

## *Introduction*

The Horizon Plan is the Comprehensive Land Use and Development Plan for the City of Baton Rouge and Parish of East Baton Rouge. The plan acts as a “blueprint for the future” by serving as a guide for officials making decisions about land use and development in the City-Parish. Regulations that affect your development are based on goals established in the Horizon Plan. Other documents which are important when considering a development project are the Unified Development Code, the Building Code and the Master Plan and Manual of Criteria for Drainage. These documents contain specific regulations and requirements which may apply to your project.



This Guide leads you through the most common City-Parish procedures used in land development and explains how to process your development plans. Our purpose is to promote quality projects which benefit our community.

Zoning (dividing the City-Parish into districts or zones with a set of rules for each one) is part of the process known as land use planning. Land use planning concentrates on comprehensive policies which link development to the social and economic well being of our community. Zoning provides the specific rules and regulations necessary to implement planning policies.

All applications are available on the Web at: [www.brgov.com/dept/planning](http://www.brgov.com/dept/planning) and from the Office of the Planning Commission, located at 1755 Florida Boulevard, Baton Rouge, Louisiana, 70821.



The most frequently requested applications include:

- Land Use Plan Amendments and Rezoning Requests
- Subdivision of Land
- Site Development Plans

A complete list of application forms is located in Appendix D.

**A-1 Application**  
**Rezoning and/or Horizon Land Use Plan Amendment**

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

Application Fee \_\_\_\_\_  
Receipt Number \_\_\_\_\_  
Application taken by \_\_\_\_\_

**Please Print**

- Name of Applicant \_\_\_\_\_  
Business (if applicable) \_\_\_\_\_  
Address \_\_\_\_\_
- Name of the Property Owner \_\_\_\_\_  
Address \_\_\_\_\_
- Legal description of property (Subdivi \_\_\_\_\_  
Lot \_\_\_\_\_  
Subdivision \_\_\_\_\_  
*If property is not subdivided, attach a copy of Tax Assessor and a survey map indicating best \_\_\_\_\_*
- Property Street Address \_\_\_\_\_
- Specific Proposed use \_\_\_\_\_
- Action Requested  Rezoning \_\_\_\_\_  
*To rezone from \_\_\_\_\_  
Acres \_\_\_\_\_  
If request is for \_\_\_\_\_*  
 Horizon Land \_\_\_\_\_  
 Small \_\_\_\_\_  
 Large \_\_\_\_\_  
*To change \_\_\_\_\_  
land use \_\_\_\_\_*
- Justification for action requested \_\_\_\_\_  
\_\_\_\_\_

**A-2 Application**  
**Subdivision**

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

Application Fee \_\_\_\_\_  
Receipt Number \_\_\_\_\_  
Application taken by \_\_\_\_\_

**Please Print**

- Name of Applicant \_\_\_\_\_  
Business (if applicable) \_\_\_\_\_  
Address \_\_\_\_\_
- Name of the Property Owner \_\_\_\_\_  
Address \_\_\_\_\_
- Legal description of the property (Subdivi \_\_\_\_\_  
Lot \_\_\_\_\_
- Subdivision \_\_\_\_\_  
*If property is not subdivided, attach a complete \_\_\_\_\_  
Tax Assessor and a survey map indicating best \_\_\_\_\_*
- Location \_\_\_\_\_  
*Identify the subject property on the approp \_\_\_\_\_  
application.*
- Specific Proposed Use \_\_\_\_\_
- Size of property \_\_\_\_\_
- Number of proposed lots  Five (5) \_\_\_\_\_
- Average size of proposed lots \_\_\_\_\_
- Waiver(s) requested  No  Yes \_\_\_\_\_  
*If "Yes" please specify the ordinance ad \_\_\_\_\_  
requested waiver(s).*
- Private servitude of access requested \_\_\_\_\_

**A-3 Application**  
**Exchange of Property**

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

Application Fee \_\_\_\_\_ File Number \_\_\_\_\_  
Receipt Number \_\_\_\_\_ Meeting Date \_\_\_\_\_  
Application taken by \_\_\_\_\_

**Please Print or Type**

- Name of applicant \_\_\_\_\_ Daytime Telephone \_\_\_\_\_  
Business (if applicable) \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_
- Name of property owner \_\_\_\_\_ Daytime Telephone \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_
- Legal description of property (Subdivision or Tract Name) \_\_\_\_\_  
Lot \_\_\_\_\_ Block / Square \_\_\_\_\_  
Subdivision \_\_\_\_\_  
*If property is not subdivided, attach a complete legal description from the East Baton Rouge Parish \_\_\_\_\_  
Tax Assessor and a survey map indicating bearings and dimensions.*
- Location \_\_\_\_\_  
*Identify the subject property on the appropriate lot and block map as an attachment to this \_\_\_\_\_  
application.*
- Specific proposed use \_\_\_\_\_
- Size of property \_\_\_\_\_
- Number of lots \_\_\_\_\_
- Average size of lots \_\_\_\_\_
- Exchange of property \_\_\_\_\_
- Fault line \_\_\_\_\_  
*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.)*

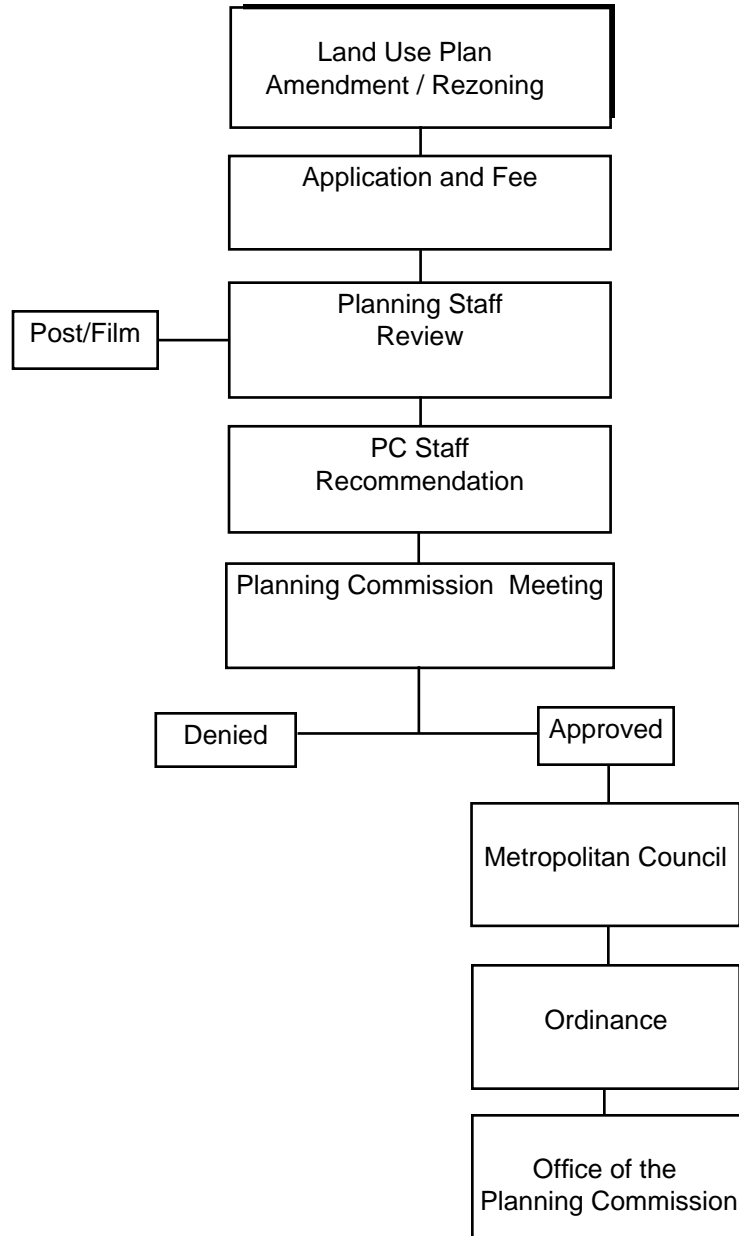


*How to Submit a  
Land Use Plan  
Amendment  
and  
Rezoning Application*



# Land Use Plan Amendment / Rezoning Flow Chart

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The City-Parish is divided into land use categories which establish the type of land uses that can occur within individual zones. The purpose is to group together land uses that are compatible while keeping separate those uses which are not compatible. For example, under the Residential land use category there is the A1 Single Family Residential Zoning District, which allows detached houses, one per lot. Under the Commercial land use category there is the LC-3, Light Commercial Three Zoning District, which allows a number of commercial uses such as branch banks, office buildings, assisted living facilities and so forth.

A zoning change is a change from one zoning district to another for one or more parcels of land. The chart on the opposite page illustrates the process for requesting a zoning change. Requests for zoning changes must be approved by the Metropolitan Council. The Planning Staff is available to review your rezoning request before you submit your application.

#### PROCESS

1. Obtain your land use plan amendment/rezoning application at the Office of the Planning Commission or on the Web at [www.brgov.com/dept/planning](http://www.brgov.com/dept/planning).
2. Submit your completed land use plan amendment/rezoning application and fee to the Office of the Planning Commission. Fees for land use plan amendment/rezoning cases and Horizon Plan amendments are established in the fee schedule attached to the application. The application fee is not refundable.

<p><b>CITY PARISH PLANNING COMMISSION</b> <b>PUBLIC HEARING NOTICE</b></p> <p>MONDAY _____, 200__ 5:00 P.M. GOVERNMENTAL BUILDING ROOM 348 222 SAINT LOUIS STREET</p> <p><b>CASE</b> _____</p> <p><input type="checkbox"/> <b>LAND USE AMENDMENT</b> FROM: _____ TO: _____</p> <p><input type="checkbox"/> <b>REZONING</b> FROM: _____ TO: _____</p> <p><input type="checkbox"/> <b>WIRELESS TOWER</b></p> <hr/> <p><b>FOR INFORMATION CALL</b> <b>389-3144</b> <a href="http://www.brgov.com/dept/planning">www.brgov.com/dept/planning</a></p>
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3. Schedule a conference with Planning Commission Staff to review your application for completeness.
  4. Application and Staff analysis will be presented at a scheduled Planning Commission public hearing.
  5. You or your designated representative must attend the Planning Commission meeting to explain your proposal. The Planning Commission meets the third or fourth Monday of every month in the Governmental Building, 222 St. Louis Street, Third Floor, Room 348 at 5:00 p.m. Check with the Office of the Planning Commission for the specific date.
  6. A written request to defer your application may be submitted to the Office of the Planning Commission prior to the the Planning Commission meeting.
  7. A written request to withdraw your application must be submitted to the Office of the Planning Commission prior to the Planning Commission meeting.



8. If the Planning Commission recommendation is to:

**Approve.** Your proposal will be forwarded to the Metropolitan Council for a public hearing.

**Defer.** Your application may be deferred because the Planning Commission recommends further study. Following further meetings on your proposal, it will proceed to the Metropolitan Council for final action.

**Deny.** If the vote is **unanimous**, you may submit an application on the same property to the Planning Commission after one (1) year.

**Deny.** If the vote is **not unanimous**, your application will proceed to the Metropolitan Council for introduction and consideration.

9. You or your designated representative must attend the Metropolitan Council public hearing to explain your proposal. The Metropolitan Council Zoning meeting usually is held on the third Wednesday of every month in the Governmental Building, 222 St. Louis Street, Third Floor, Room 348 at 4:00 p.m. Check with the Office of the Planning Commission for the specific date.

10. If the Metropolitan Council approves your request, an ordinance is finalized to document the approval.



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11. If the Metropolitan Council denies your request, you may submit a rezoning application on the same property to the Planning Commission after one year.

