

MOBILE HOME PARK 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 Mobile Home Park site plans
Please call for an appointment to review your proposal with the staff prior to submitting your application. The 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)*

- _____ 1. **Title** of the Mobile Home Park
- _____ 2. **Legal Description** of Property
- _____ 3. **Name of owner/subdivider/developer**
- _____ 4. **Boundaries** of the Mobile Home Park
- _____ 5. **Size of proposal** (min. of 3 acres)
- _____ 6. **Max. density** (12 sites per acre)
- _____ 7. **Minimum lot size** of 30 feet by 75 feet
- _____ 8. **Waivers** : Yes No
- _____ 9. **Prints at time of application**
One (1) full size print of required plans
One (1) reduced size print of required plans – 11 x 17
- _____ 10. **Prints with PC comments addressed for SRC submittal (Public Hearing Items)**
One (1) full size print of required plans
One (1) reduced size print of required plans – 11 x 17
Electronic PDF submittal (CD Rom or email) of required plans
- _____ 11. **Prints with SRC comments addressed (Public Hearing Items)**
One (1) full size print of required plans
(27) reduced size prints of required plans- 11 x 17
- _____ 12. **Prints after approval**
Thirteen (13) full-size prints and two (2) 11” x 17” prints after Plat is signed by the Planning Commission
- _____ 13. **Fees:** (see fee schedule)
- _____ 14. **Street(s) names** and rights-of-way of all abutting streets
- _____ 15. **Zoning District** show zoning classification and boundaries
- _____ 16. **Adjacent Subdivisions** show the subdivision name and filing of adjacent subdivisions
- _____ 17. **Abutting Lots or Tracts** show lot number or tract name on all abutting land
- _____ 18. **Frontage** required on publicly maintained road (min. of 200 feet)
- _____ 19. **Private drives** within the trailer park shall be:
a) minimum of 23 feet back to back of curb

- b) minimum of 35 feet width between building lines
- c) underground storm drainage
- d) minimum drive pavement construction, 6 inch soil cement base and 1.5 inch asphaltic concrete surface

- _____ 20. **Turnarounds** must have a minimum radius of 30 feet (circular turnarounds must be located at rear of property)
- _____ 21. **Trailer site:** 2 concrete runners 6 inches thick and concrete pad 4 inches thick 10 feet by 26 feet measured from back of curb at the front of the site
- _____ 22. **Refuse containers** (garbage hoppers) min. of 2 for each 20 trailer sites
- _____ 23. **Each site** shall be provided: a sanitary sewer connection; public water supply
- _____ 24. **Each Mobile Home Park** shall have: a community sewer collection and treatment system; fire hydrants
- _____ 25. **Each Mobile Home Park** shall have: a solid fence or wall at least 6 feet high along all sides and rear property lines
- _____ 26. **Bufferyards:** Mobile Home Park shall provide a 20 foot side and rear bufferyard when developed adjacent to a residential zoning district or a recognized residential subdivision
- _____ 27. **Recreational area** shall be provided for M H P at a rate of 10 percent of the overall all park area, but not required to exceed 1 acre
- _____ 28. **Fault Line Identification** Describe all fault lines or other geologic hazards that affect this property and identify these features on the proposed plat. (Use additional sheet if necessary)
- _____ 29. **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.
- _____ 30. **Stormwater Management Plan (SMP)** Section 15.13
Three (3) sets (submitted to the Planning Commission office) all stamped by the Planning Commission.
- _____ 31. **Drainage Impact Study (DIS)** Section 15.15 (If needed)
Three (3) sets (submitted to the Planning Commission office) all stamped by the Planning Commission.
- _____ 32. **Water Quality Impact Study (WQIS)** Section 15.17
Three (3) sets (submitted to the Planning Commission office) all stamped by the Planning Commission.
- _____ 33. **Sewage Treatment**
- _____ a. Indicate on the plat the method of sewage treatment
 - _____ b. The proposed location of the sewage treatment plant
- _____ 34. **DOTD approval/non-objection:** Where proposed development accesses a state highway or connecting street, applicant must have a statement from the Louisiana Department of Transportation and Development confirming that access to said highway or connecting street will be allowed (Section 4.103.A.1.e)

August 2011

*NOTE: Individual trailer sites may be leased or rented but not subdivided or sold.
All Mobile Home Park sites shall be subject to: filing the appropriate application and fees, review by Planning Commission Staff, Department of Public Works Staff, Planning Commission public hearing, and Metropolitan Council public hearing if waivers are requested.*