



NIC HUNTER  
MAYOR

**CITY OF LAKE CHARLES**  
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PLANNING DEPARTMENT  
OFFICE OF ZONING & LAND USE

## **ITEMS NECESSARY FOR SUBDIVISION APPROVAL**

### **PRELIMINARY SUBDIVISION APPROVAL:**

- Fee: \$250.00.
- If Variance is requested – additional \$200.00 fee per variance.
- Completed application form with all requested information.
- Fifteen (15) copies of preliminary plat.
- Preliminary approval effective for one (1) year in which final application must be filed within that period.
- All permits for construction of streets and other public improvements may be issued provided the work authorized complies with the approved preliminary plans.
- Installation of sidewalks will be required as of January 1, 1998.

### **FINAL SUBDIVISION APPROVAL:**

- Fee: \$25.00 per acre or \$5.00 per lot, whichever is greatest + \$230.00 for plat filing fee.
- Completed application form with all requested information.
- Fifteen (15) copies of Final plat (including Engineer Certification).
- After final approval from the Planning Commission, five (5) copies of original subdivision plat (stamped/signed by surveyor and/or engineer and signed by owner) must be submitted, as well as, in digital form. The files may be in DXF or ARC/INFO SHAPE FILE format.
- Engineer Certification must be received before acceptance of final application.
- Approval effective for two (2) years in which all improvements made and conditions satisfied.
- Once all conditions have been satisfied and the final plat has been recorded, the selling of lots may begin.

### **PRELIMINARY/FINAL SUBDIVISION APPROVAL (CONCURRENT):**

- Fee: \$200.00 + \$230.00 for plat filing fee.
- If Variance is requested – additional \$200.00 fee per variance.
- Completed application form with all requested information.
- Fifteen (15) copies of Final plat for commission review.
- After final approval from the Planning Commission, five (5) copies of original subdivision plat (stamped/signed by surveyor and/or engineer and signed by owner) must be submitted, as well as, in digital form. The files may be in DXF or ARC/INFO SHAPE FILE format.
- Once all conditions have been satisfied and the final plat has been recorded, the selling of lots may begin.