

**Conditional Use Site Plan
Check List**

City of Baton Rouge/Parish of East Baton Rouge
Office of the Planning Commission, 1755 Florida Street, 3rd Floor
P.O. Box 1471, Baton Rouge, Louisiana 70821

The following information is required on all Conditional Use Site Plans. The CUP submitted for approval shall be prepared by one or more persons in the following professions: Architecture, Landscape Architecture, Land Planning, or Civil Engineering. (Should place stamp and seal on the appropriate drawings)

Submittal sets will include, at a minimum, a Cover Sheet, Existing Site Conditions Map, Site Plan, Circulation Plan, Landscape Plan, and Architectural Elevations. Items on this checklist must be located on the appropriate sheets according to this checklist. Information not located on the appropriate sheet will be considered an incomplete submittal. Furthermore, if required per UDC Section 15.13, 15.15, an/or 15.17, the Studies listed below are required at the time of application submittal.

- 1. Cover Sheet** (required for plans consisting of 3 or more sheets. If the submittal does not require a cover sheet, this information is to be included on the Site Plan page)
 - a. Title/Name of Development
 - b. Legal Description
 - Tract or Lot Number
 - Subdivision Name/Property Name
 - Section, Township, and Range
 - CPPC Property ID#s for each lot
 - c. Vicinity Maps
 - Location of proposed site on Parish map; and
 - Location of proposed site on lot and block map (1"=400').
 - d. Planning Summary
 - Existing zoning
 - Comprehensive Plan land use category
 - Existing zoning of adjoining parcels
 - Acreage
 - Number of Buildings
 - Building height and Number of stories
 - Building square footage
 - Proposed use(s)
 - e. Name, Address, Telephone, and Fax Number of:
 - Owner
 - Developer
 - Engineer/Surveyor
 - All other Design professionals

2. Existing Conditions Map

- a. General Information
 - Bearings

- Scale
- Boundary lines
- North arrow

- b. Existing Site Features
 - Tree/woodland survey; generalized tree communities
 - Topography:
 - Existing contours at two (2) foot intervals; and/or
 - Existing spot elevations
 - Identify geological hazards including fault lines
 - Label all one hundred (100) year flood zones and shade with an approved drafting pattern
 - Label all water features:
 - Streams
 - Lakes
 - Ponds
 - Label all existing servitudes
 - Location of above/underground existing utilities
 - Identify existing structures

3. Site Plan

- a. Label all required conditions and indicate them on the plan
- b. Sewage Treatment
 - Indicate on the plat the method of sewage treatment
 - The proposed location of the sewage treatment plant
- c. Setbacks per Zoning
 - Front
 - Side
 - Rear
- d. Label/Call-out:
 - Proposed lakes
 - Ponds
 - Wetlands
 - Common areas
 - Topography, contours at two (2) foot intervals
- e. Label conceptualized location of the following:
 - Ditches
 - Catch basins
 - Onsite discharge
- f. Streets
 - Dimension and Label:
 - Existing streets
 - Proposed streets
 - Existing Major Streets
 - Proposed Major Streets
 - Label all:
 - Existing surface type
 - Proposed surface type
 - Frontage roads

- Intersections
- Egress/ingress ramps
- Pavement width
- Centerlines of the adjoining streets
- Rights-of-way
- Existing traffic signals and control devices
- Proposed traffic signals and traffic control devices

- g. Structures
 - Number of buildings
 - Building height and Number of stories
 - Density (residential units)
 - Phases for developments (if applicable)

- h. Proposed Site Features
 - List ALL individual utility providers on the plan
 - Lighting
 - Location on plan with symbol and call-out
 - Height
 - Angle of shine
 - Type of light
 - Graphic Elevation or cut sheet
 - Refuse/Dumpster area(s)
 - Location with call-out
 - Dimensions of Refuse Area
 - Location of above/underground proposed utilities
 - Call-out locations of:
 - Noisy equipment (Air conditioners, HVAC, etc.)
 - Service areas/Loading docks/eighteen (18) wheelers
 - Air compressors, machinery, etc.
 - Proposed fire hydrants
 - Proposed servitudes/easements
 - Proposed Fences
 - Height
 - Type
 - Graphic Elevation
 - Proposed Signage (See UDC Chapter 16 for Sign regulations)
 - Size
 - Height
 - Width
 - Sign Face Area
 - Type
 - Graphic Elevation with dimensions

