

Conditional Use 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 following information is required on all Conditional Use Site Plans. The CUP 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
 - b. Location of proposed site on lot and block map (1"=400'-0")

- _____ 2. Site Plan
Bearings, Scale, Boundary Lines, 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:
Owner, Developer, Surveyor, Design professional

- _____ 6. Legal Description
Property in title block, tract or lot number/subdivision name

- _____ 7. Proposed Plan
 - a. Label building set backs, interior side and back yard dimensions and major street setbacks
 - b. Label all proposed lakes, ponds, and common areas
 - c. Label all required conditions and indicate them on the plan
 - d. Show all dimensions indicating required setbacks as required by conditions
 - e. Show all parking areas and drop-offs

- _____ 8. Streets
Label existing streets and indicate their centerlines

- _____ 9. Structures
 - a. Number of buildings
 - b. Building height and number of stories
 - c. Density (residential units)
 - d. Building elevations

- _____ 10. Proposed Site Features
- a. Location, height and angle of lighting
 - b. Location and size of refuse areas
 - c. Location and size of signage
 - d. Location of above/under ground existing and proposed utilities and individual utility provider
 - e. Location of noisy equipment
 1. Air Conditioning units
 2. Loading docks/18 wheelers
 3. Air compressors, machinery, etc.
- _____ 11. Landscape Plan (Stamped and sealed by a licensed Landscape Architect)
- a. A preliminary plan showing required trees and buffer yards
 - b. A table indicating calculation of landscape requirements
 - c. Indicate all proposed landscape buffers and or barriers being utilized to meet conditions
 - d. Show details of landscape buffers and/or barriers including specific plants, sizes, materials and colors
- _____ 12. 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.
- _____ 13. Stormwater Management Plan (SMP) Section 15.13
- Three sets (submitted to the Planning Commission office) all stamped by the Planning Commission.
(Please check Section 15.13 to see if study is required)
- _____ 14. Drainage Impact Study (DIS) Section 15.15
- Three sets (submitted to the Planning Commission office) all stamped by the Planning Commission.
(Please check Section 15.15 to see if study is required)
- _____ 15. Water Quality Impact Study (WQIS) Section 15.17
- Three sets (submitted to the Planning Commission office) all stamped by the Planning Commission.
(Please check Section 15.17 to see if study is required)
- _____ 16. Prints
- _____ a. Two (2) full size (24x36)sets of blackline prints
 - _____ b. Three(3) reduced 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
- _____ 17. Written Description
- State how the proposed use of the property will meet all required conditions
- _____ 18. A-17 Application for Conditional Use Permit
- _____ 19. Application Fees for Conditional Use Approval (See fee schedule)