

SUBDIVISION CHECK LIST

FOR

CONSTRUCTION PLANS

Name of Subdivision: _____ **Filing:** _____

Developer: _____
Name Phone Number

Date of Preliminary Plat Approval: _____

Review Fee: \$100.00 Plus _____ Lots at \$25.00 Per Lot.

Total Fee Required \$ _____.

(Note) Make checks payable to the City of Baton Rouge and Parish of East Baton Rouge.

CERTIFICATION: I hereby certify that the attached final construction plans comply with the subdivision regulations and the applicable City-Parish requirements. I further acknowledge that I have read and understand the provisions of Metropolitan Council Ordinance 11562 and Resolutions 39784 concerning the review of these construction plans by the City-Parish.

Engineer: _____
Name Signature Date

INTRODUCTION: The following checklist provides a guideline for compliance with the City-Parish standards, policies, and Subdivision Regulations and does not relieve the design engineer from full compliance with applicable City-Parish standards, policies, and Subdivision Regulations which are not contained in this checklist. All applicable items must be addressed. Please indicate in the following checklist blocks: "y" for yes, "n" for no "n/a" for not applicable. Submit two (2) sets of construction plans for review.

I. TITLE SHEET:

____A. Name of subdivision

____B. Type of subdivision (check one): ____Residential; ____ Commercial; ____Industrial; or ____PUD

- ____ C. Name of engineer, signature, and seal (verify signature authenticity)
****NOTE: Engineer's Certification: I hereby certify that the design of the streets, drainage and sanitary sewer facilities to the best of my knowledge, conforms to the current Unified Development Code and conforms to the current City-Parish public works design standards, unless noted otherwise.**
- ____ D. Space provided for the signatures of the Subdivision Engineer and Dept. of Development Director (listed in this order only).
- ____ E. Index to sheets:
 ____ Title Sheet & Location Map
 ____ Typical Section (s)
 ____ Geometric Layout & Signing Plan
 ____ Traffic Control Plan (if applicable)
 ____ Watershed Map
 ____ Drainage Layout Map
 ____ Sanitary Sewer Layout Map
 ____ Index to sheets-all plan/profile sheets to be indexed by street name
 ____ Drainage Outfall (s)
 ____ Sanitary Sewer Profiles (if applicable)
 ____ Sanitary Sewer Lift Station Details (if applicable)
 ____ Striping & Pavement Marking Plan (if applicable)
 ____ Special Details (if applicable)
 (Example-Special junction box, concrete collars, drainage spillway, etc.)
 ____ Mitigation Plan (if applicable)
 ____ Detention/Retention Pond (if applicable)
 ____ City Parish Standards (Must be attached to construction plans)
 ____ Applicable Standards (Each standard is listed by name and CPS No., with LATEST DATE of standard.)
 ____ Standard Bedding & Backfill Details for Storm Drain Pipe (CPS 701-01)
 ____ Handicap Ramps Standard (CPS 907-01)
- ____ F. Vicinity Map (scale 1" = 2000'). Note: (Must include a North arrow.)
- ____ G. Notes:
- ____ 1. All work shall conform to the City of Baton Rouge/Parish of East Baton Rouge Standard Specifications for Public Works Construction, latest edition.
 - ____ 2. Maintenance Bond required in accordance with provisions of the Unified Development Code.
 - ____ 3. The approval of these plans applies to the construction features only as required by the Unified Development Code and the City-Parish Public Works Regulations.
 - ____ 4. All Federal, State, and Local Permits must be obtained before construction is to commence.
 - ____ 5. The contractor shall install and maintain adequate construction signage and barricades where required in accordance with the Manual of Uniform Traffic Control Devices (MUTCD).
 - ____ 6. Prior to commencement of any work, the engineer of record shall request in writing a Pre-construction Meeting to be scheduled by the Subdivision Engineering Office (225-

389-3198). The Subdivision Engineering Office will schedule the Preconstruction Meeting at which time a project permit will be issued to the contractor. The same procedure will be followed to request any and all field inspections.

