

**Planned Unit Development (PUD)
Final Development Plan Check List**

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

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

Submittal sets will include, at a minimum, a Cover Sheet, Existing Site Conditions Map, Final Development Plan, Circulation Plan, Landscape Plan, Copy of Approved Concept Plan with designated land use, Utility Service Plan, and Architectural Elevations. Items on this checklist must be located on the appropriate sheets according to this checklist. Information not located on the appropriate sheet will be considered an incomplete submittal. Furthermore, the Studies listed below are required at the time of application submittal.

1. Cover Sheet

- a. Title of the PUD and the name, address, phone, email, and fax number of developer
- b. Name, address, phone, email, and fax numbers of the following design professional(s): Landscape Architects, Engineers, Architects, Consultants.
- c. A general location quadrangle map encompassing a one (1) mile radius showing the relationship of the site to such external facilities as highways, shopping areas, cultural complexes, and public facilities which would serve the site such as schools, parks, and fire stations
- d. List all CPPC Parcel Identification Number(s) of property
- e. Legal description (consisting of Section, Township, and Range)

2. Existing site conditions map

This map or series of maps shall be drawn to a scale determined by the Planning Commission Staff and shall indicate:

- a. Scale
 - Date
 - Bearings
 - North arrow
- b. Boundaries of the subject property, such as the following:
 - Location of the existing property lines both for private property and for public property
 - All existing streets and buildings
 - Existing major streets
 - Easements
 - Transmission Lines
 - Bridges
 - Culverts and drainpipes
 - Wooded Areas
 - Streams
 - Lakes
 - Marshes
 - Wetlands

- _____ Existing contours shown at a maximum contour interval of two (2) feet
- _____ Any unique physical features within the proposed project
- _____ c. Existing topography (latest U.S. Department of the Interior Geological Survey seven and one half minute series reproduced to scale of other use data will be acceptable). In addition to the inundation level of Record, the Federal Emergency Management Agency (FEMA) Flood Zone(s) and the FIRM Base Flood Elevation(s) shall be shown on the Concept Plan. If the site is to be subdivided and it lies at or below the record inundation level of FEMA One Hundred (100) -Year Base Flood Elevation, whichever is greater, that area shall be shaded with an approved drafting type shading pattern as determined by the Planning Commission staff. Shading by penciling will not be approved. Additionally a statement shall be lettered on the Concept Plan setting forth these facts.
- _____ d. The location and size (as appropriate) of all existing drainage, water, sewer, and other utility provisions.
- _____ e. Information about existing vegetative cover, noting generalized tree communities and environmental features as may be required by the City Parish Planning Staff and general soil types as appropriate to the proposed project.
- _____ f. A recent aerial photograph to a scale of 1 inch equals 400 feet

_____ **3. Copy of the Approved Concept Plan** (To ensure that the proposed Final Development Plan is consistent)

_____ **4. Final Development Plan**

- _____ a. **Statement of objectives** (Place on plan as well as 8 ½ x11 to accompany application)
A detailed statement indicating:
 - _____ The general description of the development within the Final Development Plan area including:
 - _____ The total acreage involved in the project
 - _____ The number acres devoted to the various categories of land use shown on the Final Development Plan, including the number of acres of open space needed to support the project along with the percentage of total acreage represented by each category of use and component of development plus an itemized list of uses proposed. This may be satisfied by a reference to all authorized uses within an existing zoning classification.
 - _____ Number of buildings
 - _____ The total number of residential units proposed for the project
 - _____ Density (residential units)
 - _____ The total square footage of office/commercial/industrial buildings proposed for the project
 - _____ The type of uses to be constructed
 - _____ The sequencing and time schedule of construction of the improvements for the Final Development Plan
 - _____ The disposition of green open space to be provided. A boundary survey shall be prepared by a land surveyor showing all public rights-of-way and easements
 - _____ The proposed method of governing the use, maintenance and continued protection of the common area and community serving facilities
- _____ b. **Plan** (Plans shall be drawn to a scale determined by the Planning Staff showing:
 - _____ Scale
 - _____ Bearings

- Date
- North Arrow
- Boundaries of the subject property
- Indicate all proposed commercial buildings and other structures on plans to include the following:
 - Use
 - Size
 - Location
 - Number of buildings
 - Building height and number of stories
 - Density (residential dwelling units per acre)
 - Square footage per acre (commercial)
 - Arrows indicating entry to building(s)
 - Sidewalks with material and dimensions

- Refuse areas
 - Location
 - Size
 - Screening

- Provisions for the control of outdoor lighting, including the following:
 - Location
 - Height
 - Angle
 - Type

- Provisions for the control of signs, including the following:
 - Size
 - Shape
 - Location
 - Appearance

- A land use plan which indicates the specific location and extent of all components of the PUD Development Plan, including the following:
 - Low, medium, and high density residential areas
 - Office and commercial areas
 - Proposed density/square footage per acre of each use along with parking requirements
 - The plan shall show all common open space provisions such as the following:
 - Parks
 - Passive or scenic areas
 - Community recreation facilities
 - Areas for public or quasi-public institutional uses

c. **Statistical information**

All of the following information shall be indicated on the Final Development Plan:

- Total acreage of the site.
- Maximum building coverage expressed as a percentage of the site area.
- The area of land devoted to landscaping and/or common open space expressed as a percentage of the total site area.
- The calculated density for the project.

