtending central angle, bearing and dimensions of side lot lines and where a curve is involved an indication if it is a radial line and any and all mathematical information and data necessary to locate all interior and exterior boundary lines of any lot. Show and demarcate boundaries for separate phases or filings within subdivision (proposed and future)
- ___ 8. **Existing Streets:** Street names and rights-of-way widths of private or public roads adjoining the project

C-4 Subdivision Application Checklist

- ___ 9. **Section and Township Lines**
- ___ 10. **Abutting Property Ownership:** show ownership on plat of all abutting properties
- ___ 11. **Abutting Lots or Tracts:** show lot number or tract name on all abutting properties or unsubdivided land
- ___ 12. **Abutting Subdivision(s):** show abutting subdivision name(s) and filing(s) of abutting subdivision(s)
- ___ 13. **Existing Buildings:** show location and address of existing buildings
- ___ 14. **Bridges and Culverts:** show existing bridges and culverts within the proposed development area
- ___ 15. **Lots show proposed lot acreage, tract numbers and all dimensions.** All subdivided lots must meet the minimum lot requirements established by the Unified Development Code. Show proposed front, rear, and side yard setback building lines. Lot numbers of resubdivided lots must be redesignated. For example, if Lot 1 was divided into lots, resulting new lots become Lots 1-A and 1-B, etc. **(IPUDC 3.A | 4.3 Dimensional Standards Table)**
- ___ 16. **Special Use Areas:** show proposed location of: parks, playgrounds, church, school sites, etc.
- ___ 17. **Servitudes:** show proposed and existing servitudes and dimensions **(IPUDC 8.A|8)** Where underground electrical utility service is provided for subdivision, restrictions shall include a requirement that owner of each lot shall furnish an electric servitude from source of supply to his meter location for receipt of electric service on the lot, and this requirement shall be noted on subdivision plat.
- ___ 18. **Right-of-way:** show proposed right-of-way, dimensions of streets and radii of turning circles and Declaration of street ownership (private or public) **(IPUDC 4.A)**
- ___ 19. **Label proposed subdivision and street names:** Label all streets, alleys, ways, right-of-ways, and private streets, together with their widths and names. The proposed names should be reviewed to determine availability by referencing the official Parish street name list. Show typical sample cross section of Street(s) (in lower left hand corner of plat). **(IPUDC 4.A|4.4)**
- ___ 20. **Sidewalks:** show existing and proposed sidewalks (where applicable) **(IPUDC 4.B)**
- ___ 21. **Utilities:** show existing and proposed utilities such as water, sewer, gas, electric, etc. **(IPUDC Article 5)**
- ___ 22. **Drainage:** show existing and proposed drainage ditches / canals / streams **(IPUDC 6.A|9)**
- ___ 23. **Contours** (Not required for Exchange of Property/ Combination of Lots Applications)
- ___ 24. **Flood Zones.** When located in FEMA Flood Zone A or AE, Label/Shade FEMA flood zone boundaries, and FIRM Flood Base Flood Elevation(s). **(IPUDC 6.B)**
- ___ 25. **Wetlands.** If any portion of property to be subdivided or developed is subject to wetlands designation or classified or which may fall under the jurisdiction of the U.S. Army Corp of Engineers, then a wetland

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determination is recommended and any areas classified as such shall be permanently shaded. Copies of all wetland permits and documentation must be received by Planning Commission and approved, in writing, before authorization of construction plans for formal subdivisions. **(IPUDC 6.D)**

___ 26. **Dedication Notes: For Public Use** (e.g. streets, rights-of-way, utilities, sewer, etc.)

DEDICATION

RIGHTS OF WAY SHOWN HEREON AND LABELED AS A PUBLIC RIGHT OF WAY, IF NOT PREVIOUSLY DEDICATED ARE HEREBY DEDICATED TO THE PERPETUAL USE OF THE PUBLIC FOR PROPER PURPOSES. STREETS NOT INDICATED AS PRIVATE SERVITUDES OF PASSAGE ARE HEREBY DEDICATED TO THE PERPETUAL USE OF THE PUBLIC FOR PROPER PURPOSES. ALL AREAS SHOWN AS SERVITUDES ARE GRANTED FOR THE PURPOSES INDICATED ON THE PLAT, AND IF NO PURPOSE IS INDICATED, TO THE PUBLIC FOR USE OF UTILITIES, DRAINAGE, SEWAGE REMOVAL OR OTHER PROPER PURPOSE FOR THE GENERAL USE OF THE PUBLIC. NO TREES, SHRUBS OR OTHER PLANTS MAY BE PLANTED, NOR SHALL ANY BUILDING, FENCE, STRUCTURE OR IMPROVEMENTS BE CONSTRUCTED OR INSTALLED WITHIN OR OVER ANY SERVITUDE OR RIGHT-OF-WAY SO AS TO PREVENT OR INTERFERE WITH ANY PURPOSE FOR WHICH THE SERVITUDE OR RIGHT-OF-WAY IS GRANTED.