- ___7. No street in this subdivision is to be open to traffic until the proper intersection control signs have been installed by the developer.
- ___8. Post-installation tests for sewer lines and manholes are to be performed in accordance with the procedures outlined in City of Baton Rouge/Parish of East Baton Rouge Standard Specifications for Public Works Construction, latest edition.
- ___9. The owner of each lot will furnish an electric servitude from the source of supply to his meter location for receipt of electric service on the lot.
- ___10. PURSUANT TO LOUISIANA ENVIROMENTAL QUALITY ACT AS AMENDED (LA. R.S. 30:2001), A LOUISIANA POLLUTANT DISCHARGE ELIMINATION SYSTEM (LPDES-LAR100000) GENERAL PERMIT IS REQUIRED FOR STORM WATER DISCHARGES ASSOCIATED WITH CONSTRUCTION ACTIVITY FOR PROJECTS FIVE (5) ACRES OR MORE. PRIOR TO THE COMMENCEMENT OF CONSTRUCTION ACTIVITIES (i.e., THE INITIAL DISTURBANCE OF SOILS ASSOCIATED WITH CLEARING, GRADING, EXCAVATION ACTIVITIES, OR OTHER CONSTRUCTION ACTIVITIES), A COMPLETE AND ACCURATE NOTICE OF INTENT (NOI) MUST BE RECEIVED BY LADEQ OFFICE OF ENVIROMENTAL SERVICES: PERMITS DIVISION. IN ADDITION, A SITE SPECIFIC STORM WATER POLLUTION PREVENTION PLAN (SWPPP) MUST BE PREPARED AND IMPLEMENTED BEFORE COMMENCEMENT OF CONSTRUCTION ACTIVITIES. COPIES OF THE NOI AND THE PERMIT MUST BE GIVEN SUBMITTED AT THE PRE-CONSTRUCTION MEETING.
- ___11. The City of Baton Rouge/East Baton Rouge Parish is not responsible for the maintenance and/or upkeep of Private Streets, Sewer or Drainage Improvements or any other Improvement not built within a Public Right-of-Way or Public Servitude.

- ___H. Bench Mark Data: Elevation and Source (Datum)

- ___I. List of waivers and date of Metro Council and/or Planning Commission Approval.

- ___J. Add a reminder note that:
 - ___1. A US COE No. 404 Permit may be required for any activity in a designated wetland area.
 - ___2. A DOTD permit is required for activity within a state right-of-way or servitude.

- ___K. If proposed improvements are to be constructed in an existing utility, pipeline, etc. servitude/R/W documentation will be required.

- ___L. Base Flood Elevation: _____
 Inundation Elevation: _____
 Lowest Street Elevation: _____
 Proposed Slab Elevations: _____

II. TYPICAL SECTION SHEET:

____A. Name of subdivision and filing number

____B. Name of engineer, signature and seal (verify signature authenticity)

____C. Right-of-Way Requirements:

Description	Minimum R/W Requirement
____MSP Arterial – 4-Lane with Center Turn Lane	125'
____MSP Arterial – 4-Lane with Median	140
____MSP Arterial/Collector – 2 Lane with Center Turn Lane	100'
____MSP Arterial/Collector – 2 Lane	70'
____MSP Collector – 2 Lane with Median, Parking, and Bike Lanes	120'
____MSP Collector – 2 Lane with Median and Bike or Parking Lanes	110'
____Commercial Local – 2 Lanes with Bike Lanes and Parking	72'
____Commercial Local – 2 Lanes with Parking	60'
____Industrial Local – 2 Lanes with Parking	67'
____Residential Local – 2 Lanes with Parking	60'
____Residential Local – 2 Lanes without Parking	44'
____Residential Local (Wide) – 2 Lanes without Parking	50'
____TND Parallel Parking	70'
____TND Yield Flow with Parking 2 Sides	50'
____TND Yield Flow with Parking 1 Side	40'
____TND Mixed Parking	70'
____Back Lane	20'
____20' Street Width – Open Ditch	60'

____D. Utility Space Allocation Plan per CPS SD-02A. (Also show rear yard space allocation plan, if applicable).

____E. Street Light standards may be located on either side of street or in center of the median strip on boulevards as required by the illumination design. The street light layout must be approved by the Traffic Engineering Division.