_____ Chart (to be located on plans) showing required and proposed open space calculations as required by the Unified Development Code

_____ **5. Circulation Plan**

A plan for pedestrian and vehicular circulation showing the following:

- _____ Existing and proposed streets
- _____ Right-of-way widths and the general design capacity of the system
- _____ Indicate on the plan any streets or pedestrian ways that are proposed for private ownership and maintenance
- _____ Sidewalks with material and dimensions
- _____ Indicate on the plan methods for separating pedestrians from vehicular traffic
- _____ If mass transit is available, indicate on the plan methods for providing access to the mass transit
- _____ Parking:
 - _____ Show all parking areas
 - _____ Provide parking table
 - _____ Use type & sq. ft./parking ratio
 - _____ Required and proposed number of spaces
 - _____ Required and proposed handicapped spaces
 - _____ Required and proposed bicycle parking (If applicable)

_____ **6. Utility Service Plan**

This plan shall show the following:

- _____ The disposition of sanitary waste and storm water.
- _____ The source of potable water.
- _____ The location and width of all utility easements or rights-of-way.

_____ **7. Landscaping Plan** (Stamped and sealed by a licensed Landscape Architect)

A plan showing:

- _____ Landscaped areas.
- _____ All specimen trees or groups of specimen trees twelve (12) inches in diameter or larger, indicating those to be retained, removed, or relocated, except within areas designated for single family residential uses.
- _____ The location, height, and material for walks, fences, walls, and other man-made landscape features such as manmade lakes, land sculpture, fountains and waterfalls, which are proposed to be constructed by the developer.
- _____ Chart (to be located on plans) showing required and proposed landscaping as required by the Unified Development Code

_____ **8. Building Elevations**

- _____ Front building elevations:
 - _____ Submit front building elevations
 - _____ Schematic section indicating uses of each floor if varying uses
 - _____ Drawings or renderings indicating the general architectural themes, appearances and representative building types except for detached single-family dwellings and accessory structures.

_____ **9. Preliminary Subdivision Plat**

If a preliminary subdivision plat is to be processed concurrently with the PUD Final Development Plan, a preliminary subdivision plat meeting all of the submittal requirements of the Unified Development Code shall also be submitted with the Final Development Plan package.

_____ 10. **Required Studies**

_____ a. **Traffic Impact Study**

Applicant must determine and state in writing the anticipated impact of the proposed development on the existing transportation network. All detailed project information by the owner/developer must be discussed with the Traffic Division of the Department of Public Works. Applicant must have a statement from the Department of Public Works confirming that the Traffic Impact requirement has been completed 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.

_____ b. **Stormwater Management Plan (SMP)**

Stormwater Management Plan of the PUD project area. All information and analysis submitted by the owner/developer must follow the requirements and methods outlined in the SMP guidelines set forth in Section 15.13. Three sets submitted to the Planning Commission Office. All sets shall be stamped by the Planning Commission office. [Section 15.13]

_____ c. **Drainage Impact Study (DIS)**

Drainage Impact Study of the PUD project on the surrounding area. All information and analysis submitted by the owner/developer must follow the requirements and methods outlined in the Drainage Impact Study (DIS) guidelines developed by the Department of Public Works, Drainage Engineering Division. Three sets submitted to the Planning Commission Office. All sets shall be stamped by the Planning Commission office. [Section 15.15]

_____ d. **Water Quality Impact Study (WQIS)**

Water Quality Impact Study as outlined in Chapter 15 of Unified Development Code of the PUD project on the surrounding area. Three sets submitted to the Planning Commission Office. All sets shall be stamped by the Planning Commission office. [Section 15.17]

_____ 11. **Pre-Application Conference** completed

_____ 12. DOTD approval/non-objection: Where proposed development accesses a state highway or connecting street, approval is contingent upon LADOTD approval of access.(Section 4.103.A.1.e)

_____ 13. Prints at time of application

_____ a. One (1) full size print of required plans

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

_____ 14. A-12-B Application for PUD Final Development Plan along with property detail sheets and map <http://gis.brgov.com/maps/>

- _____ 15. Application Fees for PUD Final Development Plan Approval
- _____ 16. Prints with PC comments addressed for SRC submittal
 - 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
- _____ 17. Prints with SRC comments addressed
 - One (1) full size print of required plans
 - (27) reduced size prints of required plans- 11 x 17
- _____ 18. Prints after approval
 - Four (4) Full size sets; One (1) reduced set- 11 x 17
 - If Final Plat Signature is required, provide an AutoCAD drawing by computer disk or e-mail submittal to: resource@brgov.com (Required prior to Planning Commission signature)*