SEWAGE DISPOSAL

NO PERSON SHALL PROVIDE A METHOD OF SEWAGE DISPOSAL, EXCEPT CONNECTION TO AN APPROVED SANITARY SEWER SYSTEM, UNTIL THE HEALTH UNIT OF IBERVILLE PARISH HAS APPROVED THE METHOD OF SEWAGE TREATMENT AND DISPOSAL.

***(IF APPLICABLE, THE FOLLOWING IS TO BE ADDED)**

WHERE A SEWAGE TREATMENT PLANT IS TO BE PROVIDED BY THE DEVELOPER, THE AREA TO BE USED FOR THIS PURPOSE SHALL BE DEDICATED BY THE OWNER AS A SERVITUDE FOR THAT PURPOSE ONLY, AND SHALL BE SEPARATE FROM ANY OTHER LOT OR BUILDING SITE.

**SIGNATURE
NAME & TITLE
NAME OF COMPANY**

___ 27. **Dedication Notes: Owners Association and areas designated For Private Use** (e.g. common area, ponds, recreation, etc.) The following notes should be added.

NOTES:

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- 1. CONDITIONS, COVENANTS, AND RESTRICTIONS FOR ALL THE PROPERTY WITHIN A DEVELOPMENT WITH A PROPOSED HOMEOWNERS ASSOCIATION SHALL BE FILED IN THE PARISH RECORDS BY THE OWNER BEFORE A LOT IS SOLD AND/OR A BUILDING PERMIT IS ISSUED.**
- 2. IN ADDITION TO OTHER TERMS AND CONDITIONS ACCEPTABLE TO THE APPLICANT, THE CONDITIONS, COVENANTS, AND RESTRICTIONS MUST CREATE ONE (1) OR MORE PROPERTY OWNERS ASSOCIATION WITH MANDATORY MEMBERSHIP FOR EACH PROPERTY OWNER, GOVERNED BY ARTICLES OF INCORPORATION AND BYLAWS, WHICH SHALL:**
 - a. BE ORGANIZED BY THE APPLICANT AND OPERATED WITH A FINANCIAL SUBSIDY FROM THE APPLICANT BEFORE THE SALE OF ANY LOTS WITHIN THE DEVELOPMENT**
 - b. PROVIDE FOR THE CONDITIONS AND TIMING OF TRANSFERRING CONTROL OF THE ASSOCIATION FROM THE APPLICANT TO THE PROPERTY OWNERS**
 - c. BE RESPONSIBLE FOR MAINTENANCE OF INSURANCE AND TAXES ON ALL COMMON OPEN SPACE, ENFORCEABLE BY LIENS PLACED ON THE ASSOCIATION BY THE PARISH, AS PROVIDED IN THE ASSOCIATION BYLAWS**
 - d. AT ALL TIMES, CAUSE ALL OWNERS TO HAVE ACCESS TO THE COMMON OPEN SPACE WITHIN THE DEVELOPMENT**
 - e. ESTABLISH ARCHITECTURAL STANDARDS THAT ARE IN CONFORMITY WITH THE REQUIREMENTS OF THE UDC WHICH SHALL BE SUBJECT TO REVIEW AND APPROVAL BY THE BOARD OF DIRECTORS OF THE ASSOCIATION OR THE ARCHITECTURAL CONTROL COMMITTEE, AS DESCRIBED BELOW**
 - f. CREATE AN ARCHITECTURAL CONTROL COMMITTEE TO REVIEW DEVELOPMENT FOR COMPLIANCE WITH THE DESIGN STANDARDS TO ISSUE CERTIFICATES OF APPROVAL AND TO REVIEW AND APPROVE THE DEVELOPMENT'S ARCHITECT, DESIGNER, AND/OR OTHER PROFESSIONALS CONTRIBUTING TO THE DEVELOPMENT**
 - g. PROVIDE FOR THE OWNERSHIP, DEVELOPMENT, MANAGEMENT AND MAINTENANCE OF PRIVATE OPEN SPACE (EXCEPT PLAZAS OWNED BY INDIVIDUAL PROPERTY OWNERS) COMMUNITY PARKING FACILITIES, COMMUNITY MEETING HALL, AND OTHER COMMON AREAS**
 - h. PROVIDE FOR A MAINTENANCE PROGRAM FOR ALL PROPERTY WITHIN THE DEVELOPMENT, INCLUDING LANDSCAPING AND TREES WITHIN THE STREETScape REQUIRE THE COLLECTION OF ASSESSMENTS FROM MEMBERS IN AN AMOUNT SUFFICIENT TO PAY FOR ITS FUNCTIONS; AND**
 - i. BE EFFECTIVE FOR A TERM OF NOT LESS THAN FIFTY (50) YEARS**