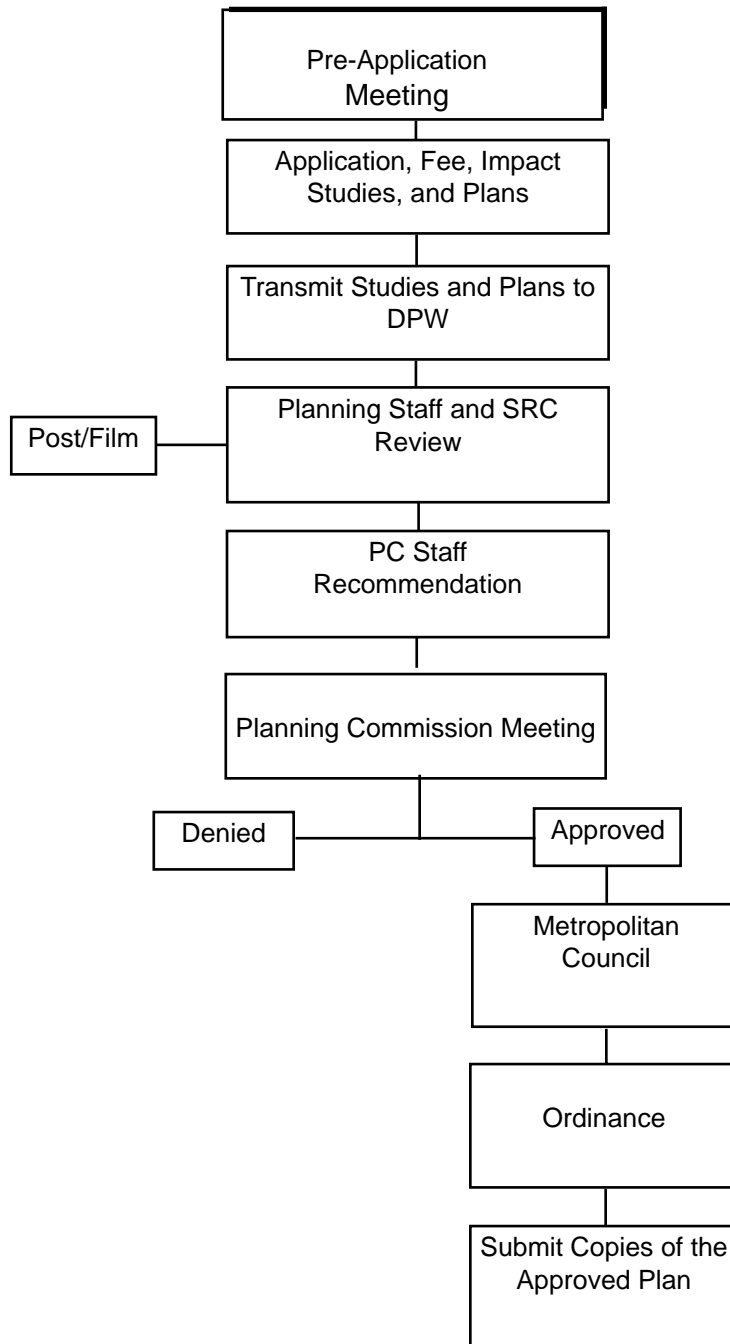
Applicants requesting C-AB-1 or C-AB-2 Commercial Alcoholic Beverage zoning must file a Notice of Intent with the Office of Alcoholic Beverage Control (ABC) prior to filing a rezoning application. An investigator from that office will be sent to the location of the site to determine if the site is in compliance with ABC regulations such as distance requirements from schools and churches. After the ABC investigation is complete, the Office of ABC will notify the Planning Commission office by memorandum of its decision. If approved by the office of ABC, C-AB applications may then be advertised for the Public Hearing.



*How to Submit a  
Small Planned Unit Development  
Application*

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## Small Planned Unit Development FlowChart



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Small Planned Unit Developments must be submitted under provisions of the Unified Development Code (Section 8.217) development standards. It is the intent of the provision to encourage the development of land as a cohesive planned neighborhood, or community. If your proposed development meets the following criteria, you are eligible to apply for a Small Planned Unit Development:

- land between 2.5 - 10 acres; and
- minimum 15 % Common Open Space; and
- uses permitted in the zoning districts A1 thru M1.

There are two required steps in the SPUD approval process, which are located in section 8.217 C of the Unified Development Code: a) approval of the development plan, which may include a preliminary plat, by the Planning Commission and Metropolitan Council for the entire SPUD; and b) approval of a final plat, if land is being subdivided, by the Planning Commission Staff.

1. Obtain your Small Planned Unit Development application at the Office of the Planning Commission or on the Web at [www.brgov.com/dept/planning](http://www.brgov.com/dept/planning) .
2. Schedule a pre-application conference with the staff prior to submitting your SPUD plan. The purpose of the conference is to provide general information on deadline, fees and meeting schedules.
3. Your formal submittal needs to include the following information:
  - a) A detailed SPUD plan (One fullsize print);
  - b) E-mailed SPUD plan or computer disk;
  - c) A-12-C application form and fee;
  - d) Written description of the development;
  - e) Drainage Impact Study, Stormwater Management Plan, Water Quality Impact Study, and Traffic Impact Statement; and
  - f) One (1) 11" x 17" black and white copy of the plan.
4. The Subdivision Review Committee then reviews your SPUD application and provides feedback to the Planning Commission staff and the applicant (or engineer). The Subdivision Review Committee is comprised of the Department of Public Works, various boards and agencies of the City-Parish and utilities companies.
5. Staff analysis and recommendation is done and posted on the Planning Commission Web at [www.brgov.com/dept/planning/meetingsagendas.htm](http://www.brgov.com/dept/planning/meetingsagendas.htm) approximately 2 weeks before the scheduled Planning Commission meeting.



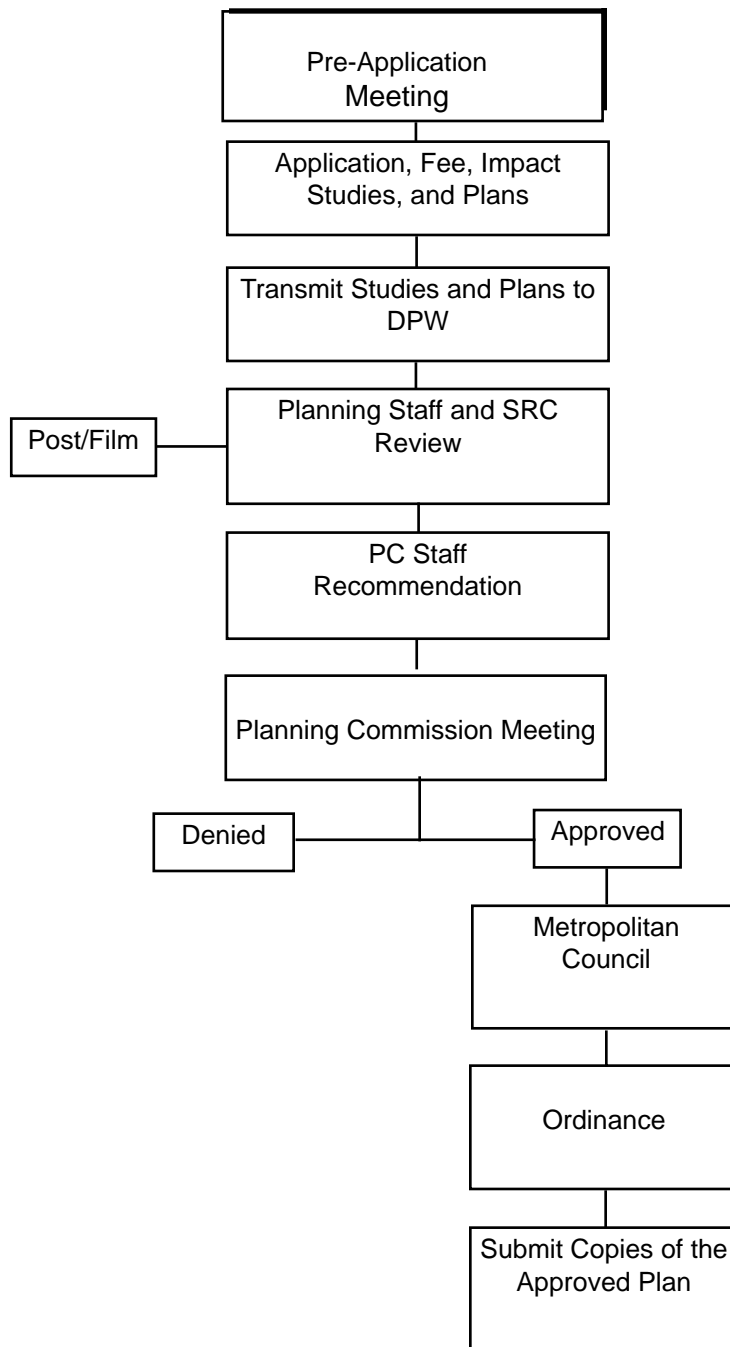
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6. A written request to defer your application may be submitted to the Office of the Planning Commission prior to the Planning Commission meeting.
  7. A written request to withdraw your application must be submitted to the Office of the Planning Commission prior to the Planning Commission meeting.
  8. You or your designated representative must attend the Planning Commission meeting to explain your plan. The Planning Commission meets the third or fourth Monday of every month in the Governmental Building, 222 St. Louis Street, Third Floor, Room 348 at 5:00 p.m. Check with the Office of the Planning Commission for the specific date.
  9. If the Planning Commission recommendation is to:
    - Approve.** Your proposal will be forwarded to the Metropolitan Council for a public hearing.
    - Defer.** Your application may be deferred because the Planning Commission recommends further study. Following further meetings on your proposal, it will proceed to the Metropolitan Council for final action.
    - Deny.** If the vote is **unanimous**, you may submit an application on the same property to the Planning Commission after a one (1) year.
    - Deny.** If the vote is **not unanimous**, your application will proceed to the Metropolitan Council for introduction and consideration.
  10. You or your designated representative must attend the Metropolitan Council public hearing to explain your proposal. The Metropolitan Council Zoning meeting usually is held on the third Wednesday of every month in the Governmental Building, 222 St. Louis Street, Third Floor, Room 348 at 4:00 p.m. Check with the Office of the Planning Commission for the specific date.
  11. If the Metropolitan Council approves your request, an ordinance is finalized to document the approval.
  12. The Applicant must then submit (4) full size sets and One (1) 11" x 17" copy of the approved plans to the Planning Commission, Resource Center.

*How to Submit an  
Infill / Mixed Use Small Planned Unit  
Development*



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# Infill/Mixed Use Small Planned Unit Development FlowChart



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Infill / Mixed Use Small Planned Unit Developments must be submitted under provisions of the Unified Development Code (Section 8.219) development standards. It is the intent of the provision to encourage the development of land as a cohesive planned neighborhood, or community. If your proposed development meets the following criteria, you are eligible to apply for an Infill / Mixed Use Small Planned Unit Development:

- land under 2.5 acres; and
- minimum 15 % Common Open Space; and
- uses permitted in the zoning districts A1 thru C5.

There are two required steps in the ISPUD approval process, which are located in section 8.217 C of the Unified Development Code: a) approval of the development plan, which may include a preliminary plat, by the Planning Commission and Metropolitan Council for the entire ISPUD; and b) approval of a final plat, if land is being subdivided, by the Planning Commission Staff.

1. Obtain your site plan application at the Office of the Planning Commission or on the Web at [www.brgov.com/dept/planning](http://www.brgov.com/dept/planning).
2. Schedule a pre-application conference with the staff prior to submitting your ISPUD plan. The purpose of the conference is to provide general information on deadline, fees and meeting schedules.
3. Your formal submittal needs to include the following information:
  - a) A detailed ISPUD plan (One fullsize print);
  - b) E-mailed ISPUD plan or computer disk;
  - c) A-12-C application form and fee;
  - d) Written description of the development;
  - e) Drainage Impact Study, Stormwater Management Plan, Water Quality Impact Study, and Traffic Impact Statement; and
  - f) One (1) 11" x 17" black and white copy of the plan.
4. The Subdivision Review Committee then reviews your ISPUD application and provides feedback to the Planning Commission staff. The Subdivision Review Committee is comprised of the Department of Public Works, various boards and agencies of the City-Parish and utilities companies.
5. Staff analysis and recommendation is done and posted on the Planning Commission Web at [www.brgov.com/dept/planning/meetingsagendas.htm](http://www.brgov.com/dept/planning/meetingsagendas.htm) approximately 2 weeks before the scheduled Planning Commission meeting.