____F. Typical cross section (required for each type of street within the development)

- ____1. Minimum cross slope = 0.025 Ft/Ft
- ____2. Street sections (based on Engineer’s recommendation and results of soil analysis).
 - ____a. Two-inch asphaltic wearing surface on 12 inch soil cement base or better.
 - ____d. Eight inches of concrete (in commercial or industrial subdivisions).
 - ____e. Alternate section approved by the Chief Design Engineer.
- ____3. Major Streets – 8” Portland cement concrete pavement.
- ____4. Commercial and Industrial Streets: 8” Portland cement concrete pavement

- ___5. Back Lanes - 6 inch Portland cement concrete pavement.
- ___6. Private Servitude of Access
- a. Zone "R": Minimum of thirty (30) feet wide and constructed with a minimum of six (6) inch thick concrete or asphalt, and the road surface shall be at least twenty-two (22) feet wide by fifty (50) feet from the edge of the public road. The remaining portion of the private servitude of access may be constructed of gravel, crushed limestone, or equivalent four (4) inches thick as approved by the Department of Development and shall be at least twenty-two (22) feet wide.
 - b. Zone "A1, A2, A2.1, A2.6, and A2.7": Minimum of six (6) inch thick concrete twenty-two (22) feet wide.
 - c. All others: Eight (8) inch concrete or equivalent dust-free paving material approved by the Department of Development. Private servitudes of access in these zoning districts shall be at least twenty-two (22) feet wide.
- ___7. Campsite Streets – Minimum 20 feet width of 6 inch compacted gravel; minimum 24 feet width roadbed; graded to full 60 feet width
- ___8. T-Turnaround – Minimum pavement size is 80 feet by 20 feet. Minimum R/W is 30 feet by 90 feet. The type of construction is same as adjacent street.
- ___9. Cul-de-sac (Turning Circle) – minimum inside turning radius of 26 feet F.O.C. and a pavement width of 24 feet F.O.C to F.O.C. Utility and other R/W dimensions per UDC requirements.
- ___10. Private streets – At the entrance to any subdivision development with private improvements, a sign shall be installed which states the limits of public improvements within the development.
- ___11. UDC Appendix J street cross sections will be allowed; however, internal vehicles-per-day counts must be provided to ensure applicability. Show the calculated internal vehicles-per-day counts on the typical section sheet.
- ___12. Public & Private utility servitude widths must conform with CPS S/D 02A.
- ___13. Subdivision entrance streets may increased thickness.
- ___14. A single entrance subdivision shall have minimum 12-foot wide travel lanes at the subdivision entrance, extending until the entrance street meets another street in the subdivision.

III. WATERSHED MAP:

- ___A. Name of subdivision
- ___B. Name of engineer, signature and seal (verify signature authenticity)
- ___C. Onsite and offsite drainage areas

- ___D. Storm water runoff “Q” in [cfs]
- ___E. North Point and scale
- ___F. Show contour lines from a USGS map or better. Smaller contour intervals should be provided for flat areas.

IV. STORM DRAINAGE LAYOUT:

Note: Provide Drainage Calculations. The drainage calculations must be sealed by the licensed professional engineer when submitted for review.

- ___A. Name of subdivision
- ___B. Name of engineers, signature and seal (verify signature authenticity).
- ___C. Contours
- ___D. Servitudes: No combined servitudes. Label servitudes as either drainage, sewer, utility, sidewalk, etc. The width of the servitude shall be approved by the Department of Development.
- ___E. Lot numbers
- ___F. Drainage Areas (area, including offsite areas, and calculated flow should be given for each area.) Sheet flow shall be accommodated on the site by use of swale ditches or pipe systems to intercept the sheet flow and direct it to the appropriate outfall. Provisions must be made to adequately accept runoff of adjacent watershed areas. All drainage structures must be sufficient for the drainage of the adjacent watershed after complete development of the total area, and where ditches and canals are used, adequate servitudes shall be provided for future needs and, if necessary, the ditches/canals shall be widened to the ultimate design width; however, the developer shall be required to dig or to open necessary drains only of sufficient depth to cover present drainage needs. Typically, new ditches/canals are not allowed for public acceptance. All new publicly-maintained drainage servitudes should be subsurface drainage to the fullest extent possible.
- ___G. Pipe sizes, lengths and type. For public servitudes and R/W’s minimum pipe size shall be 15” (ASTM C-76, Class II reinforced concrete with O-ring gasket joints). (Calculations must be submitted with plans). For private servitudes, minimum desirable pipe size is 12”; however, 8” is allowable (calculations must be submitted with plans).
- ___H. Inlet designations
- ___I. Inlet spacing (maximum = 300 feet between inlets and between inlets and high points). Double inlets required at sags. Inlets should not be placed on or near property lines.
- ___J. Water surfaces at outfalls.