___ 28. **Private Road Note.** The owner(s) selling or donating lots or parcels to others shall be solely responsible for establishing a maintenance agreement specifying the entity or entities whom shall provide maintenance and upkeep for the private drive. Where subdivision roads are to remain private, the following dedication note shall appear on the recorded plat:

ALL ROADS IN THIS SUBDIVISION SHALL REMAIN PRIVATE ROADS TO BE MAINTAINED BY THE DEVELOPER OR THE LOT OWNERS AND SHALL NOT BE ACCEPTED BY THE PARISH UNLESS THEY MEET ALL APPLICABLE DESIGN AND CONSTRUCTION STANDARDS. CONFORMANCE WITH APPLICABLE DESIGN AND

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CONSTRUCTION STANDARDS SHALL NOT BE DEEMED TO CONSTITUTE OR TO MANDATE THE PARISH'S ACCEPTANCE OF PRIVATE ROADS. (IPUDC 4.A|2)

___ 29 **Residential Property for Family Members: (IPUDC 8.F)** If subdivision is this type the following notes should be added to the plat:

NOTES:

1. **NOTICE – LOTS CREATED IN THIS SURVEY SHALL BE IN COMPLIANCE WITH IBERVILLE PARISH COUNCIL'S COMMUNITY SEWER ORDINANCE # 255-07. (SEE UNIFIED DEVELOPMENT CODE SECTION 5.B | 2) ANY/ALL LANDOWNER(S) OF PARCEL(S) SHOWN/CREATED IN THIS SURVEY MAY BE SUBJECT TO BEING REQUIRED TO INSTALL AN APPROVED METHOD OF COMMUNITY SEWERAGE AT THIS TIME OR FUTURE IF/WHEN THE ORIGINAL PARCEL SHOWN IN THIS SURVEY IS SUBDIVIDED INTO MORE THAN THE MAXIMUM NUMBER OF LOTS ALLOWED BY THE UNIFIED DEVELOPMENT CODE.**
2. **REFERENCE MAP(S) SHOWING TOTAL LOT COUNTS – THE FOLLOWING REFERENCE MAP(S) SHOW THE TOTAL NUMBER OF LOTS WHICH HAVE BEEN CREATED FROM THE ORIGINAL PARCEL NAMED "LOT 1 OF TRACT X", AND DATED "MONTH, DAY, YEAR", LOCATED: "C.B. AND ENTRY". FOLLOWING APPROVAL OF THIS MAP, ___ #_ LOTS HAVE BEEN CREATED FROM THE ABOVE NAMED PARCEL SINCE MONTH, DATE, YEAR. (SURVEYOR TO LIST ANY AND ALL SUBSEQUENT MAPS HERE)**

___ 29. **General Notes**

- Acreage:
- Street Type:
- Land Use (existing/proposed):
- Nearest 100 Yr. Flood Elevation:
- FEMA Flood Zones:
- FIRM Base Flood Elevation:
- Water District:
- Sewer District:
- Electric Company:
- Gas Company:
- Fire District:
- School District:

___ 30. **Waiver(s):** State requested waiver(s) on the preliminary plat showing section and paragraph of the Unified Development Code.

___ 31. **Certification:** Surveyor's Certification, Signature & Seal must be shown on all preliminary plats submitted for Planning Commission Review and Approval. Certification shall be a statement by a registered land surveyor licensed to practice either of these professions in the state to the effect that the plan is based upon an actual survey made by him; that distances, courses, and angles and all other required survey information are shown correctly; that monuments have been set and lot and block corners stake correctly on the ground; and, that he has fully complied with provisions of R.S. 33:5051 et seq. and

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minimum standards for practice of land surveying as promulgated by Louisiana State Board of Registration for Professional Engineers and Land Surveyors. The land surveyor's seal shall also be shown. Where State Board of Registration for Professional Engineers and Land Surveyors rules regarding minimum boundary plat requirements supplant requirements shown in this code, those regulations shall govern.

___ 32. **Signatures.** Recommendation for approval and signature by Director of the Department of Public Works and approval and signature of Chairperson or Secretary of the Planning Commission and Chairperson of the Parish Council.

___ 32. Required Studies

- ___ a. Drainage Impact Study (DIS) (IPUDC:2.C|4.5) Three sets all stamped by a Louisiana Licensed Civil Engineer.
- ___ b. Traffic Impact Statement by Louisiana Licensed Civil Engineer required for development that will generate more than 100 peak hour trips. (IPUDC:2.C|4.6.2.2)

___ 33. DOTD Approval/no objection

Where proposed development accesses a state highway or connecting street, applicant must have a statement from the Louisiana Department of Transportation and Development confirming that access to said highway or connecting street will be allowed (IPUDC:2.C|4.6.2)

___ 34. **Restrictions.** Private restrictions, restrictive covenants or trusteeships and their periods of existence to apply to lots in the subdivision shall be signed by owner or his agent and recorded in the Parish Clerk of Court, and a copy shall be furnished to Planning Commission prior to the approval of the Final Plat.