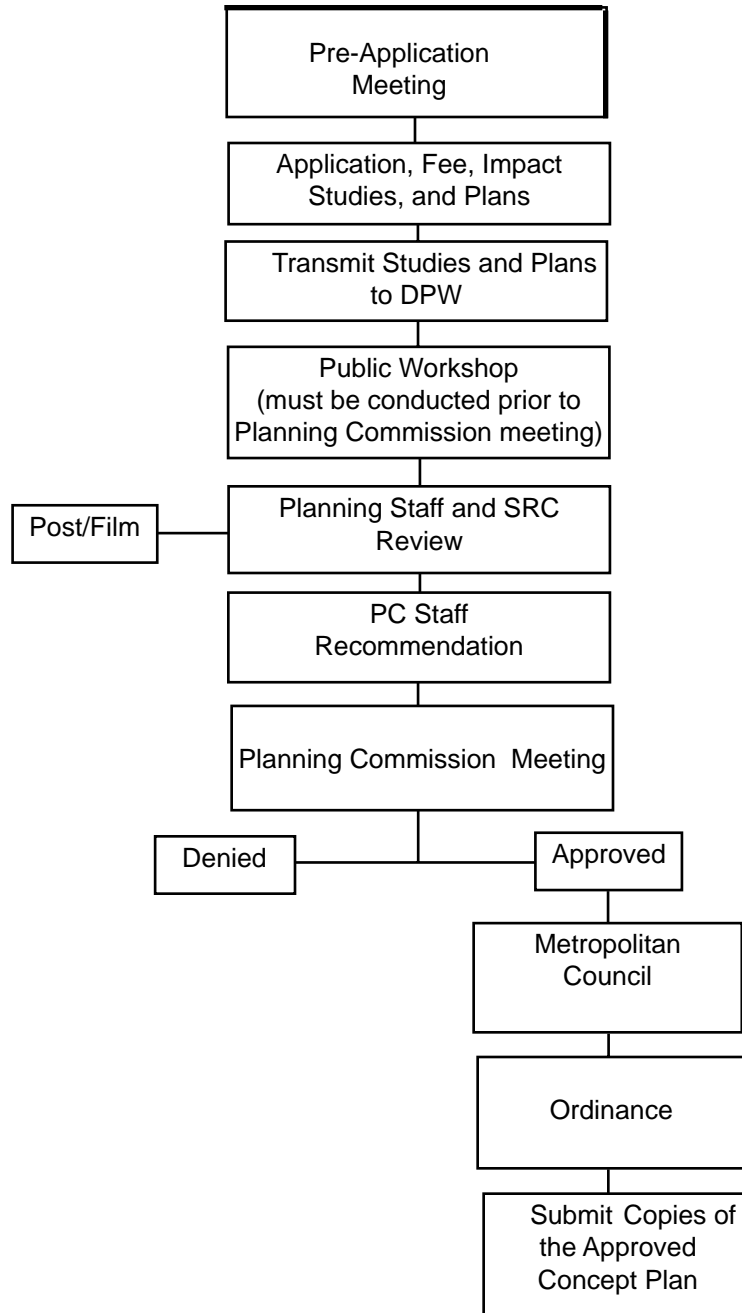
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6. A written request to defer your application may be submitted to the Office of the Planning Commission prior to the Planning Commission meeting.
  7. A written request to withdraw your application must be submitted to the Office of the Planning Commission prior to the Planning Commission meeting.
  8. You or your designated representative must attend the Planning Commission meeting to explain your plan. The Planning Commission meets the third or fourth Monday of every month in the Governmental Building, 222 St. Louis Street, Third Floor, Room 348 at 5:00 p.m. Check with the Office of the Planning Commission for the specific date.
  9. If the Planning Commission recommendation is to:
    - Approve.** Your proposal will be forwarded to the Metropolitan Council for a public hearing.
    - Defer.** Your application may be deferred because the Planning Commission recommends further study. Following further meetings on your proposal, it will proceed to the Metropolitan Council for final action.
    - Deny.** If the vote is **unanimous**, you may submit an application on the same property to the Planning Commission after a one (1) year.
    - Deny.** If the vote is **not unanimous**, your application will proceed to the Metropolitan Council for introduction and consideration.
  10. You or your designated representative must attend the Metropolitan Council public hearing to explain your proposal. The Metropolitan Council Zoning meeting usually is held on the third Wednesday of every month in the Governmental Building, 222 St. Louis Street, Third Floor, Room 348 at 4:00 p.m. Check with the Office of the Planning Commission for the specific date.
  11. If the Metropolitan Council approves your request, an ordinance is finalized to document its approval.
  12. The Applicant must then submit (4) full size sets and One (1) 11" x 17" copy of the approved plan to the Planning Commission, Resource Center.

*How to Submit a  
Planned Unit Development  
Application*



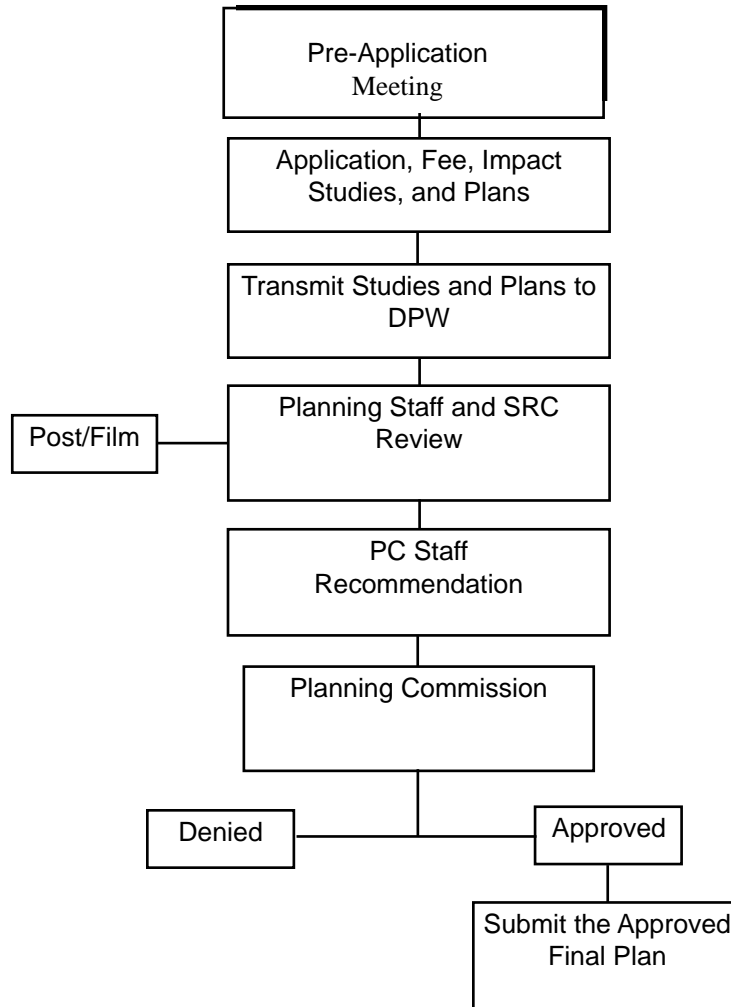
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# Planned Unit Development Concept Plan Flow Chart



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*Planned Unit Development Final Development Plan  
Flow Chart*



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Planned Unit Developments (PUD) must be submitted under provisions of the Unified Development Code (Section 8.216) development standards. It is the intent of the provision to encourage the development of large tracts of land as a cohesive planned neighborhood, or community. If your proposed development meets the following criteria, you are eligible to apply for a Planned Unit Development:

- land 10+ acres;
- minimum 15 % Common Open Space; and
- all uses permitted in the zoning districts except X.

The PUD is intended for master planned communities that include a combination of residential, commercial and/or industrial uses in an integrated plan. The minimum size for a PUD is ten acres. There are three required steps in the PUD approval process, which are located in section 8.216 D of the Unified Development Code: a) approval of the Concept Plan by the Planning Commission and Metropolitan Council for the entire PUD; b) approval of a final development plan, which may include a preliminary plat, only by the Planning Commission; and c) approval of a final plat, by the Planning Commission Staff. The purpose of the Concept Plan is to indicate the proposed land uses with their densities or intensities of use. The Concept Plan also indicates the proposed circulation patterns for the site, including vehicular and pedestrian routes; all green open space provisions such as golf courses, parks, passive or scenic areas; and any existing site conditions such as wetlands, historic structures, water courses, fault lines and flood plain areas. In addition, the Final Development Plan indicates the lot sizes; yard requirements; the width, location, typical sections, and names of proposed streets; and the methods proposed to control on site drainage.

1. Obtain your PUD application at the Office of the Planning Commission or on the Web at [www.brgov.com/dept/planning](http://www.brgov.com/dept/planning).
2. Schedule a pre-application conference with the Planning Commission Staff prior to submitting your PUD plan. The purpose of the conference is to provide general information on deadline, fees and meeting schedules.
3. Applicant must conduct a public workshop for the residents in the area and submit sign in sheet or proof that the meeting occurred.
4. Your formal submittal needs to include the following information:
  - a) A detailed PUD plan (One fullsize print);
  - b) An e-mail or disk of the concept plan;
  - c) A-12-A or A-12-B application form and fee;
  - d) Written description of the development;
  - e) Drainage Impact Study, Stormwater Management Plan, Water Quality Impact Study, and Traffic Impact Statement; and
  - f) One (1) 11" x 17" black and white copy of the plan.



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5. The Subdivision Review Committee then reviews your PUD application and provides feedback to the Planning Commission, the applicant / design professional, the Department of Public Works, and various boards and agencies of the City-Parish and utilities companies.
  6. Staff analysis and recommendation is done and posted on the Planning Commission Web at [www.brgov.com/dept/planning/meetingsagendas.htm](http://www.brgov.com/dept/planning/meetingsagendas.htm) approximately 2 weeks before the scheduled Planning Commission Meeting.
  7. A written request to defer your application may be submitted to the Office of the Planning Commission prior to the Planning Commission meeting.
  8. A written request to withdraw your application must be submitted to the Office of the Planning Commission prior to the Planning Commission meeting.
  9. You or your designated representative must attend the Planning Commission meeting to explain your plan. The Planning Commission meets the third or fourth Monday of every month in the Governmental Building, 222 St. Louis Street, Third Floor, Room 348 at 5:00 p.m. Check with the Office of the Planning Commission for the specific date.
  10. If the Planning Commission recommendation is to:
    - Approve.** Your rezoning proposal will be forwarded to the Metropolitan Council for a public hearing.
    - Defer.** Your application may be deferred because the Planning Commission recommends further study. Following further meetings on your proposal, it will proceed to the Metropolitan Council for final action.
    - Deny.** If the vote is **unanimous**, you may submit an application on the same property to the Planning Commission after one (1) year.
    - Deny.** If the vote is **not unanimous**, your application will proceed to the Metropolitan Council for introduction and consideration.
  11. You or your designated representative must attend the Metropolitan Council public hearing to explain your proposal. The Metropolitan Council Zoning meeting usually is held on the third Wednesday of every month in the Governmental Building, 222 St. Louis Street, Third Floor, Room 348 at 4:00 p.m. Check with the Office of the Planning Commission for the specific date.
  12. If the Metropolitan Council approves your request, an ordinance is finalized to document the approval.
  13. The Applicant must then submit four (4) 24"x36" and one (1) 11" x17" copy of the approved plan to the Resource Center.

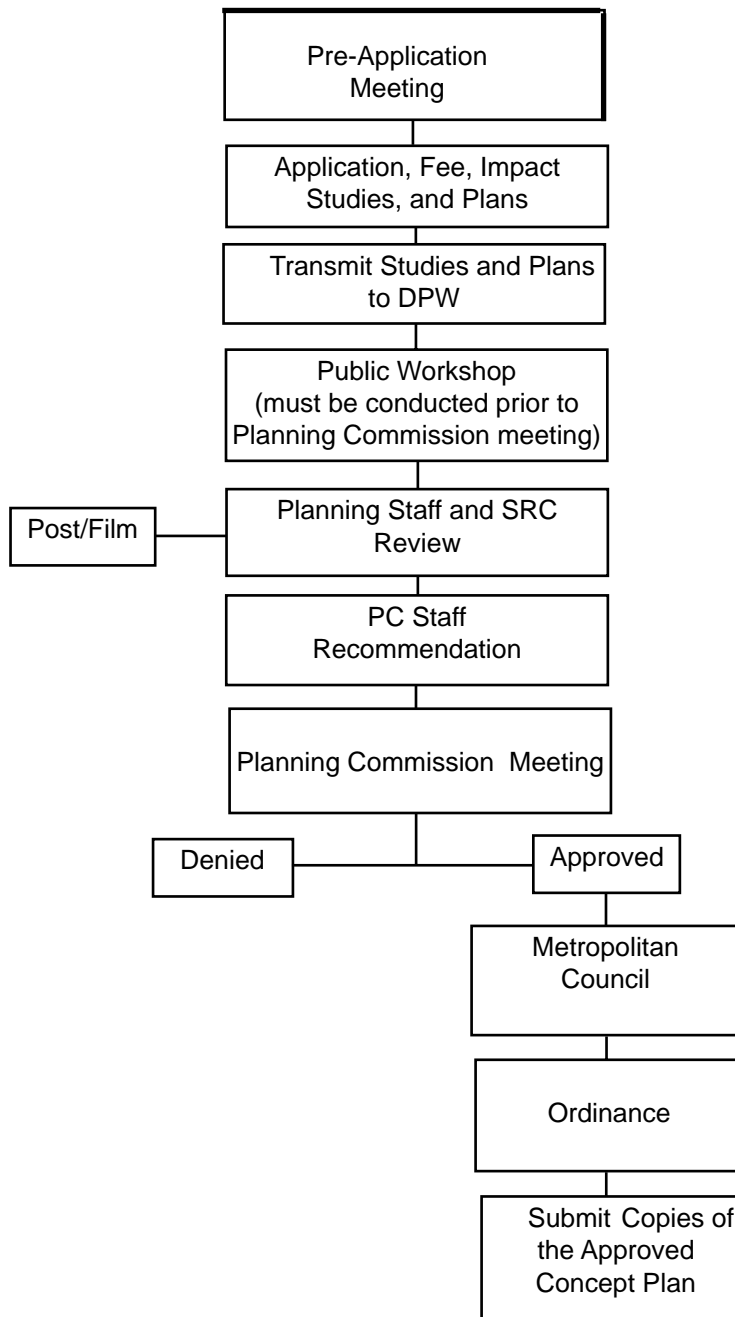


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*How to Submit a  
Traditional Neighborhood Development  
Application*

