

CITY OF THIBODAUX
DEPARTMENT OF PLANNING
(985) 446-7208

PUBLIC SUBDIVISION
Checklist/Status Report

A. SKETCH PLAT REVIEW

I. GENERAL INFORMATION:

Subdivision Name: _____

Number of Lots: _____

Types of Dedications:

Street Rights of Way _____

Easements _____

Utility Servitudes _____

Applicant/Agent: _____

Owner: _____

Address: _____

Address: _____

Telephone: _____

Telephone: _____

II. APPLICATION CHECKLIST:

(Your Responsibility)

- 1) _____ Application
- 2) _____ Affidavit of ownership
- 3) _____ \$100 Sketch Plat fee made payable to the City of Thibodaux
- 4) _____ 9 copies of Sketch Plat with information on attached list
- 5) _____ Street name request form(if applicable)
- 6) _____ Letters from other agencies/utilities confirming availability of services
Gas Company *Date* _____
Water District *Date* _____
Electrical Company *Date* _____
Other: _____ *Date* _____
Other: _____ *Date* _____

III. STATUS REPORT:

(Planning Department Responsibility)

- 1) _____ Review plans for proposed subdivision with Applicant *Date:* _____
- 2) _____ Floodplain management review of proposed plans *Date:* _____
- 3) _____ 911 Addressing review of proposed plans *Date:* _____
- 4) _____ Department of Public Works review of proposed plans *Date:* _____
- 5) _____ Review of proposed plans by Planning Commission *Date:* _____

Date of Sketch Plat Application _____

Date Completed _____

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B. PRELIMINARY PLAT REVIEW

II. APPLICATION CHECKLIST

(Your Responsibility)

- 1) _____ \$150 Preliminary Plat Fee
- 2) _____ 9 copies of Preliminary Plat with information on attached list
- 3) _____ Review (if applicable) of Preliminary Plat by adjoining parishes, school and special Districts, etc. *Date:* _____
- 4) _____ 3 sets of construction drawings of proposed improvements (if applicable)
- 5) _____ Include layout of all property within 100 ft. of proposed development including names and addresses of owners, (may be shown on Plat or separate current tax map from the Assessor's Office)
- 7) _____ Letters from other agencies/utilities approving proposed utility locations
Gas Company *Date:* _____
Water District *Date:* _____
Electric Company *Date:* _____
Other: _____ *Date:* _____
Other: _____ *Date:* _____

III. STATUS REPORT

(Planning Department Responsibility)

- 1) _____ Review Preliminary Plat with Applicant / *Date:* _____
- 2) _____ Send letters notifying adjacent property owners within 100 feet of public hearing
- 3) _____ Publish Public Hearing *Notice Date:* _____
- 4) _____ Public Hearing *Notice Date:* _____
- 5) _____ Planning Commission review of Preliminary Plat / *Date:* _____
Comments: _____

Date of Preliminary Plat Application _____ Date Completed _____

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C. FINAL PLAT APPROVAL

II. APPLICATION CHECKLIST

(Your responsibility)

- 1) _____ \$15 per lot final plat fee
- 2) _____ \$300 per street light fee (refundable)
- 3) _____ Formal offer of dedication of street right-of-ways, easements and/or servitudes to the City on 10 final plats
- 4) _____ Maintenance bond posted in the amount specified. *Amount:* _____
- 5) _____ Written certification that all street signs shown in construction drawings have been installed and all required public facilities have been installed in accordance with approved plans and specifications
- 6) _____ Written confirmation by engineer of "as built" public improvements with request for inspection by DPW *Date:* _____
- 7) _____ Written report from Department of Public Works *Date:* _____
- 8) _____ Written report from utility companies confirming proper installation of services:
____ *Gas* ____ *Water*
____ *Sewerage* ____ *Streets*
____ *Drainage* ____ *Fire Department*
____ *Electric Co. (lighting facilities)*
____ *Other:* _____
____ *Other:* _____
- 9) _____ Signed plat recorded in Clerk of Court's office, Assessor's office and 1 original mylar and 2 copies provided to the City Planning Department

III. STATUS REPORT

(Planning Department responsibility)

- 1) _____ Planning Department review of Final Plat *Date:* _____
- 2) _____ Final Plat approval by Planning Commission *Date:* _____
- 3) _____ Final Plat signed by Planning Comm. Chairman *Date:* _____
- 4) _____ Draw up and present ordinance for passage by City Council accepting dedications into the City system. *Date presented to City Council:* _____
- 5) _____ Final Plat approval by City Council *Date:* _____
- 6) _____ Copies of recorded plat received from surveyor with all required signatures *Date:* _____

Date Final Plat Process Started: _____ Date Completed: _____