

Traditional Neighborhood Development 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 TND Final Development Plans.

- _____ 1. **Professional services required**
The Final Development Plan (SIP) submitted for approval shall be prepared (Stamped and Signed) by one or more persons in the following professions: Architecture, Landscape Architecture or Civil Engineering.

- _____ 2. **Legal description of site**
Title of the SIP and legal description shall be placed in the title block.

This description shall be prepared by a land surveyor and shall be accompanied by a map showing bearings and dimensions at a suitable scale as determined by the Planning Commission Staff for reproduction, advertising and public hearing.

- _____ 3. **Public Notification**
Public Notification is done by the Office of the Planning Commission.

- _____ 4. **Proof of Ownership**
The applicant shall present proof of the unified control of the entire area within the proposed Final Development Plan and secure written consents and agreements from all property owners of record within the SIP boundaries.

- _____ 5. **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) Title/Name of the SIP and name, address. Phone, email, and fax number of developer.
 - (b) Name, address, phone, email, and fax numbers of the following design professional(s): Design professional(s), (Landscape architects, Engineers, Architects, Consultants).
 - (c) Vicinity Map
 - 1) Location of proposed site on Parish map.
 - 2) Vicinity maps may be shown on a cover sheet. Cover sheet is required for plans consisting of three (3) or more sheets.
 - (d) Scale
 - 1) Date
 - 2) Bearings
 - 3) North arrow
 - 4) 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, and cultural complexes.
 - (e) Boundaries of the subject property, such as the following:
 1. All existing streets and buildings
 2. Existing major streets
 3. Easements
 4. Transmission Lines
 5. Bridges

6. Culverts and drainpipes
 7. Tree/Wooded Areas; generalized tree communities
 8. Streams
 9. Lakes
 10. Marshes
 11. Wetlands
 12. Existing contours shown at a maximum contour interval of two (2) feet
 13. Any unique physical features within the proposed project.
- (f) 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 Final Development Plan setting forth these facts.
- (g) The location and size (as appropriate) of all existing drainage, water, sewer, and other utility provisions.
- (h) 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.
- (i) The location and function of all other existing public facilities, which would serve the site such as schools, parks (within a one (1) mile radius), and fire stations. Notation of this information is acceptable.
- (j) A recent aerial photograph to a scale of 1 inch equals 400 feet.

____ 6.

Statement of objectives

A detailed statement indicating:

- (a) The general description of the development within the Final Development Plan area including:
1. The total acreage involved in the project/phase
 2. 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.
 3. Number of buildings
 4. The total number of residential units proposed for the project
 5. Density (residential units)
 6. The total square footage of office/commercial/industrial buildings proposed for the project
- (b) The type of uses to be constructed
- (c) The sequencing and time schedule of construction of the improvements for the Final Development Plan
- (d) 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

- (e) The proposed method of governing the use, maintenance and continued protection of the common area and community serving facilities
- (f) A statement indicating whether streets or roads (and pedestrian ways as appropriate) are proposed for public ownership and maintenance and whether approval is sought as part of the Final Development Plan for private roads, if any, within the TND

_____ 7. **Final Development Plan**

Boundaries of the Subject Property

- (a) Provide boundaries of the subject property
- (b) Provide boundaries of any project phasing

Indicate all proposed commercial buildings and other structures including:

- (a) Use
- (b) Size (square footage)
- (c) Location
- (d) Number of buildings
- (e) Building height
- (f) Number of stories
- (g) Density (residential dwelling units per acre)
- (h) Square footage per acre (commercial)

Blocks size

- (a) Indicate on plans perimeter block size depth and length
- (b) Indicate on plans all pedestrian paths accessible to blocks exceeding 500 feet in length

Setbacks

- (a) Mixed Use Areas – No minimum setbacks. Commercial, civic or institutional buildings shall abut sidewalks
- (b) Mixed Use Residential – Single Family detached 0-25 feet
- (c) Mixed Use Residential – Single Family attached and Multi-family 0-15 feet
- (d) Side Setbacks – Indicate on plans reciprocal access easement for Zero Lot line, Townhomes or other attached dwellings to provide access to rear yards through means other than the principal structure