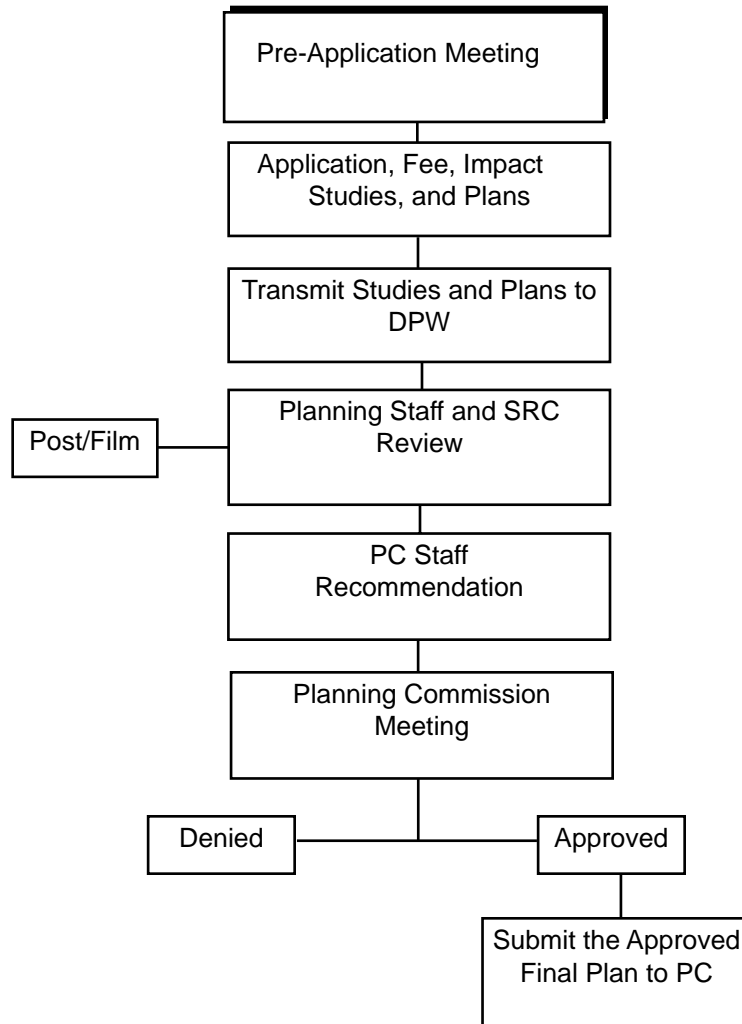
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*Traditional Neighborhood Development  
Concept Plan Flow Chart*



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## Traditional Neighborhood Development Final Development Plan Flow Chart



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Traditional Neighborhood Development (TND) is a planning concept that is based on traditional small town and city neighborhood development principles. It allows for a more efficient use of land and infrastructure and creates a sense of community in the development. If your proposed development meets the following criteria, you are eligible to apply for a Planned Unit Development:

- land 50+ acres;
- contain a Neighborhood Center and Mixed Residential Area;
- allow for different modes of transportation; and
- designed to be pedestrian oriented.

The social and environmental benefits of a TND result from certain physical and organizational characteristics. The neighborhood has a discernible center, which is often a square or greenspace, and sometimes a busy or memorable street intersection. Often a transit stop is located at this center and most of the dwellings are within a five-minute walk of the center with a distance averaging one-quarter of a mile. There are a variety of dwelling types within the neighborhood. These usually take the form of houses, rowhouses, and apartments, such that younger and older people, individuals and families, the poor and the wealthy, may find places to live.

1. Obtain your TND application at the Office of the Planning Commission or on the Web at [www.brgov.com/dept/planning](http://www.brgov.com/dept/planning).
2. Submit two (2) copies of the conceptual plan at least (10) ten days prior to a pre-application conference with the Planning Commission Staff prior to the formal submission of your TND plan (required). The purpose of the conference is to provide general information on deadline, fees and meeting schedules.
3. Applicant must conduct a public workshop for the residents in the area and submit sign in sheet or some proof that the meeting occurred.
4. Your formal submittal needs to include the following information:
  - a) A detailed TND plan (One fullsize print);
  - b) An e-mailed TND plan or computer disk;
  - c) A-22-A or A-22-B application form and fee;
  - d) A written description of the development;
  - e) Drainage Impact Study, Stormwater Management Plan, Water Quality Impact Study, and Traffic Impact Statement; and
  - f) One (1) 11" x 17" black and white copy of the plan.



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5. The Subdivision Review Committee then reviews your TND application and provides feedback to the Planning Commission staff and applicant / design professional. The Subdivision Review Committee includes the Planning Commission, the Department of Public Works plus various boards and agencies of the City-Parish and private utility companies.
  6. Staff analysis and recommendation is completed and posted on the Planning Commission Website at [www.brgov.com/dept/planning/meetingsagendas.htm](http://www.brgov.com/dept/planning/meetingsagendas.htm) approximately 2 weeks before the scheduled Planning Commission meeting.
  7. A written request to defer your application may be submitted to the Office of the Planning Commission prior to the Planning Commission meeting.
  8. A written request to withdraw your application must be submitted to the Office of the Planning Commission prior to the Planning Commission meeting.
  9. You or your designated representative must attend the Planning Commission meeting to explain your plan. The Planning Commission meets the third or fourth Monday of every month in the Governmental Building, 222 St. Louis Street, Third Floor, Room 348 at 5:00 p.m. Check with the Office of the Planning Commission for the specific date.
  10. If the Planning Commission recommendation is to:
    - Approve.** Your proposal will be forwarded to the Metropolitan Council for a public hearing.
    - Defer.** Your application may be deferred because the Planning Commission recommends further study. Following further meetings on your proposal, it will proceed to the Metropolitan Council for final action.
    - Deny.** If the vote is **unanimous**, you may submit an application on the same property to the Planning Commission after one (1) year.
    - Deny.** If the vote is **not unanimous**, your application will proceed to the Metropolitan Council for introduction and consideration.
  11. You or your designated representative must attend the Metropolitan Council public hearing to explain your proposal. The Metropolitan Council Zoning meeting usually is held on the third Wednesday of every month in the Governmental Building, 222 St. Louis Street, Third Floor, Room 348 at 4:00 p.m. Check with the Office of the Planning Commission for the specific date.

12. If the Metropolitan Council approves your request, an ordinance is finalized to document the approval.
13. The Applicant must then submit four (4) 24"x36" sets and one (1) 11"x 17" of the approved plans to the Planning Commission Resource Center.

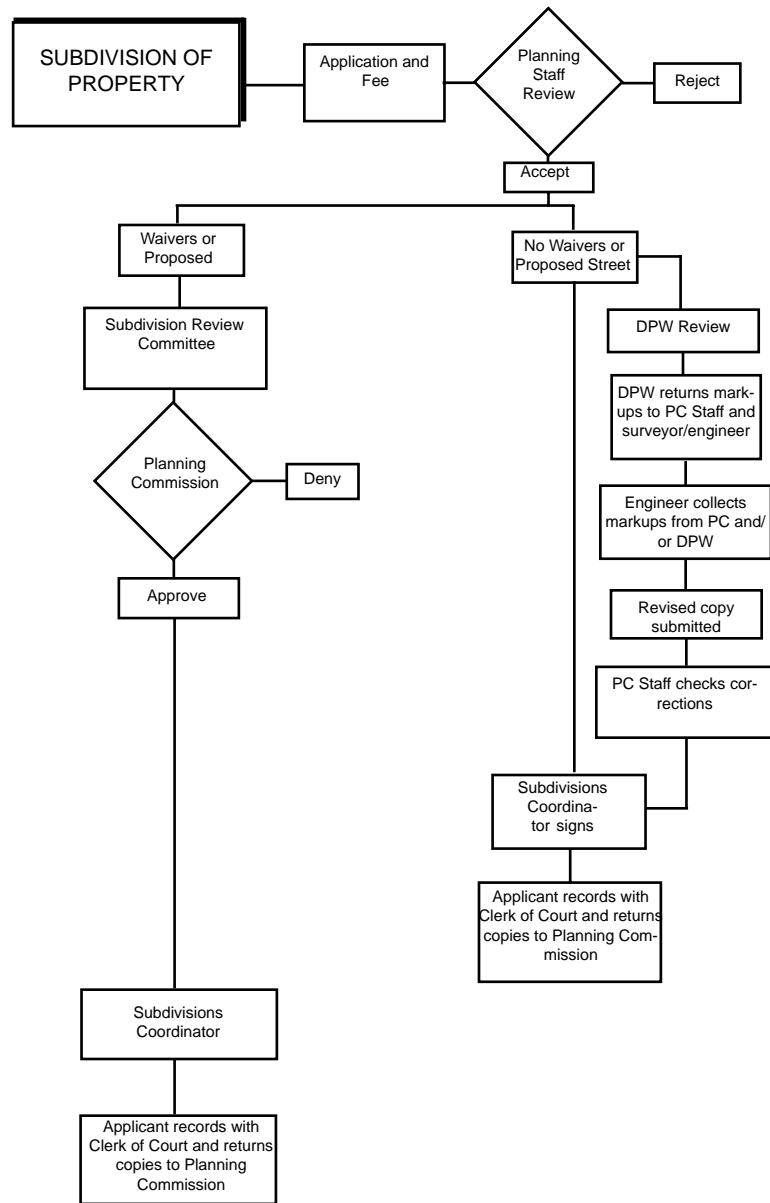


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*How to Submit a  
Subdivision  
(Five Lots or Less)  
Application*



# Subdivision of Property (Five Lots or Less) Flow Chart



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Planning Commission Staff will review your subdivision plat to determine if your subdivision involves waivers. Subdivision of land fronting an existing public street into five lots or less without waivers may be reviewed and approved by Planning Commission Staff. With a waiver, subdivision of land of five lots or less requires a Planning Commission public hearing and the waiver(s) may also require approval by the Metropolitan Council if a council member places the item on the upcoming Metropolitan Council Agenda. The Unified Development Code contains procedures for subdividing lots, sites, tracts, parcels or acreage of five lots or less.

## PROCESS

1. Obtain your subdivision application at the Office of the Planning Commission or on the Web at [www.brgov.com/dept/planning](http://www.brgov.com/dept/planning).
2. Submit your subdivision application, one (1) 24"x36" and one (1) 11"x17" copy of plat and fee to the Office of the Planning Commission. The autocad drawing of your plat must also be submitted via E-mail to [resource@brgov.com](mailto:resource@brgov.com) or on disk prior to signature. Fees for subdivision applications are determined by the fee schedule which is available at the Office of the Planning Commission. The application fee is not refundable.
3. The Planning Commission Staff can approve a minor subdivision plat under the following conditions:
  - The subdivision is for five (5) lots or less and street construction is not required.
  - You have certified the subdivision application and plat has the signature of the property owner. Also the plat must contain the signature and seal of a surveyor or engineer liscenced in the State of Louisiana.
  - There are no additional sewer wyes needed.



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- If additional sewer wyes are required, you will have them constructed or bonded.
  - If your proposed subdivision qualifies under one of the following exceptions to the Unified Development Code:
    - a) Your subdivision application is for exchanging property between adjoining property owners; provided the exchange does not create additional lots.
    - b) Your subdivision application is for creating orchards, forestry or raising crops.
    - c) Your subdivision application proposes lots that already have an existing building constructed prior to December 19, 1949.
    - d) Your subdivision application is for land in a subdivision previously legally recorded.
- 
4. If the Office of the Planning Commission accepts your application and plat, it must determine whether waivers are necessary.
  5. If no waivers are required, the Office of the Planning Commission and the Department of Public Works review your plat to ensure that it is in compliance with the Unified Development Code.
  6. If your plat is in compliance with the Unified Development Code, it may be approved by the Planning Commission Staff.



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7. If you are submitting an exchange of property or a combination of lots, you must submit to the Planning Commission office seven (7) full-size copies and one (1) full-size print certified by the Clerk of Court. If you are submitting a final plat or a final plat revision, you must submit to the Planning Commission office thirteen (13) full-size copies and one (1) full-size print certified by the Clerk of Court.

## WAIVERS

8. If waivers are required, you must have a pre-application conference with Planning Commission Staff, who will inform you of the Subdivision Review Process, and other public hearings, such as the Planning Commission. Your complete application must include: fees, one (1) print (ful-size) of the subdivision plat, one (1) 11" x 17" print, and an electronic copy of the plat, which can be e-mailed.
9. The Subdivision Review Committee then reviews your subdivision application and provides feedback to the Planning Commission staff and the surveyor / engineer. The Subdivision Review Committee is comprised of Directors of the Planning Commission and the Department of Public Works, various boards, and agencies of the City-Parish and utilities companies.
10. You or your designated representative must attend the Planning Commission meeting to explain your proposal and answer questions. The Planning Commission meets the third or fourth Monday of every month in the Governmental Building, 222 St. Louis Street, Third Floor, Room 348 at 5:00 p.m. Check with the Office of the Planning Commission for the specific date.
11. If the Planning Commission recommendation is:

**Approve.** Your proposal may be forwarded to the Metropolitan Council for public hearing on the waiver(s) if deemed necessary by the Metropolitan Council.