___ 34. C-4 Application for Subdivision Review Signed and completed checklist

___ 35. Processing Fee (See UDC Application Fee Schedule Appendix B)

___ 36. Prints at time of Preliminary Plat application

- ___ a. One (1) full size print of required plans
- ___ b. Eight (8) reduced size print of required plans- 11 x 17
- ___ c. Electronic PDF submittal (CD Rom or email) of required plans

Revisions: All subsequent revisions must include a revision note describing proposed change and a copy of the previously approved plan.

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CONSTRUCTION PLAN CHECKLIST

The following checklist provides minimum criteria for compliance with the Parish standards, policies, and UDC Regulations. The design engineer may provide additional plan sheets in addition to this minimum criteria at his/her discretion. The design engineer shall fully comply with applicable Parish standards, policies, Subdivision Regulations and sound engineering practices, which may not be contained in this checklist. All applicable items must be addressed.

Items on this checklist must be located on the appropriate sheets according to this checklist. Information not located on the appropriate sheet will be considered an incomplete submittal. Furthermore, the permits listed below are required at the time of application submittal.

Fill out checklist with response marked as (yes, no, or not applicable): Y , N , or NA

The design engineer shall sign and date the last page of the checklist and submit it along with one (1) set of half scale construction plans and complete stamped and signed drainage calculations for review.

TITLE SHEET & LOCATION/VICINITY MAP:

- 1. Subdivision name and filing number
- 2. Type of Subdivision (Residential, Commercial, Industrial, or Planned Development)
- 3. Date of original Preliminary Plat Approval and all revisions
- 4. Name of Engineer, signature, and seal (**NOTE: Engineer s Certification: I hereby certify that the design of the subdivision improvements, to the best of my knowledge, conforms to the current Parish Unified Development Code, current design standards of the Department of Public Works, and sound engineering practices.)
- 5. Index to sheets:
 - a. Title Sheet & Location /Vicinity Map
 - b. Existing site condition map
 - c. Storm Drainage Layout
 - d. Utility Layout
 - e. Plan/profile sheets (to be indexed by street name)
 - f. Drainage Outfall Profiles / Sections (if applicable)
 - g. Sanitary Sewer Profiles (when not shown on plan and profile sheets)
 - h. Traffic & Control Plan (if applicable)
 - i. Site Grading/Detention Pond Plan
 - j. Sanitary Sewage Treatment Plant / Pump Station Site Plan (if applicable)
 - k. Special Details (if applicable, Bridges, spillways, boxes, concrete collars, etc.)
 - l. Applicable Standards (Each standard is to be listed by name and number)
- 6. Notes on Title Sheet:
 - 1. ALL WORK SHALL CONFORM TO THE IBERVILLE PARISH UNIFIED DEVELOPMENT CODE AND SPECIFICATIONS OF THE DEPARTMENT OF PUBLIC WORKS

C-4 Subdivision Application Checklist

2. MAINTENANCE BOND REQUIRED IN ACCORDANCE WITH PROVISIONS OF SECTION 8.A 10 OF THE IBERVILLE PARISH UNIFIED DEVELOPMENT CODE.
3. THE APPROVAL OF THESE PLANS APPLIES TO THE CONSTRUCTION FEATURES ONLY AS REQUIRED BY THE IBERVILLE PARISH UNIFIED DEVELOPMENT CODE, ESTABLISHED POLICIES, AND SOUND ENGINEERING PRACTICES.
4. ALL WATER DISTIBUTION SYSTEMS, SANITARY SEWER LINES, TREATMENT PLANT OR SEWERAGE TREATMENT FACILITIES SHALL BE APPROVED BY THE LOUISIANA DEPARTMENT OF HEALTH AND HOSPITALS. A LPDES PERMIT IS REQUIRED FROM THE LA DEPARTMENT OF ENVIRONMENTAL QUALITY IF INSTALLING A COMMUNITY SEWAGE TREATMENT PLANT.
5. NO STREET IN THIS SUBDIVISION IS TO BE OPEN TO TRAFFIC UNTIL THE PROPER INTERSECTION CONTROL SIGNS HAVE BEEN INSTALLED BY THE DEVELOPER.
6. POST INSTALLATION TESTS FOR SEWER OR WATER LINES ARE TO BE PERFORMED IN ACCORDANCE WITH REGULATIONS OF THE LOUISIANA DEPARTMENT OF HEALTH AND HOSPITALS.
7. A LPDES PERMIT FROM THE LA DEPARTMENT OF ENVIRONMENTAL QUALITY WILL BE REQUIRED FOR CONSTRUCTION ACTIVITES GREATER THAN 5 ACRES. SWPPP APPROVAL IS REQUIRED PRIOR TO CONSTRUCTION FOR ACTIVITIES GREATER THAN 1 ACRE.
8. A US COE 404 PERMIT MAY BE REQUIRED FOR ANY ACTIVITY IN A DESIGNATED WETLAND AREA.
9. A DOTD PERMIT IS REQUIRED FOR ACTIVITY WITHIN A STATE RIGHT-OF-WAY OR SERVITUDE.

