

Subdivision Plat Checklist

This sheet does not need to be submitted with the application. However, it should be used to ensure all information is on the plat before submitting the plat for review.

Plat should be appropriately sized to be legible.

For All Plats

Title and Signature Blocks

- Subdivision name and location*
*Includes Section, Township, Range, City, Parish, and State
- Name and address of property owner(s)
- Name of the designer of the plat
- Dates plat prepared or revised
- A place designated for signature and date for:
 - All owners of the property being subdivided
 - *For Preliminary Plats and Administrative Final Plats:*
 - Slidell Director of Planning
 - *For Major Final Plats:*
 - Slidell Planning Commission Chairperson
 - President of the Slidell City Council
 - Mayor of the City of Slidell
 - City Engineer
 - *For all Final Plats:*
 - St. Tammany Parish Clerk of Court,
with additional space for Map File Number and
Date Filed for Record

Existing and Proposed Lots

- Existing lot lines, designations, dimensions, and area, as dashed or shaded
- Proposed lot lines, designations, dimensions, and area, as solid or bold

Reference

- Scale in feet per inch and graphic scale
- North arrow, with north toward the top of the plat
- Subdivision location on a vicinity map
- Section and township lines
- All existing improvements, geographic features, and encumbrances on the property and adjoining land (e.g. buildings, driveways, streets, railroads, culverts, watercourses, easements)
- Flood zone in which the property is located
- Zoning district in which the property is located
- Setbacks required in the zoning district
- Names of adjoining subdivisions
- Ownership and address of adjoining property
- Zoning district of adjoining property

For Preliminary Plats

- Acreage of land being subdivided
- Proposed utility servitude layouts
- Proposed street names, locations, and dimensions
- Proposed parks and other open spaces
- Proposed easements
- Contour intervals or spot elevations, depending on the slope
- Typical cross sections of the proposed grading and roadways or sidewalks and topographic conditions
- Drainage plan for stormwater runoff
- If more than 50 lots or five acres, whichever is lesser, base flood elevation data
- Location of any public improvement shown on any plan adopted by the City

For Major or Administrative Final Plats

- A certified land surveyor's original seal (red)
- Written metes and bounds description of the property being subdivided
- Sufficient data* to determine and readily reproduce on the ground the location, bearing, and length of every street, lot, boundary, block, and building setback line, whether curved or straight
*Must be tied to a section corner or street corner
- Location and description of monuments
- All dimensions to the nearest 1/100 of a foot
- All angles (bearings) to the nearest minute
- Address for each new lot (assigned by Planning)
- Street names, locations, and dimensions
- Reservations for easements and any areas to be dedicated to public use
- Certifications, as applicable (see Planning):
 - Ownership and Dedication, signed by all property owners
 - Accuracy, signed by registered land surveyor
 - Approval of Water and Sewerage Systems, signed by City Engineer
 - Approval of Streets and Utilities, signed by City Engineer
 - Approval for Recording, signed by the Planning Commission Chairperson or Planning Director