- ___K. Inundation elevation (if greater than the 100 year flood elevation, than area must be shaded with an approved shading pattern (Sec. 4.7(A)(17)).
- ___L. 100-year flood elevation (Shade Flood Zones A and AE with an approved shading pattern (Sec. 4.7 (A)(17)).
- ___M. Graphic Scale (1" = 100)
- ___N. North arrow
- ___O. Adjacent properties
- ___P. Legend
- ___Q. Conflicts with sewers
- ___R. Provide catch basins for low area behind curb
- ___S. Where open ditches are used for drainage, location, size, and grade of all driveway culverts shall be shown.
- ___T. Drainage Certification Note (verify signature authenticity). Not required if drainage impact study was made.
- ___U. Show Cemeteries, existing structures, gas pipelines (servitudes/R/W), lakes/ponds, historic oaks & other historic trees, etc.
- ___V. Note required regarding private ownership and maintenance of lake/pond and shoreline and that City Parish does not own or maintain lake/pond and shoreline.
- ___W. For zero-lot-line subdivisions, rear yard drainage systems are required (can be private). A 5-ft private construction and maintenance easement shall be provided on the lot adjacent for construction and maintenance of the zero-lot-line wall.
- ___X. Grate-type manhole covers are required in the street for drainage systems.

V. SANITARY SEWER LAYOUT:

(Note: Construction plans with any sewer improvements must have LA DHH approval prior to approval by the City-Parish, in accordance with UDC 14.3.)

- ___A. Name of subdivision
- ___B. Name of engineer, signature and seal (verify signature authenticity)
- ___C. Contours

- ___D. Servitudes: No combined servitudes. Label servitudes as either drainage, sewer, utility or sidewalk. A sanitary sewer line can be included with other utilities in a minimum 15 foot utility servitude. If the sewer line is shallow, a minimum of 10 foot sewer servitude maybe used.
- ___E. Lot numbers
- ___F. Pipe sizes and grades (min. 0,4% and max. 150 lots on an 8' line).
- ___G. Manhole designation, top elevation, and invert elevation for each manhole.
- ___H. Wyes for each lot. No wyes to be stubbed out of manholes except for a manhole at the upstream end of the system. No double wyes except for lots less than 50 ft in length per C/P Standard 802-01. Only one wye per lot; if additional wyes or a sewer collection line is stubbed out to adjacent property, ask for land use and have the maximum sewer flow shown at this wye/sewer collection line stub out.
- ___I. Manhole spacing 300 + feet
- ___J. Graphic Scale (1" = 100')
- ___K. North arrow
- ___L. Note: "Minimum depth of house connections at the property line shall be 4 to 6 feet below the natural ground at the r/w line. House connections from the main sewer to the property shall have a minimum slope of 1% and 2% where available depth permits. Service lines in servitudes must be extended to the edge of the servitude. For individual sanitary sewer service lines that cannot drain by gravity to the sanitary sewer collection system, either a lift station shall be required for that lot or a note shall be required on the final plat which advises the future lot owner."
- ___M. Plan showing location of sanitary sewer and service line in servitude or right-of-way.
- ___N. Identify adjacent properties
- ___O. Legend
- ___P. Location of pump station and force main, if applicable. All pump stations shall be public and located on its own separate tract, with a minimum size of 30' x 50'. If no direct access from the street is available to the pump station tract, a dedicated servitude of access will be required, with 30 ft minimum width, and 22 ft minimum width pavement or limestone.
- ___Q. Check for conflicts with storm drain lines system
- ___R. Calculations and/or documentation establishing existing sanitary sewer system has adequate capacity for proposed subdivision.

