

Small Planned Unit Development (SPUD) Checklist

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 SPUD Plans.

1. Professional Services Required
The SPUD 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 SPUD, 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).

Large Scale Horizon Plan Amendment Each Large Scale Land Use Plan Amendment applicant shall publish a "display ad" at least ten (10) days prior to the date of the Planning Commission public hearing. The Office of the Planning Commission will provide the Ad to the applicant. The applicant will then be responsible for submitting the Ad to the Advocate. This ad shall be no less than one-quarter page in the official journal of the City of Baton Rouge and Parish of East Baton Rouge. Such ad shall not be placed in that portion of the newspaper where legal notice and classified advertisements appear. The headline in such advertisement shall be in a type no smaller than 18 points. (See UDC Section 19.95).

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 SPUD 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 PUD shall include:
 - ___The total acreage involved in the project.
 - ___The number of acres devoted to the various categories of land use shown on the SPUD 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 SPUD
 - ___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 SPUD
- ___(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). Three sets (submitted to the Planning Commission Office) all stamped by the Planning Commission.
- ___(c) Drainage Impact Study (DIS) Three sets (submitted to the Planning Commission Office) all stamped by the Planning Commission.
- ___(d) Water Quality Impact Study (WQIS) Three sets (submitted to the Planning Commission Office) all stamped by the Planning Commission.

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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

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A-12-C Application for SPUD

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

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Application Fees for SPUD Approval