___ 7. Bench Mark Data: Description, Elevation, and Source (Datum)

___ 8. List of variances/waivers and date of Planning Commission Approval

TYPICAL SECTION SHEET:

- ___ 1. Subdivision name and filing number
- ___ 2. Name of engineer, signature, and seal
- ___ 3. Right-of-Way Requirements (Private Servitude of Passage)
- ___ 4. Utility Space Allocation Plan and dimensions use sections shown in Appendix A of the Unified Development Code. (Also show rear yard space allocation plan, if applicable)
- ___ 5. Roadway cross slope
- ___ 6. Label Roadway thickness and type/description for any Wearing Course, Binder Course, Base Course, Subgrade Treatment as applicable.
- ___ 7. Show Curb type, dimensions and details.
- ___ 8. Provide details of transitions between different roadway surfaces or connections to existing streets
- ___ 9. Typical cross section (show cross section for each type of street, i.e., boulevard section, curb & gutter, open ditch.
- ___ 10. Show Ditch bottom and side widths as well as maximum side slope grade/

C-4 Subdivision Application Checklist

- 11. Show Utility Servitudes and proposed placement of all utilities to be constructed.
- 12. Provide Super-elevation diagrams when applicable
- 13. Show Location of Profile Grade Line used on plan and profile sheets.
- 14. Indicate applicable street names and stations below typical sections.
- 15. Provide sections for roundabouts or cul-de-sacs if applicable
- 16. Private streets ó At the entrance to any subdivision development with private improvements, a sign shall be installed which states the limits of public improvements within the development.

C. EXISTING SITE CONDITION MAP:

- 1. Subdivision name and filing number
- 2. Name of engineer, signature, and seal
- 3. North arrow
- 4. Graphic scale
- 5. Legend
- 6. Contour lines, onsite and offsite
- 7. Identify adjacent properties
- 8. Show all existing culverts, ditches, structures, driveways, fences, gas pipelines, lakes/ponds, roads, historic features etc.. and label all items

D. STORM DRAINAGE LAYOUT:

- 1. Subdivision name and filing number
- 2. Name of engineer, signature, and seal
- 3. North arrow
- 4. Graphic scale
- 5. Legend
- 6. Contours
- 7. Servitudes
- 8. Rear swale ditches
- 9. Lot numbers
- 10. Drainage Areas (area, including offsite areas, and calculated flow should be given for each area). Sheet flow shall be accommodated on the site by use of swale ditches or pipe systems to intercept the sheet flow and direct it to the appropriate outfall. Provisions must be made to adequately take care of adjacent watershed areas for existing conditions flows.
- 11. Number all Pipes and show Pipe sizes, lengths and type. For public servitudes and R/W s, minimum pipe size shall be 15 inches. Show Pipe bedding and backfill details on detail sheets
- 12. Number all Inlets and provide details of inlets on detail sheets or standard plans
- 13. Adjacent lots, lot numbers, or tract names
- 14. Provide catch basins for low areas behind curb.
- 15. Where open ditches are used for drainage, number and size of all driveway culverts shall be shown.
- 16. Show cemeteries, existing structures, gas pipelines, lakes/ponds, historic trees, etc.

C-4 Subdivision Application Checklist

- 17. Note required regarding private ownership and maintenance of lake/pond and shoreline and that Iberville Parish does not own or maintain lake/pond and shoreline. Also this note must be added to final plat.
- 18. Rear yard drainage is required with servitude
- 19. Water surfaces at outfalls
- 20. Inundation elevation (if available) _
- 21. Delineate FEMA 100-year flood zones and nearest base flood elevation
- 22. Riprap at Outfalls
- 23. Show static 10/100 year design water surface, and peak 10/100 year elevation on all detention ponds

UTILITY LAYOUT (Public Owned Utilities i.e. Sanitary Sewer, Water, Gas, Electric, etc...):