**Defer.** Your application may be deferred because the Planning Commission recommends further study. Following further meetings on your proposal, it may proceed to the Metropolitan Council for final action on the specific waiver(s) requested if deemed necessary by the Metropolitan Council.

**Deny.** You may request in writing that the Planning Commission re-hear the proposal following attempts to resolve discrepancies.



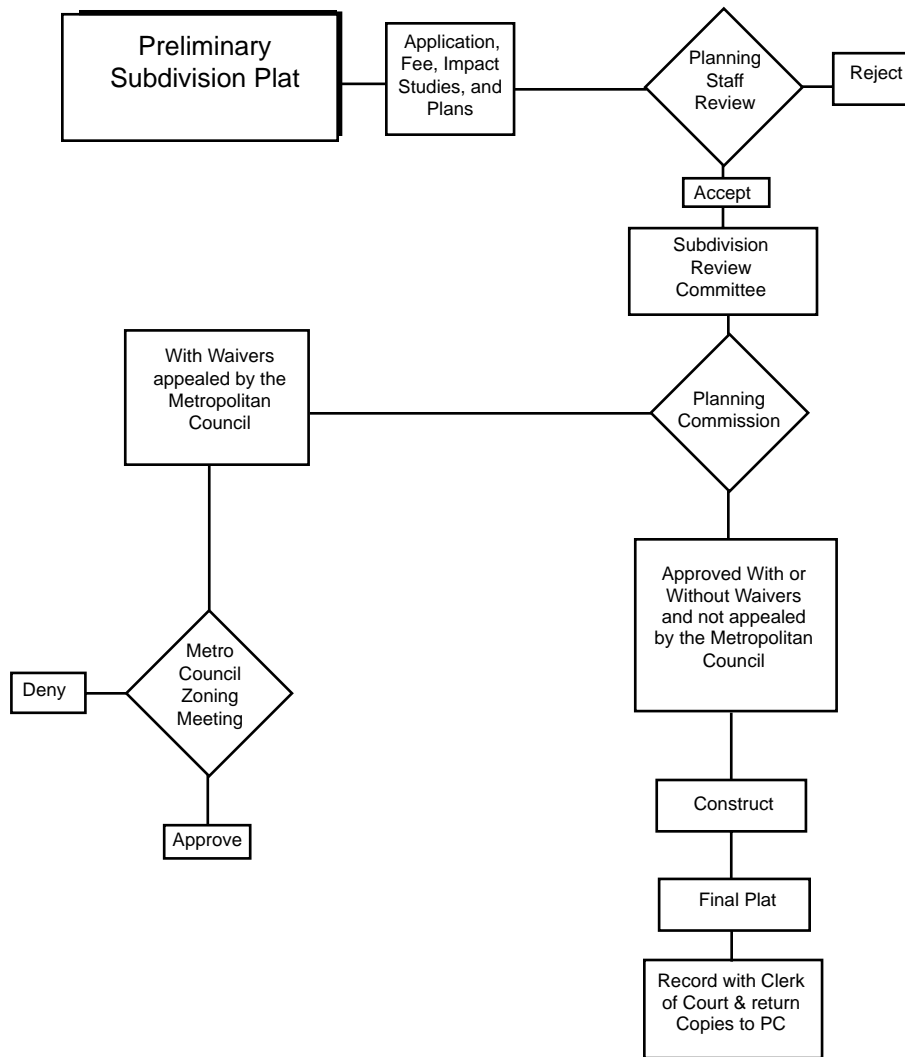
12. If a request for a waiver is approved for a preliminary subdivision, and if that decision is appealed by the Metropolitan Council, that subdivision will be placed on the Metropolitan Council Agenda. You or your designated representative must attend the meeting to explain your proposed subdivision. The Committee will review your subdivision application and make a recommendation to the Metropolitan Council. ***A bond to guarantee construction of any required improvements may be necessary in lieu of immediate construction in order for the Final Plat to be signed by the Planning Director or his designee. Improvements must be done within two (2) years of Planning Commission approval or the plat will expire.***
13. Following construction of improvements or bonding of proposed improvements, you may submit your subdivision plat to the Office of the Planning Commission for approval. An AutoCad drawing must also be submitted prior to signature by the Planning Commission.
14. Your subdivision plat may be approved once improvements are constructed. If no improvements are required your subdivision plat may be approved.
15. You need to make thirteen (13) blackline prints and one (1) 11" x 17" copy. Record one full-size print with the Clerk of Court. Return thirteen (13) blackline prints, one of which is Clerk of Court certified, and one (1) 11" x 17" copy to the Office of the Planning Commission.
16. A subdivision plat with approved waivers must be signed by the Planning Commission within two years, or the waiver approval becomes null and void.



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*How to Submit a  
Preliminary  
Subdivision Application*

# Preliminary Subdivision Flow Chart



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A major subdivision of more than five (5) lots or with proposed street construction requires an application for a preliminary subdivision plat and a public hearing process. The Unified Development Code (Section 4.102 - 4.10) contains procedures for subdividing lots, sites, tracts, parcels or acreage into five lots or more.

## PROCESS

1. Obtain your preliminary subdivision application at the Office of the Planning Commission or on the web at [www.brgov.com/dept/planning](http://www.brgov.com/dept/planning).
2. Submit your preliminary plat on a computer disk or by email in AutoCAD format.
3. If necessary, schedule a pre-application conference with Planning Commission Staff prior to the Subdivision Review Committee's review. The purpose of the conference is to provide general information on deadlines, fees and meeting schedules.
4. Return your completed preliminary subdivision application to the Office of the Planning Commission or via E-mail, [planning@brgov.com](mailto:planning@brgov.com), by the deadline.
5. The Planning Commission staff will review your application and preliminary plat for completeness and compliance with the Unified Development Code. The following items listed below are required to accompany the preliminary plat in order to be considered for processing:
  - a) Application form;
  - b) Fee;
  - c) A Traffic Impact Study or letter of acceptance from public works
  - d) A Drainage Impact Study or letter of acceptance from public works;
  - e) One (1) 11" x 17" black and white reduction;
  - f) Stormwater Management Plan, Water Quality Impact Study, and Traffic Impact Statement;
  - g) A request for Sewer Capacity Analysis; and
  - h) One (1) 24" x36" print.
  - i) An electronic copy of the plat, e-mailed or submitted on disk.



6. The Subdivision Review Committee then reviews your subdivision application and provides feedback to the Planning Commission staff and the surveyor / engineer. The Subdivision Review Committee is comprised of Directors of the Planning Commission and the Department of Public Works, various boards and agencies of the City-Parish and utilities companies.
7. The Planning Commission Staff will notify all abutting property owners of your proposed subdivision by mail at least fifteen (15) days prior to the Planning Commission meeting. The notification will inform the abutting property owner of the time and place of the public hearing. The Planning Commission Staff also prepares a public notice, appearing in the Advocate.
8. You or your designated representative must attend the Planning Commission hearing to explain your proposal and answer questions. The Planning Commission meets the third or fourth Monday of every month in the Governmental Building, 222 St. Louis Street, Third Floor, Room 348 at 5:00 p.m. Check with the Office of the Planning Commission for the specific date.
9. If there are no waivers and the Planning Commission approves your preliminary subdivision, **the plat shall be valid for a period of two (2) years from the date of Planning Commission approval. Unless granted an extension, failure to submit the Final Plat for signature and recording within this time period, will require resubmission of an application, public hearing, and fees for the Preliminary Plat to the Planning Commission for approval.**
10. If there are waivers and the Planning Commission decision is to:

**Approve.** You may proceed with subdivision construction, unless the waiver is appealed by the Metropolitan Council.

**Defer.** Your preliminary subdivision may be deferred because the Planning Commission recommends further study. Following further meetings on your proposal, the decision on the waiver may be appealed by the Metropolitan Council.

**Deny.** The decision on the waiver may be appealed by the Metropolitan Council.



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11. If a request for a waiver is approved for a preliminary subdivision, and if that decision is appealed by the Metropolitan Council, that subdivision will be placed on the Metropolitan Council Agenda. You or your designated representative must attend the meeting to explain your proposed subdivision. The Committee will review your subdivision application and make a recommendation to the Metropolitan Council.
  12. You or your designated representative must attend the Metropolitan Council public hearing on the waiver(s) or improvements requested in your preliminary subdivision. The Metropolitan Council meeting is held on the second or fourth Wednesday of every month in the Governmental Building, 222 St. Louis Street, Third Floor, Room 348 at 4:00 p.m.
  13. If no improvements are required, the preliminary plat may be approved as the Final Plat and signed by the Planning Director or his designee. If improvements are required, you need to submit construction plans to the Department of Public Works.
  14. You must submit four (4) blueline prints of the approved preliminary plat following the latest public meeting. These prints will be marked as approved and distributed to the Department of Public Works, the Parish Health Unit and the project engineer.
  15. An AutoCAD drawing, with x/y projection, must be submitted to the Planning Commission with the Final Plat.

**Substantial revisions.** If you request substantial revisions to the preliminary subdivision plat, it will be sent back to the Planning Commission for review at a public hearing (see Unified Development Code Section 4.102 C, 3). Your request will proceed to the Subdivision Review Committee and recycle through the previous procedures.

**Minor revisions.** If you request minor revisions to the preliminary subdivision plat, the revised preliminary plat may be approved by Planning Commission Staff (see Unified Development Code Section 4.102 C, 3) upon review by the Department of Public Works.

### **CONSTRUCTION PLANS**

Submit your construction plans to the Department of Public Works (DPW) following approval by the Planning Commission and/or the Metropolitan Council. You can begin construction after DPW approves your construction plans. In lieu of immediate construction, you may file with the Planning Commission a Cash or Surety Bond securing to the City-Parish the actual satisfactory construction of proposed improvements within a specified period. (The period of time and amount of the bond required is determined by DPW.) You have one year to receive construction plan approval and to begin construction.



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## **FINAL PLAT**

Once construction has been completed and accepted for maintenance by the City-Parish, the final plat may be approved by the Office of the Planning Commission; or once the improvements are bonded, the final plat may be approved by the Planning Director. The following general procedures are required for final plat approval:

1. The Department of Public Works transmits the plat to the Office of the Planning Commission with a recommendation for approval.
2. The Planning Director or his designee will check the final plat for conformity with the preliminary plat and the criteria required for final plat approval.
3. Before the final plat is signed all fees must be paid and an AutoCAD drawing must be submitted to the Planning Commission, that is geo-referenced with the appropriate coordinates, and including the drainage and sewer layouts.
4. The Planning Director or his designee may then sign the final plat provided all approvals have been met by the Department of Public Works.
5. You record one copy of the final plat with the East Baton Rouge Parish Clerk of Court and return one certified copy, thirteen (13) blacklines, and one (1) 11"x 17" reduction (total of fifteen (15) prints) to the Office of the Planning Commission.

The owner may sell lots once the final plat has been signed.



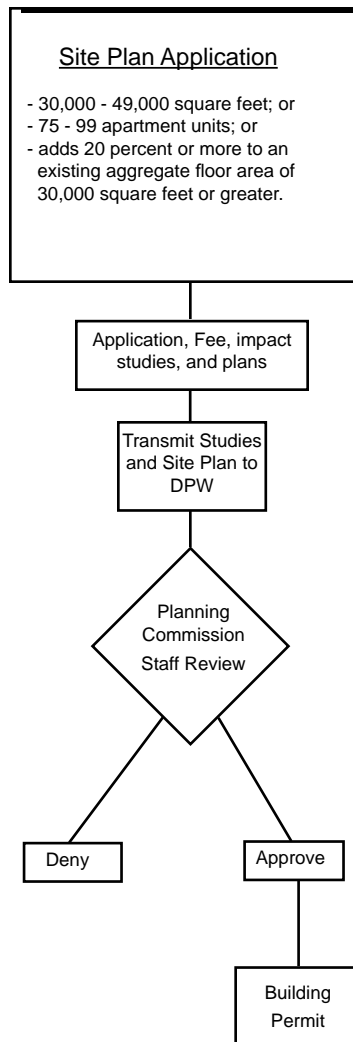
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# *How to Submit a Site Plan Application*



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## Staff Level Site Plan Flow Chart



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Site plan applications must be submitted under provisions of the Unified Development Code (Section 4.101) for high density developments such as multi-family projects. If your proposed development meets the following criteria, it is subject to the Planning Commission's Site Plan Review Checklist:

- 30,000 – 49,999 square feet; or
- 75 – 99 apartment units; or
- adds twenty (20%) percent or more to an existing aggregate floor area of 30,000 square feet or greater.

