

**SUBMISSION ITEMS REQUIRED FOR INTRODUCTION TO ST. CHARLES PARISH COUNCIL
(REQUIRED FOR ACCEPTANCE OF SUBDIVISION IMPROVEMENTS & FINAL PLAT APPROVAL)**

NAME OF SUBDIVISION: ASHTON OAKS SUBDIVISION

✓ 1. **Ordinance** (written by P&Z upon acceptance of the items below) approving & authorizing the execution of an Act of Dedication.

NOTE: It is the sole responsibility of the applicant to ensure that all items listed are submitted to the Department of Planning & Zoning. The Department is *not* responsible for procurement of these items.

✓ 2. Letter requesting subdivision approval, signed by property owners(s).

✓ 3. **Letter** of approval for streets, drainage, sewerage, and signs from the **Director of Public Works/Wastewater**.

✓ 4. Letter of approval for the water distribution system from the **Director of Waterworks**.

✓ 5. Letter of approval for the street lighting system from the **Contract Monitor**.

✓ 6. Letter of approval for recreational facilities and/or fee payment from the **Director of Parks and Recreation**.

✓ 7. **Act of Dedication (triplicate originals)**, warranting that all servitudes granted for streets, etc. are free of liens/encumbrances and that no lots have been sold or alienated. If the property is subject to a mortgage, a letter of partial release of mortgage (for property being dedicated) must accompany said Act of Dedication. Said documents must be approved in writing by the Director of Legal Services.

✓ 8. **One copy of the restrictive covenants** which will regulate the subdivision.

✓ 9. **Maintenance Agreement and Surety Maintenance Bond (for one year)** equivalent to 10% of the cost of improvements; the requirements may be satisfied in the form of an irrevocable letter of credit. The requirement shall be approved in writing by the Director of Legal Services.

✓ 10. **Evidence of payment of the following fees** (complete receipts for each and log-in each in Miscellaneous Fee Book):

- ✓ a. **Recreation** –when real property is not dedicated for recreational facilities, a fee in lieu of dedication will be provided as outlined in the regulations.
- ✓ b. **Street Light Deposit** - \$300 per street light, refundable after 12 months of acceptance.
- ✓ c. **Sewer Development Connection Fee** - \$1000 per residential unit.

11. Evidence of **reimbursement for all contractual fees and/or direct public employee costs** (Parish Engineer) incurred in association with both pre-construction phase technical reviews and construction inspections.

✓ 12. **One mylar reproducible, five original copies, and computer disk record** (ACAD drawings/file extension dwg.) of the following:

- a. **Final Plat** in required format
- b. **Sanitary sewerage** system
- c. **Water distribution** system
- d. **Storm drainage** system
- e. **Street lighting** system
- f. **Subdivision monument** markers

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