

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)
 - 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)

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. 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)

- _____ 21. Prints at time of application (**Public Hearing Items**)
 - _____ a. One (1) full size print of required plans
 - _____ b. One (1) reduced size print of required plans- 11 x 17
 Prints at time of application (**Staff Level**)
 - _____ c. One (1) full size print of required plans
 - _____ d. One (1) reduced size print of required plans- 11 x 17
 - _____ e. Electronic PDF submittal (CD Rom or email) of required plans

- _____ 22. A-4 Application for Site Plans

- _____ 23. Fees:
 - _____ a. Processing Fee (*See application fee schedule*)
 - _____ b. Advertisement Fee (*See advertisement fee schedule*)

- _____ 24. Prints with PC comments addressed for SRC submittal (**Public Hearing Items**)
 - One (1) full size print of required plans
 - One (1) reduced size print of required plans- 11 x 17
 - Electronic PDF submittal (CD Rom or email) of required plans

- _____ 25. Prints with SRC comments addressed (**Public Hearing Items**)
 - One (1) full size print of required plans
 - (27) reduced size prints of required plans- 11 x 17

- _____ 26. Prints after approval
 - Four (4) Full size sets; One (1) reduced size print of required plans- 11 x 17