

## Site 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 Site Plan submitted for approval shall be prepared by one or more persons in the following professions: Architecture, Landscape Architecture, Land Planning, or Civil Engineering.  
(Should place stamp and seal on the appropriate drawings)*

- \_\_\_\_\_ 1. Vicinity Map
  - \_\_\_\_\_ a. Location of proposed site on Parish map; and
  - \_\_\_\_\_ b. Location of proposed site on lot and block map (1"=400').
  - \_\_\_\_\_ c. Vicinity maps maybe shown on a cover sheet. Cover sheet is required for plans consisting of 3 or more sheets.
  - \_\_\_\_\_ d. The existing site features and site plan may be combined on one sheet.
  
- \_\_\_\_\_ 2. Site Plan
  - \_\_\_\_\_ a. Bearings
  - \_\_\_\_\_ b. Scale
  - \_\_\_\_\_ c. Boundary lines
  - \_\_\_\_\_ d. North arrow
  
- \_\_\_\_\_ 3. Planning Summary
  - \_\_\_\_\_ a. Existing zoning
  - \_\_\_\_\_ b. Horizon Plan land use category
  - \_\_\_\_\_ c. Existing zoning of adjoining parcels
  - \_\_\_\_\_ d. Acreage
  - \_\_\_\_\_ e. Building square footage
  - \_\_\_\_\_ f. Proposed use
  
- \_\_\_\_\_ 4. Title  
Name of development.
  
- \_\_\_\_\_ 5. Developer/Owner  
Name, Address, Telephone, and Fax Number of:
  - \_\_\_\_\_ a. Owner
  - \_\_\_\_\_ b. Developer
  - \_\_\_\_\_ c. Design professional
  - \_\_\_\_\_ d. Surveyor
  
- \_\_\_\_\_ 6. Legal Description  
Property in title block, tract or lot number/subdivision name
  
- \_\_\_\_\_ 7. Stormwater Management Plan (SMP) Section 15.13  
Three sets (submitted to the Planning Commission office) all stamped by the Planning Commission.
  
- \_\_\_\_\_ 8. Drainage Impact Study (DIS) Section 15.15  
Three sets (submitted to the Planning Commission office) all stamped by the Planning Commission.

- \_\_\_\_\_ 9. Water Quality Impact Study (WQIS) Section 15.17  
Three sets (submitted to the Planning Commission office) all stamped by the Planning Commission.
- \_\_\_\_\_ 10. Sewage Treatment  
\_\_\_\_\_ a. Indicate on the plat the method of sewage treatment  
\_\_\_\_\_ b. The proposed location of the sewage treatment plant
- \_\_\_\_\_ 11. 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.
- \_\_\_\_\_ 12. Existing Site Features  
\_\_\_\_\_ a. Tree/woodland survey; generalized tree communities  
\_\_\_\_\_ b. Topography, existing contours at two (2) foot intervals  
\_\_\_\_\_ c. Existing spot elevations  
\_\_\_\_\_ d. Identify geological hazards including fault lines  
\_\_\_\_\_ e. Label all one hundred (100) year flood zones and shade with an approved drafting pattern  
\_\_\_\_\_ f. Label all water features:  
\_\_\_\_\_ Streams  
\_\_\_\_\_ Lakes  
\_\_\_\_\_ Ponds  
\_\_\_\_\_ g. Label all existing servitudes  
\_\_\_\_\_ h. Location of above/under ground existing utilities  
\_\_\_\_\_ i. Identify existing structures
- \_\_\_\_\_ 13. Public Notification  
The Office of the Planning Commission will notify abutting property owners.
- \_\_\_\_\_ 14. Proposed Plan  
\_\_\_\_\_ a. Label  
\_\_\_\_\_ Set backs for all proposed buildings  
\_\_\_\_\_ Front  
\_\_\_\_\_ Side  
\_\_\_\_\_ Rear yard dimensions  
\_\_\_\_\_ b. Label  
\_\_\_\_\_ Proposed lakes  
\_\_\_\_\_ Ponds  
\_\_\_\_\_ Wetlands  
\_\_\_\_\_ Common areas  
\_\_\_\_\_ Topography, existing contours at two (2) foot intervals  
\_\_\_\_\_ c. Label  
\_\_\_\_\_ Conceptualized location of the following:  
\_\_\_\_\_ Ditches  
\_\_\_\_\_ Catch basins  
\_\_\_\_\_ Onsite discharge
- \_\_\_\_\_ 15. Streets  
\_\_\_\_\_ a. Dimension