- 1. Subdivision name and filing number
- 2. Name of engineer, signature, and seal
- 3. North arrow
- 4. Graphic scale
- 5. Legend
- 6. Contours
- 7. Servitudes
- 8. Lot numbers
- 9. Sewer Pipe sizes and grades (min. 0.4% and max. 150 lots on an 8ö line)
- 10. Sewer Manhole designation, top elevation, and invert elevation for each manhole.
- 11. Sewer Wyes for each lot. Single wyes required on same side as main. Double wyes with cleanouts are allowed for street crossings. Sewer services are required to extend past utility servitude and terminus is to extend a minimum of 3 feet above finish grade.
- 12. Sewer Manhole spacing (max. 400 feet, recommended 300 feet)
- 13. Note: MINIMUM DEPTH OF SEWER SERVICES AT THE PROPERTY LINE SHALL BE 4 TO 6 FEET BELOW THE FINISH GRADE. SEWER SERVICES FROM THE MAIN SEWER TO THE PROPERTY SHALL HAVE A MINIMUM SLOPE OF 1% (2% WHERE AVAILABLE DEPTH PERMITS). SEWER SERVICES ARE REQUIRED TO EXTEND PAST UTILITY SERVITUDES AND TERMINUS IS TO EXTEND A MINIMUM OF 3 FEET ABOVE FINISH GRADE
- 14. Note: POST INSTALLATION TESTS FOR SEWER OR WATER LINES ARE TO BE PERFORMED IN ACCORDANCE WITH REGULATIONS OF THE LOUISIANA DEPARTMENT OF HEALTH AND HOSPITALS.
- 15. Plan showing location, length, size, and type of sanitary sewer and service line in servitude or right-of-way. Show cleanouts with cast iron cover in concrete pad where required.
- 16. Plan showing location, length, size, and type of water distribution and service line in servitude or right-of-way. Show hydrants, valves, and valve boxes with cast iron cover in concrete pad where required.
- 17. Plan showing location, length, size, and type of gas distribution and service line in servitude or right-of-way. Show valves and valve boxes with cast iron cover in concrete pad where required.

C-4 Subdivision Application Checklist

- 18. Plan showing location, length, size, and type of electric distribution and service line in servitude or right-of-way. Show poles, street light standards, and transformers where required.
- 19. Identify adjacent properties
- 20. Location of sewer pump station and force main (if applicable)
- 21. Treatment plant is more than 100 from an existing residence
- 22. Statement as to ownership and maintenance of treatment plant and collection system
- 23. Statement as to ownership and maintenance of water distribution system
- 24. Statement as to ownership and maintenance of natural gas system
- 25. Statement as to ownership and maintenance of electric power distribution system
- 26. Show cemeteries, existing structures, gas pipelines, lakes/ponds, historic trees, etc.

PLAN – PROFILE SHEETS:

- 1. Subdivision name, filing number, and street name on each sheet
- 2. Name of engineer, signature, and seal
- 3. North arrow
- 4. Graphic Scale (1" = 20' plan, 1" = 5' profile)
- 5. Identify type of street construction on each sheet (plan only)
- 6. Inlet and manhole designations (on both plan and profile)
- 7. Top and invert elevations of all inlets and manholes (on both plan and profile). Each structure should be labeled on one plan-profile sheet within the set of plans.
- 8. Length, size, slope, and type of all sanitary sewer lines (on both plan and profile). Each pipe should be labeled on one plan-profile sheet within the set of plans.
- 9. Length, size, slope, and type of all storm drain pipes (on both plan and profile) Each pipe should be labeled on one plan-profile sheet within the set of plans.
- 10. Hydraulic grade line. Show the design water surface value at all Junction boxes and inlets. The hydraulic gradeline shall not exceed 2 above the lowest gutter elevation of a curb & gutter street and the edge of pavement on a suburban standard street (open ditch), unless otherwise approved by the DPW.
- 11. Street centerline elevation profile:
- 12. The base grade of all streets shall be constructed to no lower than one (1) foot below the FEMA Base Flood Elevation.
- 13. Proposed Street grades (0.4% minimum for curb and gutter and future curb and gutter streets) (open ditch subdivisions can have a 0.0% street grade). Label PVI, PVC, PVT, curve length, and slope. Label on minimum 50 intervals. Check to be sure inlets are at low points.
- 14. Street Sub grades are at or above static water surface of detention pond(s), unless otherwise approved by the DPW
- 15. Existing ground in profile. Label on minimum 50 intervals.
- 16. Radius at intersections:
- 17. Curve data where required
- 18. Lot numbers
- 19. Servitudes

C-4 Subdivision Application Checklist

- 20. Building setbacks
- 21. Driveways to treatment plant or pump station sites. (10ø minimum width and 4ø minimum thickness) 10ø concrete or asphalt aprons required where drive abuts street. The remainder of drive may be aggregate.
- 22. Sidewalks within a sidewalk servitude. (if applicable)
- 23. Handicap ramps ó required for sidewalks at all intersections (if applicable)
- 24. Check for conflicts between sewer and storm drain lines. Provide conflict boxes or ductile iron pipe where required.

