

## **Infill/Mixed Use Small Planned Unit Development Checklist**

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

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*The following information is required on all ISPUD Plans.*

- \_\_\_\_\_ 1. Professional Services Required  
The ISPUD 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)*
- \_\_\_\_\_ 2. Legal Description of Site  
Title of the ISPUD, and legal property description in the title block
- \_\_\_\_\_ 3. Public Notification  
**Abutting Property Owner** The Planning Commission shall notify all abutting property owners by mail.  
  
**Legal Public Notice Advertisement** The Planning Commission shall advertise the proposed rezoning or land use amendment request in suitable block ad form not less than two (2) columns wide, three (3) times, the first of which shall appear not less than ten (10) days prior to the Planning Commission meeting. (Section 19.4).
- \_\_\_\_\_ 4. Existing Site Conditions Map  
This map or series of maps shall be drawn to a scale determined by the Planning Commission Staff, which is sufficient to show detail of the following:  
\_\_ Location of the existing property lines both for private property and for public Property  
\_\_ Existing contours shown at a maximum contour interval of two (2) feet  
\_\_ Streets and their right-of-ways  
\_\_ Existing and proposed major streets  
\_\_ Buildings  
\_\_ Watercourses  
\_\_ Transmission lines  
\_\_ Sewers  
\_\_ Bridges  
\_\_ Culverts and drainpipes  
\_\_ Water mains  
\_\_ Public utility easements  
\_\_ Wooded area  
\_\_ Streams  
\_\_ Lakes  
\_\_ Marshes  
\_\_ Wetlands  
\_\_ Any other unique physical condition affecting the area
- \_\_\_\_\_ 5. Development Plan

- \_\_\_(a) Name, address, phone and fax numbers of the following design professional(s): design professional(s) (Landscape architects, Engineers, Architects, and Consultants)
- \_\_\_(b) Owners
- \_\_\_(c) Developer
- \_\_\_(d) Scale
- \_\_\_(e) Date
- \_\_\_(f) North arrow
- \_\_\_(g) A current general location quadrangle map encompassing a one (1) mile radius showing the relationship of the site to such external facilities:
  - \_\_\_Highways
  - \_\_\_Shopping areas
  - \_\_\_Public facilities which would serve the site such as, schools, parks, and fire stations
- \_\_\_(h) Boundaries of the subject property
- \_\_\_(i) All proposed buildings and other structures, include the following:
  - \_\_\_Use
  - \_\_\_Size
  - \_\_\_Location
  - \_\_\_Number of buildings
  - \_\_\_Height and number of stories
  - \_\_\_Density (residential units)
  - \_\_\_Phases for developments (if applicable)
  - \_\_\_Building elevations:
    - Submit front building elevations
    - Schematic section indicating uses of each floor (only applicable if there are different uses on each floor)
- \_\_\_(j) 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 map any streets or pedestrian ways that are proposed for private ownership and maintenance
  - \_\_\_Indicate on the map methods for separating pedestrians from vehicular traffic
  - \_\_\_If mass transit is available, indicate on the map methods for providing access to the mass transit
- \_\_\_(k) A land use plan which indicates the specific location and extent of all components of the ISPUD Development Plan, including the following:
  - \_\_\_Low, medium, and high-density residential areas
  - \_\_\_Office and commercial areas
  - \_\_\_Proposed density/intensity of each use along with parking requirements
  - \_\_\_The plan shall show green open space provisions such as the following:
    - \_\_\_Parks
    - \_\_\_Passive or scenic areas
    - \_\_\_Community recreation facilities
    - \_\_\_Areas for public or quasi-public institutional uses
- \_\_\_(l) Provisions for the control of signs, including the following:
  - \_\_\_Size
  - \_\_\_Shape
  - \_\_\_Location
  - \_\_\_Appearance
- \_\_\_(m) A utilities plan which indicates the following:

- Proposed disposition of sanitary waste and storm water
- The proposed source of potable water
- The location and width of all proposed utility easements or rights-of-way
- (n) Landscape plan (Stamped and sealed by a licensed Landscape Architect)
- (o) Chart showing required and proposed landscaping as required by the Unified Development Code
- (p) If the site is to be subdivided, a Preliminary Plat as required by the Unified Development Code shall be provided by the applicant
- (q) Lighting
  - Location
  - Height
  - Angle
  - Type

\_\_\_\_\_ 6. General Description

- (a) A written general description of the proposed IPUD shall include:
  - The total acreage involved in the project.
  - The number of acres devoted to the various categories of land use shown on the ISPUD Development Plan, including the following:
    - The number of acres of green open space
    - The percentage of total acreage represented by each category of land use
    - An itemized list of uses proposed for each component of the ISPUD
  - The establishment of minimum design standards which shall govern the site development such as the following:
    - Lot shape and size
    - Internal streets and pedestrian ways
    - Common area provisions
    - Off-street parking demands
    - Signage
    - Architectural themes
    - Visual screens
    - General buffer and landscape area
- (b) A list of any streets or pedestrian ways that are proposed for private ownership within the ISPUD
- (c) A list of abutting property owners and current zoning of abutting parcels
- (d) A chart showing parking spaces including the following:
  - Use type
  - Required parking spaces
  - Proposed parking spaces
  - Required handicapped
  - Proposed handicapped
  - Existing (if applicable)

\_\_\_\_\_ 7. Studies Required

- (a) Traffic Impact Statement
 

Applicant must have a statement from the Department of Public Works confirming that the Traffic Impact requirement has been satisfied prior to being heard at the Planning Commission Meeting. Failure to have the statement prior to the Meeting will result in the items deferral/denial.
- (b) Stormwater Management Plan (SMP). See UDC Section 15.13 to determine if required. Three sets (submitted to the Planning Commission Office) all stamped by the Planning Commission.

- \_\_\_(c) Drainage Impact Study (DIS) See UDC Section 15.15 to determine if required. Three sets (submitted to the Planning Commission Office) all stamped by the Planning Commission.
- \_\_\_(d) Water Quality Impact Study (WQIS) See UDC Section 15.17 to determine if required. Three sets (submitted to the Planning Commission Office) all stamped by the Planning Commission.

- \_\_\_\_\_ 8      **Prints**  
Two (2) full size prints of required plans  
Three (3) reduced size prints of required plans – 11 x 17  
After approval- Four (4) Full size sets; One (1) reduced sets
- \_\_\_\_\_ 9      **A-12-D Application for ISPUD**
- \_\_\_\_\_ 10.     **Electronic .pdf submittal (CD Rom, floppy disc, or e-mail)**
- \_\_\_\_\_ 11.     **Application Fees for ISPUD Approval**