- Existing streets
    - Proposed streets
    - Existing Major Streets
    - Proposed Major Streets
  - \_\_\_\_\_ b. Label
    - Existing streets
    - Proposed streets
    - Existing Major Streets
    - Proposed Major Streets
    - Existing surface type
    - Proposed surface type
  - \_\_\_\_\_ c. Show all
    - Frontage roads
    - Intersections
    - Egress/ingress ramps
    - Pavement width
    - Centerlines of the adjoining streets
    - Right of way
    - Existing traffic signals and control devices
    - Proposed traffic signals and traffic control devices
- \_\_\_\_\_ 16. Circulation/Parking
  - \_\_\_\_\_ a. Provide a table showing:
    - Required number of spaces for development (all phases)
    - Proposed number of spaces for development (all phases)
    - Proposed and required handicapped spaces
  - \_\_\_\_\_ b. Show all of the following:
    - Surface types
    - Turning radii,
    - Walkways routes for pedestrians
    - Accessibility routes for pedestrians
    - All pedestrian access points to building(s)
  - \_\_\_\_\_ c. Dimensions of parking space;
  - \_\_\_\_\_ d. Angle of proposed parking (if less than 90 Degrees); and
  - \_\_\_\_\_ e. Proposed bus stop(s) when on a CATS route.
- \_\_\_\_\_ 17. Structures
  - \_\_\_\_\_ a. Number of buildings
  - \_\_\_\_\_ b. Building height and number of stories
  - \_\_\_\_\_ c. Density (residential units)
  - \_\_\_\_\_ d. Phases for developments (if applicable)
  - \_\_\_\_\_ e. Building elevations:
    - Submit front building elevations
    - Schematic section indicating uses of each floor (only applicable if there are different uses on each floor)
  - \_\_\_\_\_ f. Sign elevation of proposed building and site signage
- \_\_\_\_\_ 18. Proposed Site Features
  - \_\_\_\_\_ a. Lighting
    - Location
    - Height
    - Angle
    - Type
  - \_\_\_\_\_ b. Refuse areas
    - Location

- \_\_\_\_\_  Size
- \_\_\_\_\_ c. Location of above/under ground proposed utilities
- \_\_\_\_\_ d. List of individual utility providers on the plan
- \_\_\_\_\_ e. Location
  - \_\_\_\_\_  Noisy equipment
  - \_\_\_\_\_  Air conditioning units
  - \_\_\_\_\_  Loading docks/eighteen (18) wheelers
  - \_\_\_\_\_  Air compressors, machinery, etc.
  - \_\_\_\_\_  Service areas
  - \_\_\_\_\_  Proposed fire hydrants
  - \_\_\_\_\_  Proposed servitudes/easements
  - \_\_\_\_\_  Proposed fences
  - \_\_\_\_\_  Size
  - \_\_\_\_\_  Type
  - \_\_\_\_\_  Proposed signs
  - \_\_\_\_\_  Size
  - \_\_\_\_\_  Type
  
- \_\_\_\_\_ 19. Landscape Plan (Stamped and sealed by a licensed Landscape Architect)
  - \_\_\_\_\_ a. A preliminary plan showing the following:
    - \_\_\_\_\_  Proposed trees
    - \_\_\_\_\_  Buffer yards
  - \_\_\_\_\_ b. A table indicating quantities of the following:
    - \_\_\_\_\_  Required landscaping
    - \_\_\_\_\_  Proposed landscaping
  
- \_\_\_\_\_ 20. Lighting Plan
  - \_\_\_\_\_ a. Location
    - \_\_\_\_\_  Exterior Building Lighting
    - \_\_\_\_\_  Site Lighting
  - \_\_\_\_\_ b. Height
  - \_\_\_\_\_ c. Angle
  - \_\_\_\_\_ d. Type
  
- \_\_\_\_\_ 21. Prints
  - \_\_\_\_\_ a. Six full size (24X36) sets of blackline prints
  - \_\_\_\_\_ b. Three(3) reduced scaled sets of blackline prints of site plan – (11 inches by 17 inches)
  - \_\_\_\_\_ c. Electronic submittal (disc or e-mail)
  - \_\_\_\_\_ d. Following site plan approval the applicant submits the following:
    - \_\_\_\_\_  Four (4) Full size sets of blackline prints
    - \_\_\_\_\_  One (1) reduced (11 inches by 17 inches) blackline print
    - \_\_\_\_\_  Electronic submittal (disc or e-mail) of the site plan
  
- \_\_\_\_\_ 22. Written Description
 

As required by Ordinance 10517, a brief description of the project and the activities that will occur on the site (8 ½ inch x 11 inch sheet)
  
- \_\_\_\_\_ 23. A-4 Application for Site Plans
 

A completed A-4 application
  
- \_\_\_\_\_ 24. Fees:
  - \_\_\_\_\_ a. Processing Fee (See application fee schedule)
  - \_\_\_\_\_ b. Advertisement Fee (See advertisement fee schedule)