

CITY OF ALEXANDRIA - SUBDIVISION APPLICATION FORM

625 Murray Street, Alexandria, LA 71301

Office (318) 473-1170 Fax (318) 441-6377

A. Project Location Information		IMPORTANT: Applicant must complete Sections A - F	
Legal Description of Subject Property			
Number of Lots to be Created _____		Flood Zone	
(Contact Zoning Analyst at 318-473-1373 with zoning questions)		Request for Rezoning	
Current Zoning _____		<input type="checkbox"/> No <input type="checkbox"/> Yes, to _____	
B. Use Description			
<input type="checkbox"/> Residential Will public Right of Way dedication for street(s) be required? <input type="checkbox"/> Yes <input type="checkbox"/> No			
<input type="checkbox"/> Commercial What will the total square footage of floor space be? _____ Sq. Ft. Total Note: If the total square footage is more than 20,000 sq. ft., It must be approved by RAPC.			
Note: A shortform subdivision filing is subdivisions that involve the division of a lot or lots into three or fewer lots, where no rights-of-way are dedicated. All subdivisions not considered short-form must be submitted to the Rapides Parish Planning Commission prior to submittal to the City of Alexandria and be reviewed according to the procedures of RAPC. RAPC office number is 318-487-5401 for more information.			
C. Submittal Documentation			
<input type="checkbox"/> Yes A preliminary copy of the proposed subdivision plat and this completed document will be submitted by applicant for review. (Final plats shall be on 11" x 17" or 12" x 18" mylar or similar medium.)			
<input type="checkbox"/> Yes Applicant acknowledges "Excepts from City of Alexandria Code of Ordinances pertaining to Sudivisions and Subdivision Plats from Chapter 28 of the Land Development Code" are attached for reference.			
Bring all documentation and fee payment to City Surveyor. Submittal requirements will be determined by City Code and current policies at the time of submittal. Contact City Surveyor at 318-473-1177 with questions concerning format and content of plat submittals. Or mail to: PO Box 1872, Alexandria, LA 71309.			
D. Application Fee (payable by cash, check, or money order)			
<input type="checkbox"/> \$75.00 Short-form Subdivision (3 or less lots)		Make payable to: City of Alexandria	
<input type="checkbox"/> \$100.00 All other Subdivisions			
E. Identification - Owner, Contractor, Designer			
Owner	Entity Name	Mailing Address	Phone
	Contact Person	Email Address	
Authorized Owner Representative	Entity Name	Mailing Address	Phone
	Contact Person	Email Address	
F. Signature of Applicant:			Date:

Excerpts from City of Alexandria Code of Ordinances pertaining to Subdivisions and Subdivision Plats – Chapter 28 Land Development

For residential developments requiring new streets and commercial developments see additional sections in Chapter 28 and Subdivision Review/Commercial Plan Review Process.

(Refer to City of Alexandria Code of Ordinances for full details of each section.)

Date: January 30, 2009

Sec. 28-2.3 Definitions

Subdivider and/or developer means an individual or individuals, company, or corporation engaged in the development in the subdivision of land and improvements.

Subdivision means any of the following:

- (1) The division of a lot or lots into two (2) or more lots for the purpose, whether immediate or future, of sale, lease or use, other than for agricultural purposes.
- (2) The dedication of a right-of-way, road, street or highway through a tract of land, to be used for residential, commercial or industrial or any other purpose.
- (3) The resubdivision of land heretofore divided into lots, sites or parcels.
- (4) Construction of four (4) or more dwelling units contained in a building or as part of an overall development project or the development of land for a mobile home park.
- (5) Construction of any nonresidential development with more than twenty thousand (20,000) square feet of gross floor area.

Subdivision, short form means the division of a lot or lots into three (3) or fewer lots for the purpose, whether immediate or future, of sale, lease or use, other than for agricultural purposes, when no right-of-ways are to be dedicated.

Sec. 28-4.1. General provisions.

A. *Title:* The regulations of this article may be cited and referred to as the subdivision regulations for the City of Alexandria.

B. *Policy:* It shall be the policy and practice of the City of Alexandria to respect and safeguard the property rights set forth in the Constitution of the United States and the State of Louisiana, and that land to be subdivided shall be of such character that it can be used safely for building purposes without danger to health or peril from fire, flood or other menace.

C. *Applicability:* These subdivision regulations shall apply to all subdivision of land as defined herein, located within the corporate limits of Alexandria or those subdivisions of land as defined herein to be annexed and served by any city utilities (sewerage, electricity or gas). Subdivision refers to:

1. The division of a lot or lots into two (2) or more lots, for the purpose, whether immediate or future, of sale, lease or use, other than for agricultural purposes.
2. The dedication of a right-of-way, road, street or highway through a tract of land, to be used for residential, commercial or industrial or any other purpose.
3. The resubdivision of land heretofore legally divided into lots, sites or parcels.
4. Construction of four (4) or more dwelling units contained in a building or as part of an overall development project or the development of land for a mobile home park.
5. Construction of any nonresidential development with more than twenty thousand (20,000) square feet of gross floor area.