G. DRAINAGE OUTFALL PROFILES/SECTIONS:

- 1. Subdivision name and filing number
- 2. Name of engineer, signature, and seal
- 3. Profile:
 - a. Natural ground
 - b. Bottom of ditch
 - c. Hydraulic grade line
 - d. Bituminous Corrugated metal pipe (24ø minimum) at discharge channel
 - e. Top of drainage pipes outfalling into lakes shall be 1 below the normal water surface
- 4. Section:
 - a. Bottom width
 - b. Side slopes- 3:1 for earthen channels, 1 : 1 for concrete lined channels.
 - c. Design water depth
 - d. Top of ground
 - e. Top width
 - f. Location within servitude or right-of-way
 - g. Design flow
 - h. Submit signed and sealed calculations for files
- 5. Erosion Protection:
 - a. Show type
 - b. Show limits

SANITARY SEWER PROFILES:

- 1. Subdivision name and filing number
- 2. Name of engineer, signature, and seal
- 3. Natural ground
- 4. Size, length, type, and slope of all lines
- 5. Manhole designation, stationing, top elevation, and invert elevation
- 6. Drop inlets if required (avoid when possible).

TRAFFIC & CONTROL PLAN

- 1. Subdivision name and filing number

C-4 Subdivision Application Checklist

- 2. Name of engineer, signature, and seal
- 3. North arrow
- 4. Graphic scale
- 5. Legend
- 6. Identify adjacent properties
- 7. Lot numbers
- 8. Street signs
- 9. Traffic intersection control signs
- 10. Posted speed limit is no greater than 25 mph
- 11. At the entrance to any subdivision development with private improvements, a sign shall be placed stating the limits of public maintenance within the Development.
- 12. Striping plan required if more than three lanes proposed without a raised median.

SITE GRADING/DETENTION POND PLAN:

- 1. Subdivision name and filing number
- 2. Name of engineer, signature, and seal
- 3. North arrow
- 4. Legend
- 5. Contours (Existing and Proposed for entire project site)
- 6. Graphic Scale
- 7. Identify adjacent properties
- 8. Lot numbers
- 9. Show static, and peak 10/100 year elevation on all detention ponds
- 10. Lake outfall structure details (plan and cross section views). Primary and secondary (emergency) outfalls.
- 11. If at all feasible, the emergency spillway should be located in a different location than directly above the primary outfall pipe(s).
- 12. Note stating that finish floor elevations should be higher than the 100 FEMA flood elevation or the 100 yr peak water surface elevation of the detention pond(s), which ever is greater

SANITARY SEWAGE TREATMENT PLANT/PUMP STATION SITE PLAN:

- 1. Subdivision name and filing number
- 2. Name of engineer, signature, and seal
- 3. North arrow
- 4. Graphic Scale
- 5. Identify adjacent properties
- 6. Lot numbers
- 7. Treatment plant/pump station location (dimension from property lines)
- 8. Treatment plant/pump station top elevation (check 100-year B.F.E.)
- 9. Sewer influent lines

C-4 Subdivision Application Checklist

- 10. Sewer effluent lines to outfall
- 11. Fence
- 12. Driveway

BRIDGE PLANS AND DETAILS:

- 1. Subdivision name and filing number
- 2. Name of engineer, signature, and seal
- 3. Cast-In-Place concrete deck with concrete piles and caps
- 4. Precast concrete deck with concrete piles and caps
- 5. Section showing Elevation of lowest bridge deck member and the 100 Year Flood Elevation or Inundation, whichever is greater. Show Design Water Surface Elevation and Scour Information as well.
- 6. Provide boring logs
- 7. Adequate bridge opening is required. Piles shall not be located in the center of the ditch, canal, or bayou.
- 8. Provide signed and sealed hydraulic calculations.
- 9. Provide signed and sealed pile capacity and structural calculations.

OTHER REQUIRED DOCUMENTS

- 1. Checklist that is fully completed and signed and dated by the Engineer
- 2. Bound drainage Calculations that include but not limited to:
 - a. Tailwater calculations
 - b. Layout showing locations of cross sections used in drainage models
 - c. Existing condition, 10 year, and 100 year hydrographs
 - d. 10 yr and 100 yr detention pond routing calculations
 - e. Pre and post stream water surface profile analysis (provide layout that depicts the location of the stream cross sections where offsite water is conveyed through project site)
 - f. Pre and post watershed map
 - g. Internal pipe calculations
- 3. Copy of latest approved preliminary plat
- 4. All items from the planning commission meeting minutes, the DPW preliminary plat review letter, and requirements from the approved preliminary plat are addressed in the construction plan submittal.
- 5. Copy of approval letter from State Department of Health & Hospitals for water or sewer plan submittal
- 6. Copy of approved LPDES permit from State Department of Environmental Quality for sewer treatment plant discharge
- 7. Copy of approved LPDES permit from State Department of Environmental Quality for construction activities greater than 5 acres
- 7. Copy of Stormwater Pollution Prevention Plan for construction activities greater than 1 acre.
- 9. Copy of US Army Corps of Engineers 404 or other applicable permits for activities placing fill in other waters or waters of the U.S. If applicable provide wetland mitigation documents from the Corps.
- 10. If proposed improvements are to be constructed in an existing utility, pipeline, etc. servitude or right-of-way, then documentation will be required.