Thoroughfare Network

- (a) Indicate and label on plans all street names (inclusive of alleys)
- (b) Indicate and label on plans all connected pedestrian routes
- (c) Indicate and label on plans all connected bicycle routes
- (d) Indicate and label on plans all off street bicycle paths
- (e) Indicate and label on plans all off street multi-use paths
- (f) Indicate and label on plans all bicycle lanes (on streets)
- (g) Indicate and label on plans with dimensions all sidewalks within residential areas and mixed use areas
- (h) Indicate and label on plans all crosswalks. Crosswalks shall be well lit and clearly marked with contrasting paving materials or texture at the edges
- (i) A plan for pedestrian and vehicular circulation showing the following:
 - 1.) Existing and proposed streets
 - 2.) Right-of-way widths and the general design capacity of the system
 - 3.) Indicate on the plan any streets or pedestrian ways that are proposed for private ownership and maintenance
 - 4.) Indicate on the plan methods for separating pedestrians from vehicular traffic

5.) If mass transit is available, indicate on the plan methods for providing access to the mass transit

Disabled Accessibility. Sidewalks shall comply with the applicable requirements of the Americans with Disabilities Act

Parking

- (a) Please provide a table listing all proposed uses and the corresponding quantity
- (b) If proposing an alternative or shared parking plan, please provide narrative to justify approval

Notes: (shall be placed on the plans)

- 1. Conditions, covenants, and restrictions for all the property within a TND District shall be filed in the Parish records by the Owner before a Lot is sold and/or a Building permit is issued.
- 2. In addition to other terms and conditions acceptable to the applicant, the conditions, covenants, and restrictions must create one (1) or more property owners Association with mandatory membership for each property Owner, governed by Articles of Incorporation and Bylaws, which shall:
 - a. be organized by the applicant and operated with a financial subsidy from the applicant before the sale of any lots within the TND
 - b. provide for the conditions and timing of transferring control of the Association from the applicant to the property Owners
 - c. be responsible for maintenance of insurance and taxes on all Common Open Space, enforceable by liens placed on the Association by the Parish, as provided in the Association Bylaws
 - d. at all times, cause all Owners to have Access to the Common Open Space within the TND
 - e. establish architectural standards that are in conformity with the requirements of this ordinance which shall be subject to review and approval by the Board of Directors of the Association or the Architectural Control Committee, as described below
 - f. create an Architectural Control Committee to review development for compliance with the design standards to issue certificates of approval and to review and approve the development's architect, designer, and/or other professionals contributing to the development
 - g. provide for the ownership, development, management and maintenance of private open space (except plazas owned by individual property owners) community parking facilities, community meeting hall, and other common areas
 - h. provide for a maintenance program for all property within the TND, including landscaping and trees within the streetscape
 - i. require the collection of assessments from members in an amount sufficient to pay for its functions; and
 - j. be effective for a term of not less than fifty (50) years

- _____ 8. **Traffic**
The applicant is encouraged where acceptable, but not required, to submit one or more companion proposals for a pedestrian system, transit system, or other alternative for the movement of persons by means other than privately owned automobiles. Applicant must have a statement from the Department of Public Works confirming that the Traffic Impact requirement has been satisfied prior to being heard at the Planning Commission Meeting. Failure to have the statement prior to the Meeting will result in the items deferral/denial.

- _____ 9. **Stormwater Management Plan (SMP)**
Stormwater Management Plan of the TND 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.

- _____ 10. **Drainage Impact Study (DIS)**
Drainage Impact Study of the TND 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]

- _____ 11. **Water Quality Impact Study (WQIS)**
Water Quality Impact Study as outlined in Chapter 15 of Unified Development Code of the TND 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]

- _____ 12. **Pre-Application Conference** completed

- _____ 13. **Prints**
Two (2) full size prints of required plans; Three (3) reduced size prints of required plans – 11 x 17. Following approval Four (4) full size prints of required plans; One (1) reduced size prints of required plans – 11 x 17.

- _____ 14. **A-22-B Application for TND Final Development Plan**

- _____ 15. **Electronic .pdf submittal (CD Rom, floppy disc, or e-mail)**

- _____ 16. **Application Fees for TND Final Development Plan Approval**