D. *Exemptions:* These regulations shall not apply to the following:

1. Previously recorded plats, except in the case of resubdivision; provided, however, that all construction criteria shall apply to any improvements constructed within the city.
2. The subdivision of land to be used for orchards, forestry or the raising of crops.
3. Small parcels of land sold to or exchanged between adjoining property owners, where such sale or exchange does not create additional lots.
4. Division of large tracts of land where each of the resulting lots equals ten (10) acres or more.

(Ord. No. 198-1992, 8-18-92)

Sec. 28-4.10. Final plats.

A. *Submittal requirements:* The following items shall be included on the final plat:

1. The final plat shall be drawn in ink on tracing cloth or polyester based film, acceptable by the Rapides Parish Clerk of Court, on one (1) or more sheets. If more than three (3) sheets are required, an index sheet shall also be filed showing the entire subdivision on one (1) sheet. Subdivision shall be drawn at one (1) inch equals two hundred (200) feet or larger scale.

Condominiums, townhouses or resubdivision of one (1) or more lots shall be drawn at one (1) inch to sixty (60) feet or larger scale. Index Sheet shall be drawn at the scale required to show the entire subdivision. Size of sheets or scale of drawing, other than mentioned above, must be approved prior to completion of the plat.

2. Name of subdivision.
3. Description of the tract being subdivided.
4. The section, township and range in which the property is located.
5. North point, graphic scale and date.
6. The outer boundary line with accurate distances, angles or bearings. Where any portion of outer boundary is curved, at least two (2) of the following significant elements of the curve, such as the radius, tangent, chord length, arc length or central angle shall be provided.
7. The exact right-of-way width of all recorded streets, alleys and ways intersecting the boundaries of the tract being divided, along with curve data consisting of at least two (2) of the significant elements shall be provided.

8. The names and rights-of-way widths for proposed streets along with curve data consisting of at least two (2) of the significant elements shall be provided.
9. All dimensions, both linear and angular, necessary for determining the exact boundary of all lots in the subdivision. Where any lot line is curved, at least two (2) of the significant elements of the curve shall be provided for all interior and exterior boundary lines of any lot.
10. The building setback lines required for each residential lot shall be shown with a minimum of twenty-five (25) feet for the front setback and on a corner lot, the side setback shall be twelve (12) feet.
11. All easements to be dedicated or that have been dedicated to the City of Alexandria shall be shown on the subdivision plat. Existing easements shall be designated as such.
12. All individual areas shall be designated by lot numbers or letters and lots in a new subdivision shall be numbered consecutively, No tract or portion of land shall be indicated as "reserved". If desired by the subdivider, lots may be placed in a cluster and have a block indication.

(Please note additional requirements may be required upon review as per current policies)

B. *Short form subdivision review:* Subdivisions that involve the division of a lot or lots into three (3) or fewer lots, where no rights-of-way are dedicated, shall be known as a short form subdivision, and shall be subject to the following review procedures:

1. All short form subdivision applications shall be submitted to the planning division for review.
 2. Within fourteen (14) days of submittal of the application, the planning division shall approve, approve with conditions or deny the application. In the case of denial or approval with conditions, the planning division shall provide the applicant with a list of corrections to be made. A denial or approval with conditions by the Planning Division may be appealed to the city council. Resubmitted plats shall be treated the same as an original application.
 3. If a plat is approved, the planning division shall forward a copy of the plat and a written recommendation to the city council at the next available city council meeting.
 4. The city council shall, after a public hearing, approve or deny the application.
- Approved short form plats shall be signed by the planning director, mayor and developer and recorded in the Rapides Parish Clerk's Office.

C. *Review of other subdivisions:* Subdivisions other than short form subdivisions shall be subject to the following.

1. Applications shall be submitted to the RAPC and shall be reviewed according to the procedures of the RAPC. The application shall be the subject of a joint staff review by RAPC and the planning division. Following joint staff review, the application shall be presented to the STAR committee at the next available meeting. The STAR committee shall have the authority to have a developer alter the plat so as to conform with all ordinances and requirements of the City of Alexandria.