## **PROCESS FOR STAFF REVIEW AND APPROVAL**

1. Obtain your site plan application at the Office of the Planning Commission or on the Web at [www.brgov.com/dept/planning](http://www.brgov.com/dept/planning).
2. Submit an advance copy of your site plan on a computer disk or via E-mail, [planning@brgov.com](mailto:planning@brgov.com), to the Office of the Planning Commission.
3. Schedule a pre-application conference with the Planning Commission Staff prior to submitting your preliminary site plan. The purpose of the conference is to provide general information on deadline, fees and meeting schedules.
4. Your formal submittal needs to include the following information:
  - a) A detailed site plan (one fullsize print); must be stamped and signed by engineer
  - b) E-mailed site plan or computer disk;
  - c) A-4 application form and fee;
  - d) A written description of the development;
  - e) Drainage Impact Studies, Stormwater Management Plan, Water Quality Impact Plan and Traffic Impact Statement;
  - f) A request for Sewer Capacity Analysis; and
  - g) One (1) 11" x 17" black and white reduction of the site plan.

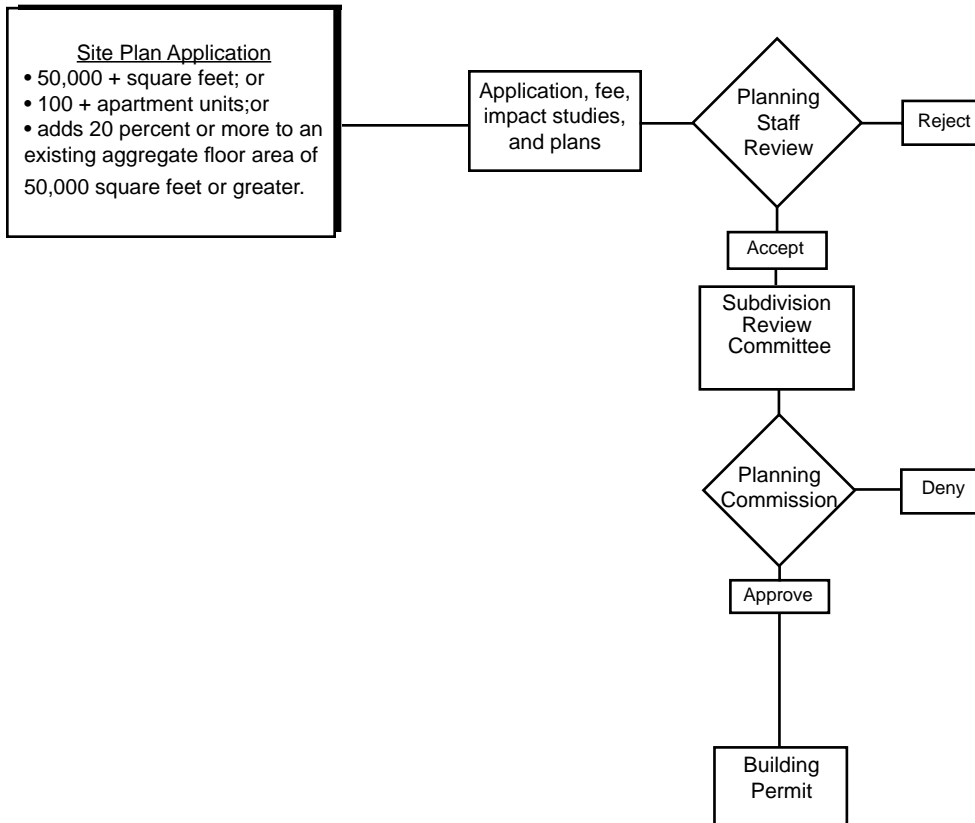


5. The Planning Commission Staff will review your application and site plan for completeness and compliance with the Unified Development Code.
6. The application will be forwarded to the Department of Public Works (DPW) for review and comments.
7. Once all comments from planning commission staff and the Department of Public Works are resolved, you must submit four (4) full-size prints and one (1) 11" x 17" copy.
8. Planning Commission Staff will notify you and the Department of Public Works Building Official in writing of the approved site plan.
9. You may apply for a building permit following Planning Commission Staff approval and transmittal of the site plan to all appropriate agencies.



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## Site Plan Flow Chart for Planning Commission Approval



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## PROCESS FOR PLANNING COMMISSION REVIEW AND APPROVAL

Site plan applications must be submitted under provisions of the Unified Development Code (Section 4.101). Proposed development meeting the following criteria is subject to Planning Commission approval and Metropolitan Council approval for requested waivers:

- 50,000 square feet or more; or
  - 100 or more apartment units; or
  - adds twenty (20%) percent or more to an existing aggregate floor area of 50,000 square feet or greater.
1. Obtain your site plan application at the Office of the Planning Commission or on the Web at [www.brgov.com/dept/planning](http://www.brgov.com/dept/planning).
  2. Submit a copy of your site plan on a computer disk or via E-mail, [planning@brgov.com](mailto:planning@brgov.com), to the Office of the Planning Commission.
  3. Schedule a pre-application conference with the Planning Commission Staff prior to submitting your preliminary site plan. The purpose of the conference is to provide general information on deadlines and meeting schedules.
  4. Your formal submittal must include the following information:
    - a) A detailed site plan (one print 24"x36");
    - b) E-mailed site plan or computer disk in Auto CAD;
    - c) A-4 application form and fee;
    - d) A written description of the development;
    - e) Stormwater Management Plan, Water Quality Impact Study, and Traffic Impact Statement;
    - f) Drainage Impact Study; a request for Sewer Capacity Analysis; and
    - g) One (1) 11" x 17" black and white reduction of the site plan.
  5. The Planning Commission Staff reviews your application and site plan for completeness and compliance with the Unified Development Code.

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6. The Subdivision Review Committee reviews your site plan. The Subdivision Review Committee is comprised of the Department of Public Works, various boards and agencies of the City-Parish, and utilities companies.
  7. The Planning Commission staff will provide notification to all abutting property owners of your site plan through regular mail at least fifteen (15) days prior to the Planning Commission meeting.
  8. You or your designated representative must attend the Planning Commission meeting to explain your proposal and answer questions. The Planning Commission meets the third or fourth Monday of every month in the Governmental Building, 222 St. Louis Street, Third Floor, Room 348 at 5:00 p.m. Check with the Office of the Planning Commission for the specific date.
  9. If there are no waivers and the Planning Commission approves your site plan, you may apply for a building permit after the Office of the Planning Commission transmits the approved site plan to appropriate agencies (see step 13).
  10. If there are waivers and the Planning Commission recommendation is:

**Approve.** Your site plan may be appealed by the Metropolitan Council for public hearing on the waiver(s).

**Defer.** Your site plan may be deferred because the Planning Commission recommends further study. Following further meetings on the plan, it may proceed to the Metropolitan Council for final action on the specific waivers requested.

**Deny.** You may request in writing that the Planning Commission re-hear the proposal following attempts to resolve discrepancies.

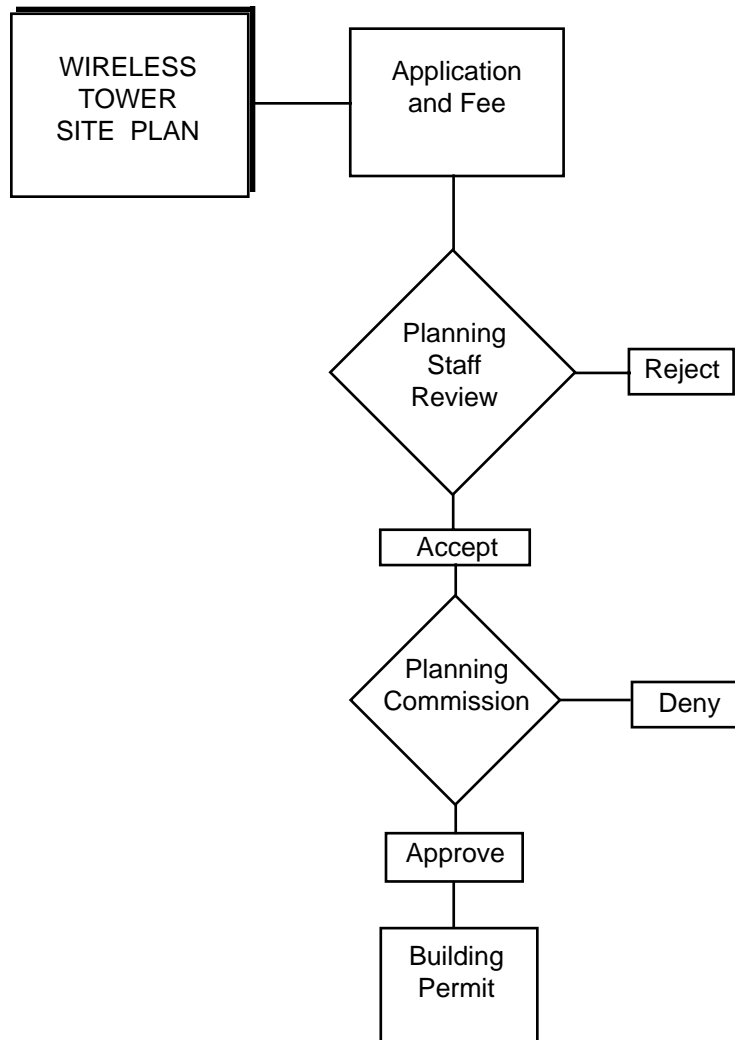
11. If appealed, you or your designated representative must attend the Metropolitan Council public hearing. This hearing is held on the second or fourth Wednesday of every month in the Governmental Building, 222 St. Louis Street, Third Floor, Room 348 at 4:00 p.m. Check with the Office of the Planning Commission for the specific date. If the Council approves your waiver(s), the Council Administrator will send a resolution to the Office of the Planning Commission.
12. Once approved, you must submit four (4) full-size prints and one (1) 11" x 17" copy of the approved site plan to the Planning Commission.
13. After the Office of the Planning Commission transmits the approved Site Plan to the appropriate agencies, you may apply for building permits.
14. Site Plans are valid for three years from the date of approval.



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*How to Submit a  
Wireless Tower  
Site Plan Application*

## Wireless Tower Site Plan Flow Chart

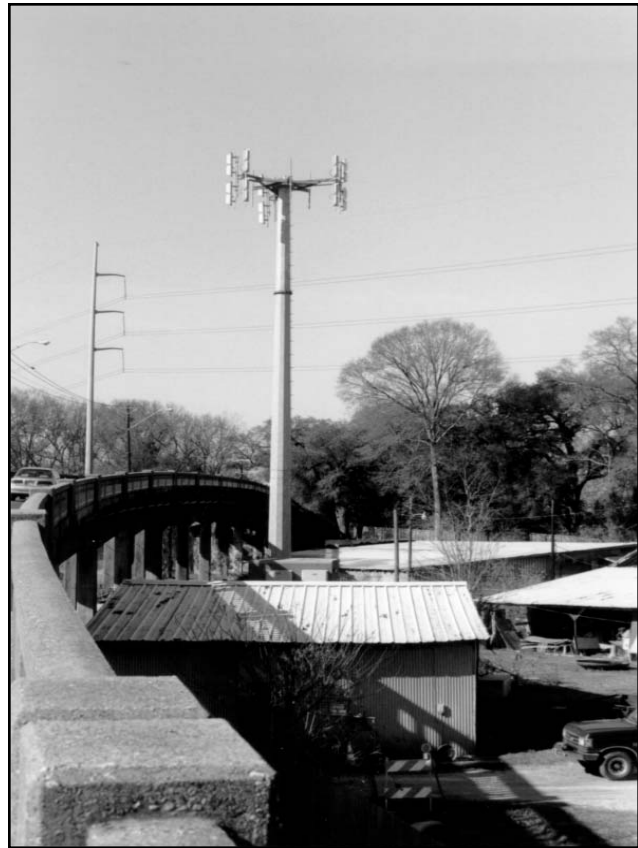


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Wireless tower site plans require a public hearing and must be submitted under provisions of the Unified Development Code (Sections 14.41 through 14.45) to the Office of the Planning Commission.