4. Circulation Plan

- a. Provide a table showing: **(see example at end of checklist)**
 - Use(s)
 - Parking Ratio/Formula (per UDC Section 17.7, Table 1)
 - Required number of spaces for development (all phases)
 - Proposed number of spaces for development (all phases)
 - Required and proposed handicapped spaces
 - Required and proposed bicycle parking (if applicable)
- b. Show all of the following:
 - Surface types

- _____ Turning radii
- _____ Vehicular Circulation
- _____ Pedestrian Circulation
- _____ Accessibility routes for pedestrians
- _____ All pedestrian access points to building(s)
- _____ c. Dimensions of parking spaces
- _____ d. Angle of proposed parking (if less than 90 Degrees)
- _____ e. Proposed bus stop(s) when on a CATS route

_____ **5. Landscape Plan** (*Stamped and sealed by a licensed Landscape Architect*)

- _____ a. A preliminary plan showing the following:
 - _____ Proposed trees
 - _____ Buffer yards
- _____ b. A table indicating quantities of the following:
 - _____ Landscape Requirements per UDC
 - _____ Required landscaping
 - _____ Proposed landscaping
- _____ c. Indicate all proposed landscape buffers and or barriers being utilized to meet conditions
- _____ d. Show details of landscape buffers and/or barriers including specific plants, sizes, materials and colors

_____ **6. Architectural Elevations**

- _____ a. Front building elevations
- _____ b. Schematic section indicating uses of each floor (only applicable if there are different uses on each floor)

_____ **7. Required Studies**

- _____ a. Stormwater Management Plan (SMP) Section 15.13
Three sets (submitted to the Planning Commission office) all stamped by the Planning Commission.
- _____ b. Drainage Impact Study (DIS) Section 15.15
Three sets (submitted to the Planning Commission office) all stamped by the Planning Commission.
- _____ c. Water Quality Impact Study (WQIS) Section 15.17
Three sets (submitted to the Planning Commission office) all stamped by the Planning Commission.
- _____ d. Traffic Impact Statement
Applicant must have a statement from the Department of Public Works confirming that the Traffic Impact requirement has been satisfied prior to being heard at the Planning Commission Meeting. Failure to have the statement prior to the Meeting will result in the items deferral/denial. ***To satisfy this requirement for the initial submittal, please submit a copy of the letter or email sent to DPW Traffic Engineering requesting the Traffic Impact Study.***

_____ **8. Written Description (8½ x 11 format)**

As required by Ordinance 10517, a brief description of the project and the activities that will occur on the site.

_____ **9. DOTD Approval/no objection**

Where proposed development accesses a state highway or connecting street, approval is contingent upon LADOTD approval of access.
(Section 4.103.A.1.e)

_____ **10. Prints at time of application**

- _____ a. One (1) full size print of required plans
- _____ b. One (1) reduced size print of required plans- 11 x 17

_____ **11. A-17 Application for Conditional Use Permit**

_____ **12. Fees:**

- _____ a. Processing Fee (*See application fee schedule*)
- _____ b. Advertisement Fee (*See advertisement fee schedule*)

Subsequent Submittals during the Site Plan Process:

1. Prints with PC comments addressed for SRC submittal (**Public Hearing Items**)
 - a. One (1) full size print of required plans
 - b. One (1) reduced size print of required plans- 11 x 17
 - c. Electronic PDF submittal (CD Rom or email) of required plans
2. Prints with SRC comments addressed (**Public Hearing Items**)
 - a. One (1) full size print of required plans
 - b. Twenty-seven (27) reduced size prints of required plans- 11 x 17
3. Prints after approval (**All Items**)

Four (4) Full size sets; One (1) reduced size print of required plans- 11 x 17

Parking Chart Example:

Use	Formula	Required	Proposed
Multi-family (1 bedroom)	1.5 spaces/unit	116	x
Multi-family (2 bedroom)	2 spaces/unit	136	x
Totals		252	x
Handicap Spaces	201-300 spaces	7	x
Bicycle Parking	101-200 vehicular spaces	5	x