- ___S. Sewer plans submitted to LA Dept. of Health and Hospitals (DHH). A copy of DHH approval letter must be submitted to the Subdivision Engineering office prior to construction.
- ___T. Verify if system is connected to the STN system. An STN Analysis if required if the proposed system will tie directly or indirectly to the STN system.
- ___U. Show cemeteries, existing structures, gas pipelines (& servitudes R/W), lake/ponds, historic oak trees and other historic trees, etc.)
- ___V. Bolt-down manhole covers are required in the street for sanitary sewer systems.
- ___W. All manhole top elevations shall be at or above 100-year BFE.
- ___X. For any removal and/or abandonment of existing sanitary sewer pipe, add note on plans notifying the contractor that this work shall be performed in accordance with provisions of Sec. 802-4.3 of City of Baton Rouge/Parish of East Baton Rouge Standard Specifications for Public Works Construction, latest edition.

VI. PLAN – PROFILE SHEETS:

- ___ A. Subdivision, filing number and street name on each sheet
- ___B. Name of engineer, signature and seal (verify signature authenticity for each sheet).
- ___C. Graphic Scale (1" = 20' plan, 1" = 2' profile)
- ___D. North arrow
- ___E. Inlet and manhole designations (on both plan and profile)
- ___F. Identify type of street construction on each sheet (plan only)
- ___G. Top curb and invert elevations of all inlets on plan
- ___H. Length, slope, and size of all sanitary sewer lines (on both plan and profile)
- ___I. Length, size, slope, and design flow on all storm drain pipes (on both plan and profile)
- ___J. Street grades (0.4% minimum) (for curb and gutter and future curb and gutter streets; open ditch subdivisions can have a 0.0% street grade).
- ___K. Existing ground in profile
- ___L. Hydraulic grade line. Show the slope; also the design water surface value at all manholes and inlets. The 10-yr HGL shall not exceed the gutterline of a curb & gutter street or the edge of pavement on a suburban standard street (open ditch).

- ___M. Radius at intersections:
Residential-25' minimum
Commercial-35' minimum
Industrial and major streets-50' minimum
- ___N. Curve data where required (vertical and horizontal curves)
- ___O. Lot numbers
- ___P. Driveway (width plus 5 feet on each side) pipe sizes on plan (open ditch subdivisions). RCP required minimum 15'. (Minimum CMP is also 15")
- ___Q. Sidewalks: 4 inches thick x 5 feet wide
- ___R. Check for conflicts between sewer and storm drain lines
- ___S. Street centerline elevation (see data provided on sheet # 1):
____1. Major streets – At or above FIRM 100 year flood elevation or inundation, whichever is greater.
____2. Other streets – No lower than 2 feet below FIRM 100 year flood elevation or record inundation, whichever is higher.
- ___T. Handicap ramps – required at all intersections (see acceptable geometric layouts on standard).

VII. PUMP STATION DETAILS

- ___A. Subdivision name and filing number
- ___B. Name of engineer, signature and seal (verify signature authenticity)
- ___C. Design flow and total dynamic head (show calculations)
- ___D. Pump size and model number
- ___E. Motor size and speed
- ___F. Piping sizes
- ___G. Slab elevation
- ___H. Ground elevation
- ___I. Top elevation
- ___J. Wet well
____1. diameter
____2. invert
____3. invert of incoming pipes

- _____4. low water elevation
- _____5. high water elevation

___K. Electrical supply

___L. Site plan

___M. Air-release valve is required at all high points in force main pipe (see Sec. 804 of City-Parish Public Works Master Specifications.)

