

All Subdivisions - Conceptual Plan Transmittal

General Information			Version # _____		
Developer/Owner		Surveyor			
Subdivision Name		Engineer			
Location Address		Number of Lots			
Ward, Section, Township, Range		Min. Lot Size			
Acreage		Sewer Type	Individual / Community		
Water Type	Private / Individual / Public	Sewer Ownership	Private / Public		
All items are required to be answered. If marked N/A, provide a comment. Use additional sheets for comments as needed.					
General		Yes	No	N/A	Comment
1. 4 hard copies of documents					
2. 2 electronic copies of documents following CPPJ naming convention					
a. Development name (Phase#) - submittal v# - document type					
1. Subdivision (Phase 1) - Eng Plans v1 - Transmittal Letter					
b. Include CAD drawings or other files necessary for review					
3. Document standards					
a. Plan sheet sizes - scales					
1. 11"x17" - Max 1"=50'					
2. 22"x34" - Max 1"=100'					
3. 24"x36" - Max 1"=100'					
b. Minimum text size shall be 0.07 times the printed scale					
Submittal Contents					
4. Subdivision Name					
5. Legal Description of property					
6. North Arrow					
7. Sketch, scaled legibly					
8. Vicinity map, scaled min. 1"=2000'					
9. Location of:					
a. Existing public streets and roads					
b. Proposed public streets and roads					
c. Oil wells					
d. Gas wells					
e. Water wells					
f. Existing features					
10. Servitude/easements:					
a. Pipelines					
b. Utilities					
c. Drainage/Maintenance					
d. Others (High lines, green spaces, etc.)					
11. Flood zones (1 of the following)					
a. Delineated on drawing					
b. GIS map					
12. Number of lots					
13. A separate document containing the following					
a. Proposed intensity and use					

Signature/Date: _____

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	Yes	No	N/A	Comment
b. Phasing schedule for the development				
c. Proposed drainage / public used features				
e. Copy of permit submitted to USACE				
f. The name, address and phone number of				
1. Owner				
2. Developer				
3. Applicant				
4. Engineer				
5. Surveyor				
g. Any storm water permitting requirements				

I, _____, certify this submittal includes all required information per this checklist. I understand that incomplete or incorrect submittals may be rejected. I understand this submittal is the minimum necessary for review and additional documentation may be requested by Police Jury staff. As per the Calcasieu Parish Code of Ordinances, the Director's recommendation will be issued within ten (10) working days of each submittal, excluding legal holidays, after determination of submittal completeness. If it is determined that the submittal is incomplete, a conceptual meeting shall not be scheduled.

Signature/Date: _____