

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 Site Plan 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, 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. Sewage Treatment
 - _____ Indicate on the plat the method of sewage treatment
 - _____ The proposed location of the sewage treatment plant
- _____ b. Setbacks per Zoning
 - _____ Front
 - _____ Side
 - _____ Rear
- _____ c. Label/Call-out:
 - _____ Proposed lakes
 - _____ Ponds
 - _____ Wetlands
 - _____ Common areas
 - _____ Topography, contours at two (2) foot intervals
- _____ d. Label conceptualized location of the following:
 - _____ Ditches
 - _____ Catch basins
 - _____ Onsite discharge
- _____ e. 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

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

- g. 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

_____ **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**
(Public Hearing Items)
 _____ a. One (1) full size print of required plans
 _____ b. One (1) reduced size print of required plans- 11 x 17
(Staff Level Items)
 _____ c. One (1) full size print of required plans
 _____ d. One (1) reduced size print of required plans- 11 x 17
 _____ e. Electronic PDF submittal (CD Rom or email) of required plans
- _____ **11. A-4 Application for Site Plans**
- _____ **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 with PC comments addressed for DPW submittal **(Staff Level Items)**
 - a. Four (4) 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
4. 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