C-4 Subdivision Application Checklist

Designed and Checked By: _____ Date: _____
Designer/Engineer

Initial Review By: _____ Date: _____
Iberville Parish

CONSTRUCTION PLAN APPROVAL PROCESS

1. The consulting engineer will submit 1 half scale set of plans, review fees, and all items from the construction plan submittal checklist to the Code Enforcement Officer
2. The DPW will review the construction plan submittal and then notify the consulting engineer of the review comments by copy of a letter that is sent to the Code Enforcement Officer via email.
3. Once the construction plans are approved, the DPW will contact the consulting engineer to request five (5) full scale and one (1) half-scale set of plans to be delivered to the DPW's office for stamping. Once these sets of plans are stamped, the DPW will notify the Code Enforcement Officer and the Planning Commission Chairman via email that the construction plans are approved. The DPW will then notify the consulting engineer that they can pick up their three (3) sets of stamped plans. The DPW will deliver the other two (2) full scale sets to the Code Enforcement Officer and the one (1) half-scale set will remain in the DPW's files.
4. After the construction plan approval letter is received, the consulting engineer will then notify the Code Enforcement Officer in the Permit Office in writing prior to beginning construction as to the start date of the project, the name of the construction company, and the name of the testing lab that will monitor the work. A copy of this notice should be sent to the Planning Commission Chairman and the DPW. A pre-construction conference date will be established by the Permit Office/DPW and a construction permit will be issued at that conference. The consulting engineer will be responsible for notifying the testing lab and the contractor to make sure that they have a representative at the meeting. During the pre-construction conference the subdivision construction process and requirements will be discussed.
5. Construction begins
6. Construction Approved
7. Submit Final Plat for Approval

Revisions: All subsequent revisions must include a revision note describing proposed change and a copy of the previously approved plan.



Iberville Parish Permit & Inspection Division
 Address: 58050 Meriam Street, 2nd Floor
 Plaquemine, LA 70765-5200
 Phone: (225) 687-5150 or (225) 687-5190
 Fax: (225) 687-5151

C-5 APPLICATION FOR A SPECIAL USE PERMIT

(TO BE USED FOR ALL WAIVERS, VARIANCES, REVOCATIONS, CONDITIONAL USE, STREET NAME CHANGE APPLICATIONS)

ADMINISTRATIVE SUMMARY (Staff Use Only)

Application #		Date Submitted		Fee Required		Fee Paid	
Associated Applications if Any				Assigned Case Manager			
Special Use Permit Request	Waiver <input type="checkbox"/>	Variance <input type="checkbox"/>	Revocation <input type="checkbox"/>	Conditional Use <input type="checkbox"/>			
	Street Name Change <input type="checkbox"/>						

APPLICANT/CONTACT INFORMATION

APPLICANT INFORMATION		CONTACT INFORMATION (Same as Applicant? <input type="checkbox"/>)	
Applicant Name		Contact Name	
Address		Address	
City, State, Zip		City, State, Zip	
Telephone		Telephone	
Fax		Fax	
Email		Email	

OWNERSHIP INFORMATION

PROPERTY OWNER 1 INFORMATION (Same as Applicant? <input type="checkbox"/>)		PROPERTY OWNER 2 INFORMATION (If Needed)	
Owner's Name		Owner's Name	
Address		Address	
City, State, Zip		City, State, Zip	
Telephone		Telephone	
Fax		Fax	
Email		Email	

PROJECT SUMMARY

Subject Property Location [Please Include Address and Assessor's Identification Number(s)]		
Parcel 1	Parcel 2	Parcel 3
Legal Description of Subject Property		
Exact Description Why Requesting a Special Use Permit		
Land use and the development proposed for the subject property. Include the time schedule (if any) for development. (Use additional pages if necessary)		

Current Land Use Surrounding Subject Property			
North:		South:	
East:		West:	

EXHIBITS

Maps (vicinity, zoning, floodplains, wetlands others as requested by staff)	<input type="checkbox"/>	Additional Exhibits If Any:
Site Plan (designating primary, side, and service street frontages)	<input type="checkbox"/>	

CERTIFICATION AND SIGNATURE

By my signature below, I certify that the information contained in this application is true and correct to the best of my knowledge at the time of the application. I acknowledge that I understand and have complied with all of the submittal requirements and procedures and that this application is a complete application submittal. I further understand that an incomplete application submittal may cause my application to be deferred to the next posted deadline date.

Signature of Applicant	Date	Signature of Property Owner's (If not the Applicant)	Date