2. Upon STAR approval, construction plans shall be submitted in accordance with section 28-4.11 to the planning division for review approval. A final plat shall be submitted to the Alexandria City Council for public hearing and appropriate action only after the planning director has approved construction plans submitted in accordance with section 28-4.11 and RAPC has provided its final recommendation regarding approval or disapproval of the proposed subdivision development. The city clerk shall notify the public of proposed subdivision and hearing by the city's official journal at least seven (7) days prior to the date of such public hearing.
3. Approved plats shall be signed by the planning director, mayor, and developer. Approved plats shall be filed by the City in the Rapides Parish Clerk's Office. City shall submit a certified copy of the plat to the developer and RAPC.

Contact City of Alexandria Planning Division/Engineer Department at 473-1170 if you need assistance or have any question regarding subdivisions or subdivision plats.

Note: Additional information and requirements may be requested according to current policies and procedures.

Revised 1-2015

**SUBDIVISION DEVELOPMENTS (Public Street & Private Street)
Minimum Required Notes for Subdivision Plats. (Some notes only apply to private street subdivisions)**

NOTES: (include as applicable)

- No trees, shrubs, or plants may be planted, nor shall any building, fence, structure or improvements be constructed or installed within or over any servitude, so as to prevent or unreasonably interfere with any purpose for which servitude is herein granted.
- Development of each lot indicated herein shall be in accordance with the building restrictions and protective covenants recorded in Conveyance Book _____, Page _____, records of Rapides Parish, Louisiana.
- All maintenance of private streets and private drainage shall be the responsibility of the owner of tract of land shown herein, or the _____ Homeowner's Association to which said responsibilities will be legally transferred.
- Sanitation service and street sweeping services require a separate Letter of Agreement from the City of Alexandria Administration and/or Public Works Division prior to said services being provided in a private street subdivision development.

(If there are multiple owners or multiple signees on behalf of the corporation or limited liability company or if there are single/multiple owners with no corporation, the statements below will need to be revised)

OWNER STATEMENT / UTILITY SERVITUDE DEDICATION

On this the _____ day of _____, _____, before me, the undersigned authority, a Notary Public, and the undersigned competent witnesses, personally came and appeared (Corporation), represented herein by _____, duly authorized to act by Resolution, who declares that (Corporation) is the owner of the tract of land being subdivided and that the (Corporation) does hereby dedicate and appropriate for public use the servitudes shown hereon for the construction, installation and maintenance of utility improvements for perpetual use of the public.

If no servitudes are being dedicated, omit that portion of the above clause pertaining to servitude dedication. Also omit UTILITY SERVITUDE DEDICATION in the title.

(Usually shown as the entire width of private street servitude in addition to any other required utility servitudes not located therein)

RIGHT-OF-ACCESS AGREEMENT

On this the _____ day of _____, _____, before me, the undersigned authority, a Notary Public, and the undersigned competent witnesses, personally came and

appeared (Corporation), represented herein by _____, duly authorized to act by Resolution, who declares that (Corporation) does hereby grant the City of Alexandria access to all private streets for ingress and egress of all sanitation, utility, public safety, and emergency response, equipment and vehicles, as necessary to provide, operate and maintain public services to all subdivided lots.

WAIVER OF LIABILITY AND HOLD HARMLESS AGREEMENT

On this the _____ day of _____, _____, before me, the undersigned authority, a Notary Public, and the undersigned competent witnesses, personally came and appeared (Corporation), represented herein by _____, duly authorized to act by Resolution, who does hereby agree to hold the City of Alexandria harmless for any damages to private streets and underlying utility or drainage infrastructure caused by City vehicles traversing same to provide and maintain utility, public safety, emergency response and other services.

Note: The above three statements can be combined under one owner statement and enumerating each declaration as needed. The following format is acceptable:

UTILITY SERVITUDE DEDICATION, RIGHT OF ACCESS, AND WAIVER OF LIABILITY

On this the _____ day of _____, _____, before me, the undersigned authority, a Notary Public, and the undersigned competent witnesses, personally came and appeared (Corporation), represented herein by _____, duly authorized to act by Resolution, who declares that (Corporation) is the owner of the tract of land shown herein as being subdivided and that the (Corporation) does hereby

- 1) dedicate and appropriate for public use....
- 2) grant access to all private streets....
- 3) agree to hold the City of Alexandria harmless....

(Public Streets, Utilities and Drainage)

SERVITUDE/RIGHT OF WAY DEDICATION

On this the _____ day of _____, _____, before me, the undersigned authority, a Notary Public, and the undersigned competent witnesses, personally came and appeared (Corporation), represented herein by _____, duly authorized to act by Resolution, who declares that (Corporation) is the owner of the tract of land being subdivided and that the (Corporation) does hereby

dedicate and appropriate for public use the servitudes and rights of way as shown hereon for the construction, installation and maintenance of streets, utilities and drainage improvements for perpetual use of the public.