## PROCESS

1. Obtain your wireless tower site plan application at the Office of the Planning Commission or on the Web at [www.brgov.com/dept/planning](http://www.brgov.com/dept/planning).
2. Submit a copy of your proposed wireless tower site plan on a computer disk, or via E-mail [planning@brgov.com](mailto:planning@brgov.com), to the Office of the Planning Commission.
3. Schedule a pre-application conference with Planning Commission Staff prior to submitting your wireless tower site plan and application. The purpose of the conference is to provide general information on deadlines and meeting schedules.
4. Your formal submittal must include the following information:
  - a) A detailed site plan with all construction details for the facility including access roads;
  - b) specific requested waivers must be noted on the proposed wireless tower site plan;
  - c) a current map or update of an existing map on file with the City-Parish, showing location of the applicant's antennae;
  - d) a certification from a licensed structural engineer that the tower is designed in accordance with ANS/EIA/TIA 222 standards;



- e) Written authorization from the site owner allowing the applicant to submit the application;
  - f) Certification by the applicant that the proposed activity is in compliance with Federal Aviation Administration (FAA) requirements;
  - g) Fee for wireless tower site plan (Public Hearing);
  - h) One (1) set of prints at full scale;
  - i) One (1) 11" x 17" black and white reduction;
  - j) Provide one (1) set of construction details for the facility;
  - k) The Planning Commission sends notification to all residential landowners within five hundred (500) feet of the proposed facility and the Federation of Civic Associations by regular mail at least ten (10) days prior to the required public hearing.
  - l) Wireless Tower Site Plan Checklist.
5. The Planning Commission Staff will review your application and proposed plan for completeness and compliance with the Unified Development Code.
6. You must notify by certified mail all other telecommunication providers which have registered with the City-Parish Planning Commission. Such notification must be sent within seven (7) days of the date of filing of the application.
- The notification to registered telecommunications providers shall include, at a minimum, information on the height and type of the tower proposed as well as the location of the tower.
7. The Planning Commission will post signs similar to rezoning signs fifteen (15) days prior to the required public hearing on the application and advertise the public hearing in the newspaper.



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9. You or your designated representative must attend the Planning Commission meeting to explain your proposal and answer questions. The Planning Commission meets the third or fourth Monday of every month in the Governmental Building, 222 St. Louis Street, Third Floor, Room 348 at 5:00 p.m. Check with the Office of the Planning Commission for the specific date.
  10. If the Planning Commission approves your project, you must submit four (4) full-size prints and one (1) 11" x 17" copy of the approved plan to the Planning Commission office. You then may apply for a building permit after the Office of the Planning Commission transmits the approved wireless tower site plan to the appropriate agencies.



*Appendices*



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## Appendix A

### WAIVERS AND EXCEPTIONS

Waivers should only be granted when all four of the following conditions are present:

1. **Hardship**  
A hardship must relate to the property itself. (e.g., unusual topography, lot configuration, size, etc.). Personal or economic hardship does not qualify.
2. **Deprivation of Use**  
Literal enforcement of the code will deprive the owner(s) of beneficial use of the property.
3. **External Factors**  
Hardship must not be self-imposed. Hardship must be created by external factors, not within the control of the property owner.
4. **Does Not Affect Others**  
Waiver must not be detrimental to surrounding, abutting or adjacent properties.

The Planning Commission has the authority to approve the request for certain waivers and exceptions. Generally, the only waivers pertaining to Unified Development Code regulations are: parking waiver, paving waiver, major street setback reduction, street construction standards, and sign regulation.

In Chapter 5 (Waiver, Variations and Exceptions) of the Unified Development Code certain variations and exceptions may be considered. Variations and exceptions may be considered relating to Subdivisions, Camp Site Subdivisions, and Town House Subdivisions.

#### Board of Adjustment

The Building Official is required to enforce the Unified Development Code; appeals from the Building Official's decision may be taken to the Board of Adjustment (Section 3.103 Unified Development Code).

### **Staff Level Exceptions**

According to Chapter 1 (General Provisions) of the Unified Development Code, certain exceptions relating to subdivision of land may be approved by the Planning Director. Also, an exception may be allowed for a developer to post a bond for subdivision improvements in lieu of immediate construction.

### **Planning Commission**

The Planning Commission may hear requests and grant approval for a waiver and/or exemption to the required Drainage Impact Study, Sign Regulation, or Wireless Tower Site Plan.

### **Metropolitan Council**

The Metropolitan Council is prohibited from approving waivers to the Unified Development Code without the Planning Commission's recommendation and the Council Administrator-Treasurer is prohibited from placing same on the agenda without the Planning Commission's recommendation.

Notwithstanding any other provision of Chapter 5 (Waivers, Variations and Exceptions), at the Metropolitan Council meeting following the decision of the Planning Commission regarding requests for all such waivers, any member of the Metropolitan Council may introduce an appeal of said decision. Failure to appeal will make the Planning Commission decision final.



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## Appendix B

### HOW TO APPEAL A DECISION

The City-Parish Unified Development Code requires a review and approval procedure for all applications and provides the opportunity to appeal certain decisions. Staff, appointed boards or commissions, and elected officials may approve development proposals. Where decisions are required, a request for an appeal may be made as long as the appeal deadlines are met and the appropriate fees are paid. Ultimately, any decision may be referred to District Court for judicial review.

There are several major bodies such as the Planning Commission, Metropolitan Council, and the Board of Adjustments that may hear appeals.

Depending on the type of application, procedures for each application vary and the final authority granting approval or denial may be different. Therefore, the appeals process may be different. The following overview provides general information relating to the appeals process for each application type:

#### **Rezoning and/or Horizon Plan Amendment**

Final decision rests with the Metropolitan Council, no further appeal with City-Parish.

#### **Preliminary Subdivision**

**No waivers:** Final decision rests with the Planning Commission. An appeal for reconsideration and rehearing must be made to the Planning Commission.

**Waivers:** Final decision rests with the Planning Commission, any request for appeal must be made by the Metropolitan Council. If the Planning Commission denies the request, an appeal for reconsideration and rehearing must be made to the Planning Commission, no further appeal with City-Parish.



**Site Plan**

Procedure for Site Plan appeal is the same as shown under Preliminary Subdivision.

**Paving Waiver**

Final decision rests with the Planning Commission, unless appeal is made by the Metropolitan Council.

**Parking Waiver**

Final decision rests with the Planning Commission, unless appeal is made by the Metropolitan Council.

**Wireless Tower Site Plan**

Final decision rests with the Planning Commission, no further appeal with City-Parish.

**Revocation**

Final decision rests with the Metropolitan Council, no further appeal with City-Parish.

**Mobile Home Park**

Procedure for a Mobile Home Park appeal is the same as the procedure for Preliminary Subdivisions.

**Planned Unit Development (Final Development Plan)**

Procedure for Planned Unit Development appeal is the same as shown under Preliminary Subdivision.

**Small Planned Unit Development/ Planned Unit Development Plan/ Infill Small Planned Unit Development (Concept)**

Final Decision rests with the Metropolitan Council, no further appeal with City-Parish.

**Sign Waiver**

Final decision rests with the Planning Commission. An appeal of the Planning Commission decision to the Metropolitan Council may be made within 10 days of notification of the decision by the Planning Commission.



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### **Street Name Change**

Final decision rests with the Metropolitan Council, no further appeal with City-Parish.

### **Traditional Neighborhood Development**

Procedure for a Traditional Neighborhood Development appeal is the same as shown under Preliminary Subdivision.



## *Appendix C*

### **PUBLIC NOTIFICATION**

#### **REZONING AND HORIZON PLAN AMENDMENTS**

Post Property	The Planning Commission staff places a yellow public notice sign on the property approximately fifteen (15) days prior to the Planning Commission meeting.
Regular Mail	Notification of public hearing is mailed to all abutting property owners within 150 feet at least fifteen (15) days prior to the Planning Commission meeting.
Public Notice	Zoning cases are advertised three (3) times in the Legal Ad section of the official journal at least ten (10) days prior to the Planning Commission meeting. Large scale land use amendments require a quarter page display advertisement in the official journal at least ten (10) days prior to the Planning Commission meeting.
Applicant Letters	Zoning applicant letters are mailed out at least ten (10) days prior to the Planning Commission meeting.

#### **PRELIMINARY SUBDIVISIONS**

Regular Mail	Notification of public hearing is mailed to all abutting property owners within 150 feet at least fifteen (15) days prior to the Planning Commission meeting.
Public Notice	The Preliminary Subdivision is advertised in the Legal Ad section of the official journal, at least one time, ten (10) days prior to the Planning Commission meeting.
Applicant Letters	Preliminary Subdivision applicant letters are mailed out at least ten (10) days prior to the Planning Commission meeting.



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## **SUBDIVISIONS OF FIVE LOTS OR LESS**

Applicant Letters	Applicant letters are mailed out at least ten (10) days prior to the Planning Commission meeting.
Regular Mail	If a waiver is requested, notification of public hearing is sent via regular mail by the Planning Commission Staff to abutting property owners at least fifteen (15) prior to the Planning Commission meeting. Notification is not required if no waivers are requested.

## **SITE PLANS AND WIRELESS TOWER SITE PLANS**

Regular Mail	Notification of public hearing on site plan applications is sent via regular mail to abutting property owners at least fifteen (15) days prior to the Planning Commission meeting. Applicant must provide certificate of mailing receipt.
Regular Mail (Wireless Towers Only)	Notification of public hearing on wireless tower site plan applications is sent via regular mail to abutting property owners at least fifteen (15) days prior to the Planning Commission meeting. The following must be notified: 1) all residential landowners within 500 feet of the proposed facility; 2) the Federation of Civic Associations; and 3) all other telecommunications providers that have registered with the Planning Commission. (See Section 14.43 of the UDC)
Public Notice	The Site Plan is advertised in the Legal Ad section of the official journal, at least ten (10) days prior to the Planning Commission meeting.
Applicant Letters	Site Plan applicant letters are mailed out at least ten (10) days prior to the Planning Commission meeting.



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## Appendix D

### APPLICATION FORMS

The following application forms are available in the Office of the Planning Commission and on our Web Site at [www.brgov.com/dept/planning](http://www.brgov.com/dept/planning). A brief description of each application is provided in order to assist you in filing the correct application for your proposal.

#### **A-1 Application** – Rezoning and/or Horizon Plan Amendment

This application provides important information for processing a request for rezoning and/or a request for Horizon Plan Amendment. Required information on the application includes: Applicant name and address, legal description of property, specific proposed use, action requested, justification for action requested, and signatures by the applicant and property owner.

#### **A-2 Application** – Preliminary Subdivision

This application provides important information for processing a request for a preliminary subdivision plat. Required information on the application includes: Applicant name and address, legal description of the property, specific proposed use, size of property, number of proposed lots, average size of proposed lots, waiver(s) requested, drainage and traffic studies, water quality plans and signatures by the applicant and property owner. A preliminary plat checklist is not a part of this application and must be obtained from the Office of the Planning Commission.

#### **A-3 Application** – Exchange of Property

This application provides important information for processing a request for an exchange of property. Required information on the application includes: Applicant name and address, legal description of the property, specific proposed use, size of the property, waiver(s) requested, and signatures by the applicant and property owner.

#### **A-4 Application** – Site Plan

This application provides important information for processing a request for a site plan. Required information on the application includes: Applicant name and address, legal description of the property, specific proposed use, waiver(s) requested, traffic impact study, drainage impact study, water quality plans parking conditions (existing and proposed), building sizes, number of apartments or units, and signatures by the applicant and property owner.



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**A-5 Application – Paving Waiver**

This application provides important information for processing a request for a paving waiver. Required information on the application includes: Applicant name and address, legal description of the property, city limits (in or out), street address and location of property, proposal, waiver requested (residential or commercial), justification for requested waiver, sketch or plot plan, and signatures by the applicant and property owner.

**A-6 Application – Parking Waiver**

This application provides important information for processing a request for a parking waiver. Required information on the application includes: Applicant name and address, legal description of the property, property street address, specific proposed use, parking conditions (existing, required and proposed), justification for action requested, sketch or plot plan, and signatures by the applicant and property owner.

**A-7 Application – Revocation**

This application provides important information for processing a request for revocation. Required information on the application includes: Applicant name and address, property street address, specific proposed use, action requested, justification for action requested, survey of proposed revocation (if necessary), and signatures by the applicant and property owner.

**A-8 Application – Wireless Tower Site Plan**

This application provides important information for processing a request for a wireless tower site plan. Required information on the application includes: Applicant name and address, legal description of the property, specific proposed use, waiver requested, sketch of subject property, and signatures by the applicant and property owner.

**A-9 Application – Reasonable Accommodation For Group Homes**

This application provides important information for processing a request for a group home. Required information on the application includes: Applicant name and address, legal description of the property, specific proposed use, types of developmentally disabled persons intending to live at this location, number of employees usually on duty, explanation of violation to applicable zoning rules, description of alterations required to make the home suitable for the proposed use, state license information, and signatures by the applicant and property owner.



**A-10 Application – Mobile Home Park**

This application provides important information for processing a request for a mobile home park. Required information on the application includes: Applicant name and address, legal description of the property, specific proposed use, waiver(s) requested, drainage and traffic studies, water quality plans, parking, site plan, and signatures by the applicant and property owner.

**A-11 Application – Horizon Plan Element Amendment**

This application provides important information for processing a request for a Horizon Plan element amendment. Required information on the application includes: Applicant name and address, legal description of property (if applicable), specific proposed Horizon Plan element change (Major Street Plan Amendment, Map Amendment, Text Amendment), Horizon Plan element (e.g. Land Use, Housing, Recreation, Transportation, etc.), action requested of the Planning Commission, justification for action, impact on public services, and signatures by the applicant and property owner.