VIII. DRAINAGE DITCHES:

___A. Subdivision name and filing number

___B. Name of engineer, signature and seal (verify signature authenticity)

___C. 4" Concrete liners shall be installed in curb and gutter subdivisions and other areas designated by Department of Development and meeting public works specifications when:

_____1. New drainage channels are constructed by the subdivider.

_____2. Subdivision includes existing drainage channels which originate within the limits of the subdivision.

_____3. If the new existing channel is a continuation of a lined channel immediately upstream from the subdivision.

___D. Profile:

_____1. Natural ground

_____2. Bottom of each

_____3. Hydraulic grade line

_____4. Flow in ditch

_____5. Corrugated metal pipe (20' minimum) at discharge channel

___E. Section:

_____1. Bottom width

_____2. Side slopes-up to 6 feet, 2:1 6 to 8 feet, 2-1/2:1; over 8 feet, 3:1, unless otherwise determined by soil analysis

_____3. Design water depth

_____4. Top of ground

_____5. Top width

_____6. Location within servitude or right-of-way

- ___7. Design flow
- ___8. Submit calculations for Subdivision Engineering office files
- ___F. Erosion Protection:
 - ___1. Show type
 - ___2. Show limits,(based on calculations)

IX. EROSION CONTROL PLAN:

- ___A. Show type of Stormwater Pollution Prevention (SWPP)

X. STREET LIGHTING LAYOUT:

Must comply with all applicable requirements of Ordinance 9482 adopted by The Metropolitan Council on September 16, 1992; however, it must not be included with construction plans: Instead this layout will be required for the drawings submitted by the power company or its contractor for transmission line and light pole installation. Furthermore, the street light installation must have Traffic Engineering approval or must be backed by a utility company certification letter prior to City-Parish acceptance of the subdivision.

XI. SIGNING & TRAFFIC CONTROL PLAN:

- ___A. Street signs – 2 UDC-approved signs at all intersections and all private servitude drives:
 - ___1. North-South streets shall be called drives
 - ___2. East-West streets shall be called avenues
 - ___3. Boulevard streets shall be called boulevards
 - ___4. Street names must match the names approved by the Planning Commission on the Preliminary Plat. Refer to UDC 13.4 and Appendix J for more guidance on approved street names and suffixes.
- ___B. Traffic intersection control signs
- ___C. At the entrance to any subdivision development with private improvements, a sign be placed stating the limits of public maintenance within the Development.
- ___D. Stub-outs provided per the Preliminary Plat.
- ___E. Block Length per the Preliminary Plat.

XII. BRIDGE DETAIL SHEET (NO TIMBER BRIDGES):

- A. Cast-In-Place concrete deck with concrete piles and caps
- B. Precast concrete deck with concrete piles and caps
- C. Elevation of lowest bridge deck member must clear the 100 Year Flood Elevation or Inundation, whichever is greater.
- D. Adequate bridge opening is required. (The Department of Development will provide size of required bridge opening).
- E. Geotechnical reports establishing pile lengths are required with construction plan submittal.
- F. Drawings of details of all spans, pile caps, piles, and approach slabs will be required prior to construction plan approval.
- G. Pile driving logs and test reports will be required prior to acceptance of maintenance.

XIII. FIRE HYDRANT LOCATIONS:

Submit Baton Rouge Water Co. water layout plan to Chief of the Fire Department or his designated representative, or to the Chief of the Volunteer Fire Protection District for review and written approval. (Not required to be included with construction plans).

XIV. DETENTION/RETENTION PONDS & LAKES

- A. Subdivision name and filing number
- B. Name of engineer, signature and seal (verify signature authenticity)
- C. Contour lines
- D. Lake/outfall structure
 - 1. Type
 - 2. Dimensions/details
- E. Minimum 30 foot drainage servitude required thru lake/pond to extend from each discharge point into lake/pond to lake/pond outfall structure.
- F. Calculations – Flood routing for 10 year, 25 year, and 100 year events.
- G. Design water surface of lake/pond
- H. Static water level of lake/pond
- I. Total drainage area & Q (also include the area of the lake in the total drainage area).
- J. Note required regarding private ownership and maintenance of lake/pond and lake/pond shoreline and that City Parish does not own or maintain the lake/pond and shoreline. Also state that this note must be added to final plat.

XV. STORMWATER MANAGEMENT PLAN:

A final Stormwater Management Plan shall be submitted in accordance with Sec. 15.3 of UDC.

A “Private Stormwater Quality Best Management Practice Maintenance Covenant” is attached. For closeout of projects, please have the owner sign, notarize and record this form, and provide the Subdivision Engineering office a copy.