

## **PLOT 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

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***The following information is required on all plot plans for paving waivers, parking waivers, sign waivers, major street setback reductions, and an Appeal of Board of Adjustment Decision.***

- \_\_\_\_\_ 1. **Vicinity Map**  
Location of proposed site on lot and block map (1"=400').
  
- \_\_\_\_\_ 2. **Plot Plan**
  - a) scale;
  - b) boundary lines; and
  - c) 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; and
  - 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; and
  - d) surveyor.
  
- \_\_\_\_\_ 6. **Legal Description**  
Property in title block, tract or lot number/subdivision name.
  
- \_\_\_\_\_ 7. **Setbacks**  
Label set backs; interior, side, and back yard dimensions for all proposed/existing buildings.
  
- \_\_\_\_\_ 8. **Existing Site Features**
  - a) label all existing servitudes;
  - b) identify existing structures; and
  - c) identify existing trees.
  
- \_\_\_\_\_ 9. **Proposed Site Features**
  - a) location and size of refuse areas;
  - b) proposed signs; size and type; and
  - c) proposed location of loading docks/eighteen (18) wheelers.
  
- \_\_\_\_\_ 10. **Structures**
  - a) number of buildings; and
  - b) density (residential units).
  
- \_\_\_\_\_ 11. **Streets (for Sign Waivers and Major Street Setback Reductions)**
  - a) dimension and label existing/proposed streets and rights-of-way;
  - b) dimension and label existing/proposed Major Streets and rights-of-way;
  - c) dimension and label sight triangle(s);

- d) label existing and proposed surface type; and
- e) show all frontage roads, intersections and egress/ingress ramps.

\_\_\_\_\_ 12. **Sign (for Sign Waivers)**

- a) dimension and label proposed sign; and
- b) identify sign type.

\_\_\_\_\_ 13. **Circulation/Parking (for Parking and Paving Waivers)**

- a) provide a table showing:
  - 1. required number of spaces for development (all phases);
  - 2. proposed number of spaces for development (all phases); and
  - 3. proposed and required handicapped spaces.
- b) surface type/turning radii;
- c) walkways/accessibility routes for pedestrians;
- d) indicate all pedestrian access points to building(s);
- e) dimensions of parking space; and
- f) angle of proposed parking (if less than 90 Degrees).

\_\_\_\_\_ 14. **Certification by Licensed Landscape Architect (for Paving Waivers)**

Paving waivers shall not be granted for residential or commercial structures within the City of Baton Rouge or within recognized subdivisions or for any commercial uses in the Rural zoned area unless the waiver is being requested to save a tree(s) that is deemed important by a licensed landscape architect or by the Director of the City-Parish Office of Landscape and Forestry.

\_\_\_\_\_ 15. **Waivers Requested**

Show requested waivers *on the plan* with reference to section number and paragraph of applicable ordinance. **The applicant shall provide justification for the requested waiver(s).**

\_\_\_\_\_ 16. **Board of Adjustment Appeals**

The applicant shall provide letter from the Building Official indicating action and copy of original application.

\_\_\_\_\_ 17. **Prints**

Four (4) full size blackline prints; Three (3) reduced blackline prints of plot plan – (11 by 17 inches). For A-16 (major street setback reduction) and A-15 (appeal of board of adjustment decision) application if approved submit four (4) full size sets; Three (3) reduced sets.

\_\_\_\_\_ 18. **Application for Waiver**

A completed A-5 (paving waiver), A-6 (parking waiver), A-14 (sign waiver), A-15 (appeal of board of adjustment decision) or A-16 (major street setback reduction) applications.

\_\_\_\_\_ 19. **Application Fee for Waiver Request** (see fee schedule)