**A-12-A Application – Planned Unit Development Concept Plan**

This application provides important information for processing a request for a planned unit development concept plan. Required information on the application includes: legal description of property, specific proposed use, size of property, number of proposed lots, drainage and traffic studies, water quality plans and signatures by the applicant and property owner.

**A-12-B Application – Planned Unit Development Final Development Plan**

This application provides important information for processing a request for a planned unit development final development plan. Required information on the application includes: Applicant name and address, legal description of property, specific proposed use, size of property, number of proposed lots, drainage and traffic studies, water quality plans and signatures by the applicant and property owner.

**A-12-C Application – Small Planned Unit Development**

This application provides important information for processing a request for small planned unit development. Required information on the application includes: Applicant name and address, legal description of property, specific proposed use, size of property, number of proposed lots, drainage and traffic studies, water quality plans and signatures by the applicant and property owner.

**A-12-D Application – Infill/Mixed Use Small Planned Unit Development**

This application provides important information for processing a request for infill small planned unit development. Required information on the application includes: Applicant name and address, legal description of property, specific proposed use, size of property, number of proposed lots, drainage and traffic studies, water quality plans and signatures by the applicant and property owner.



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**A-13 Application – Street Name Change**

This application provides important information for processing a request for a street name change. Required information on the application includes: Applicant name and address, name of existing street, name of street, specific reason for the requested change, number of lots abutting the subject street, signature by the proposed applicant, abutting property owners and addresses along the entire street, a petition of owners (50% plus 1) agreeing to the renaming, and required fees.

**A-14 Application – Sign Waiver**

This application provides important information for processing a request for a sign waiver. Required information on the application includes: Applicant name and address, legal description of the property, category and type of sign for which this request applies, description of hardship, identify Unified Development Code section and paragraph relating to the request, plot plan and elevations for the proposed sign, a hold harmless agreement (for proposed signs within the right-of-way), and signatures by the applicant and property owner.

**A-15 Application – Board of Adjustment Appeal**

This application provides important information for processing a request for an appeal of the Board of Adjustment's decision. Required information on the application includes: Applicant name and address, legal description of the property, property address, and reason for appeal.

**A-16 Application – Major Street Setback Reduction**

This application provides important information for processing a request for a reduction of the Major Street Setback as required by the Unified Development Code. Required information on the application includes: Applicant name and address, legal description of the property, property address, specific proposed use of the property, justification for action requested, and a plot plan of the property.

**A-17 Application – Conditional Use Permit**

This application provides important information for processing a request for a conditional use permit. Required information on the application includes: Applicant name and address, legal description of the property, the property street address, existing conditional use permits for this location, action requested, existing zoning district of the proposed conditional use, specific proposed conditional use, justification for action requested, previous applications, impact on infrastructure, public facilities and adjacent properties, a site layout, and signatures by the applicant and property owner.

**A-18 Application – GIS Data Request**

This application provides important information for processing a request for a GIS Data Request. Required information on the application includes: Applicant name and address and type of data requested (digital data, aerial photographs, hard copy maps).



**A-19 Application** – Demolition or Relocation of a Historic Building in the Downtown Development District

This application provided important information for processing a request for a demolition or relocation permit. Required information on the application includes: Applicant name and address, legal description of the property, specific proposed use, justification for action requested, and signatures by the applicant and property owner.

**A-20 Application** – Opinion/ Certificate of Appropriateness- Historic Preservation Commission

This application provides important information for processing a Certificate or Opinion of Appropriateness. Required information on the application includes: Applicant name and address, legal description of the property, historic designation, action requested, description or proposed work, site plan, elevations, photographs, material description, and signatures by the applicant and property owner.

**A-21 Application** – Historic District/ Landmark Nomination

This application provides important information for processing a request for historic district or landmark nomination. Required information on the application includes: Applicant name and address, legal description of the property, ownership of the property, dates of construction, criteria for designation, statement of significance, maps, site plan, photographs, historic building inventory, and signatures by the applicant and property owner.

**A-22-A Application** - TND Concept Plan w/ HLUA

This application provides important information for processing a request for a Traditional Neighborhood Development General Implementation Plan. Required information includes: legal description of property, specific proposed use, size of property, number of proposed lots, drainage and traffic studies, water quality plans and signatures by the applicant and property owner.

**A-22-B Application** - TND Final Development Plan

This application provides important information for processing a request for a Traditional Neighborhood Development Specific Implementation Plan. Required information on the application includes: Applicant name and address, legal description of property, specific proposed use, size of property, number of proposed lots, drainage and traffic studies, water quality plans and signatures by the applicant and property owner.



# Appendix E

## Application Fee Schedule

App. #	Description	Processing Fee	Ad Code	Ad/Public Notice Fee
A-1	Rezoning And/Or Horizon Land Use Plan Amendment			
	Rezoning	\$375 plus \$75/ acre over the first acre	1g	2 (varies)
	Rezoning with Horizon Land Use Plan Amendment	\$575 plus \$75/ acre over the first acre	1g/3	2 (varies)
	Horizon Land Use Plan Amendment without Rezoning	\$500	1g/3	2 (varies)
NONE	Zoning Verification Letter	\$50/\$100 per Location	N/A	N/A
A-2	Subdivision With or Without Waiver			
	Subdivision (5 Lots or Less) With Waiver	\$300 plus \$25/ lot	1i	\$200
	Subdivision (5 Lots or Less) on Private Street	\$300 plus \$25/ lot	1m	\$100
	Town Home Development	\$300 plus \$25/ lot	1i	\$200
	Preliminary Subdivision Plat	\$300 plus \$25/ lot	1i	\$200
	Revision to Approved Preliminary Plat (Public Hearing)	\$300 plus \$25/ each additional lot	1i	\$200
NONE	Revision to Approved Preliminary Plat (Staff Level)	\$100 plus \$25/ lot	N/A	N/A
NONE	Final Plat Approval Including PUD	\$200 Plus \$25/ lot		
NONE	Final Plat Revision Including PUD (Public Hearing)	\$200 Plus \$25/ each additional lot		\$200
	Final Plat Revision Including TND, PUD, SPUD, ISPUD (Staff Level)	\$100		
NONE	Preliminary Subdivision Plat Extension	\$100		
NONE	Bond and Agreement Review	\$100		
A-3	Exchange of Property	\$100	N/A	N/A
A-3	Combination of Lots	\$100 plus \$25/ each original lot	N/A	N/A
A-4	Site Plan (Public Meeting)	\$400	1j	\$200
A-4	Site Plan (Staff Level)	\$200	N/A	N/A
A-5	Paving Waiver	\$100	N/A	N/A
A-6	Parking Waiver	\$100	1m	\$100
A-7	Revocation	\$300	1m	\$100
A-8	Wireless Tower Site Plan	\$400	1k	\$200
A-9	Reasonable Accommodation for Group Home	N/A	N/A	N/A
A-10	Mobile Home Park	\$500 plus \$25/ lot	1l	\$200
A-11	Horizon Plan Element Amendment			
	Horizon Plan Text Amendment	\$500	1f	\$100
	HP Land Use Map Amendment (Planning Districts)	\$500	1f/3	\$100
	Major Street Plan Amendment	\$500	1f/3	\$100
A-12-A	Planned Unit Development Concept Plan	\$500 plus \$100/ acre over 10 acres	1g	2 (varies)
	Planned Unit Development Concept Plan w/ HLUA	\$700 plus \$100/ acre over 10 acres	1g/3	2 (varies)
A-12-B	Planned Unit Development Final Development Plan	\$300	1g	2 (varies)
A-12-C	Small Planned Unit Development	\$500 plus \$100/ acre over 2.5 acres	1g	2 (varies)
	Small Planned Unit Development w/ HLUA	\$700 plus \$100/ acre over 2.5 acres	1g/3	2 (varies)
A-12-D	Infill/Mixed Use Small Planned Unit Development	\$500	1g	2 (varies)
	Infill/Mixed Use Small Planned Unit Development w/ HLUA	\$700	1g	2 (varies)
	Street Name Change	\$200 plus \$3 for each Abutting Property Owner	1l	\$200
A-14	Sign Waiver	\$200	1m	\$100
A-16	Major Street Setback Reduction	\$100	N/A	N/A
A-17	Conditional Use Permit	\$400 plus \$75/ acre over the first acre	1g	2 (varies)
NONE	UDC Text Amendment	\$500	1a	\$100
NONE	Enterprise Zone	\$100	N/A	N/A
A-18	GIS Data Request	see application	N/A	N/A
A-19	Demolition or Relocation	\$200	1l or 1n	\$200
A-20	Opinion of Appropriateness	\$50	N/A	N/A
A-20	Certificate of Appropriateness	\$100	1m	\$100
A-21	Local Landmark/District Designation	\$100/\$500	1o	\$200
A-22-A	TND Concept Plan	\$3000 plus \$100/ acre over 50 acres	1g	2 (varies)
	TND Concept Plan w/ HLUA	\$3200 plus \$100/ acre over 50 acres	1g/3	2 (varies)
A-22-B	TND Final Development Plan	\$1,000	1g	2 (varies)
NONE	Final TND Major Site Change	\$1,000	1g	2 (varies)
NONE	Final TND Major Use Change	\$1,000	1g	2 (varies)
NONE	Final TND Minor Change	\$500	N/A	N/A

1. Rezoning application fees shall be waived for rezoning from Commercial zoning districts to Residential zoning districts.
2. Fee established by Ordinance 14254 (Adopted November 11, 2007) (Effective January 1, 2008).



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## Appendix F

### TELEPHONE DIRECTORY

The following is a summary of each division within the Office of the Planning Commission, the Department of Public Works and the Health Department which deal with land development and zoning. Other governmental agencies that may relate to development issues are listed for your convenience.

<b>AGENCY</b>	<b>TELEPHONE</b>
<b>Office of the Planning Commission</b> <b>1755 Florida Street, Third Floor</b> <b>Baton Rouge, Louisiana 70802</b>	225-389-3144
Current Planning Division	
Zoning	
Subdivision	
Resource Center	
Advance Planning and Research Division	
Economic/Environmental Research	
Land Use/Special Studies	
Geographic Information System Division	
Project Development	
Mapping and Analysis	
<b>Department of Public Works (Director's Office)</b>	225-389-3158
<b>Other Division Contacts</b>	
Infrastructure Planning	225-389-5491
Subdivision Engineering	225-389-3198
Drainage Engineering	225-389-3197
Traffic Engineering	225-389-3246
Right-of-Way Section of Engineering	225-389-3175
Permit and Inspection	225-389-3205
Environmental Section	225-389-5456
Landscape and Forestry	225-389-8835



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<b>AGENCY</b>	<b>TELEPHONE</b>
<b>Office of Public Health</b> 353 North 12 <sup>th</sup> Street Baton Rouge, Louisiana 70802	225-389-1733
<b>Capital Region Planning Commission</b> 333 North 19 <sup>th</sup> Street Baton Rouge, Louisiana 70802	225-383-5203
<b>State Fire Marshall</b>	225-925-3650
<b>Tree Commission</b>	225-389-8835
<b>Community Development</b>	225-389-3039
<b>Louisiana State Department of Transportation and Development</b> District 61 Office 8100 Airline Highway Baton Rouge, Louisiana 70815	225-231-4100
<b>U. S. Army Corps of Engineers</b> Surveillance and Enforcement Section Operations Division P.O. Box 60267 New Orleans, Louisiana 70160-0267	504-862-2270
<b>Utilities Companies</b> Entergy/Gulf States Utilities P.O. Box 2431 Baton Rouge, Louisiana 70821	225-382-4868



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**AGENCY****TELEPHONE**

AT&T 5550 South Sherwood Forest Boulevard Baton Rouge, Louisiana 70816	225-291-1851
TCI of Louisiana P.O. Box 6617 Baton Rouge, Louisiana 70896	225-930-2252
Baton Rouge Water Works Company P.O. Box 96016 Baton Rouge, Louisiana 70896-9016	225-928-1000
Parish Water Company P.O. Box 96003 Baton Rouge, Louisiana 70896-6003	225-928-0001
Red Oaks Water Company (Villa del Rey Subdivision only) P.O. Box 15543 Baton Rouge, Louisiana 70815	225-274-4074
Dixie Electric Membership Corporation P.O. Box 15659 Baton Rouge, Louisiana 70895	225-261-1221

**Fire Departments**

City of Baton Rouge Fire Department	225-354-1400
St. George Fire Protection District	225-389-8600



<b>AGENCY</b>	<b>TELEPHONE</b>
Brownsfield Volunteer Fire Department, District 3	225-778-0344
Central Volunteer Fire Department, District 4	225-261-2000
East Side Volunteer Fire Department, District 5	225-272-7779
Hooper Road Volunteer Fire Department, District 6	225-955-3110
Pride Volunteer Fire Department, District 8	225-654-3903
Alsen-St. Irma Lee Volunteer Fire Department	225-774-3479

