

Manufactured Home Park CHECK LIST

City of Baton Rouge/Parish of East Baton Rouge
Office of the Planning Commission, 1100 Laurel Street, Suite 104
P.O. Box 1471, Baton Rouge, Louisiana 70821

The following information is required on all Manufactured Home Park site plans

Please call for an appointment to review your proposal with the staff prior to submitting your application. The 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. **Title** of the Home Park
- _____ 2. **Legal Description** of Property
- _____ 3. **Name of owner/subdivider/developer**
- _____ 4. **Boundaries** of the Manufactured Home Park
- _____ 5. **Size of proposal** (min. of 3 acres)
- _____ 6. **Max. density** (12 sites per acre)
- _____ 7. **Minimum lot size** of 30 feet by 75 feet
- _____ 8. **Waivers** : Yes___ No___
- _____ 9. **Prints at time of application**
One (1) full size print of required plans
Two (2) reduced size prints of required plans – 11 x 17 (For PC and for Subd Office)
- _____ 10. **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
- _____ 11. **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
- _____ 12. **Prints after approval**
Thirteen (13) full-size prints and two (2) 11" x 17" prints after Plat is signed by the Planning Commission
- _____ 13. **Fees**: (see fee schedule)
- _____ 14. **Street(s) names** and rights-of-way of all abutting streets
- _____ 15. **Zoning District** show zoning classification and boundaries
- _____ 16. **Adjacent Subdivisions** show the subdivision name and filing of adjacent subdivisions
- _____ 17. **Abutting Lots or Tracts** show lot number or tract name on all abutting land
- _____ 18. **Frontage** required on publicly maintained road (min. of 200 feet)
- _____ 19. **Private drives** within the trailer park shall be:

- _____19. **Private drives** within the trailer park shall be:
- a) minimum of 23 feet back to back of curb
 - b) minimum of 35 feet width between building lines
 - c) underground storm drainage
 - d) minimum drive pavement construction, 6 inch soil cement base and 1.5 inch asphaltic concrete surface
- _____20. **Turnarounds** must have a minimum radius of 30 feet (circular turnarounds must be located at rear of property)
- _____21. **Trailer site:** 2 concrete runners 6 inches thick and concrete pad 4 inches thick 10 feet by 26 feet measured from back of curb at the front of the site
- _____22. **Refuse containers** (garbage hoppers) min. of 2 for each 20 trailer sites
- _____23. **Each site** shall be provided: a sanitary sewer connection; public water supply
- _____24. **Each Mobile Home Park** shall have: a community sewer collection and treatment system; fire hydrants
- _____25. **Each Mobile Home Park** shall have: a solid fence or wall at least 6 feet high along all sides and rear property lines
- _____26. **Bufferyards:** Mobile Home Park shall provide a 20 foot side and rear bufferyard when developed adjacent to a residential zoning district or a recognized residential subdivision
- _____27. **Recreational area** shall be provided for M H P at a rate of 10 percent of the overall all park area, but not required to exceed 1 acre
- _____28. **Centralized mail kiosk(s)** (requirement of USPS)
- _____ Location
 - _____ Height
 - _____ Graphic Elevation
- *Please contact the United States Post Office for more information*
- _____29. **Fault Line Identification** Describe all fault lines or other geologic hazards that affect this property and identify these features on the proposed plat. (Use additional sheet if necessary)
- _____30. **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.
- _____31. **Stormwater Management Plan (SMP)** Section 15.13
One electronic copy (PDF) submitted to the Planning Commission office. Two paper copies submitted to the Subdivision Office.
- _____32. **Drainage Impact Study (DIS)** Section 15.15 (If needed)
One electronic copy (PDF) submitted to the Planning Commission office. Two paper copies submitted to the Subdivision Office.
- _____33. **Water Quality Impact Study (WQIS)** Section 15.17
One electronic copy (PDF) submitted to the Planning Commission office. Two paper copies submitted to the Subdivision Office.

November 2017 *NOTE: Individual trailer sites may be leased or rented but not subdivided or sold. All Mobile Home Park sites shall be subject to: filing the appropriate application and fees, review by Planning Commission Staff, Department of Public Works Staff, Planning Commission public hearing, and Metropolitan Council public hearing if waivers are requested.*

_____ 34. **Sewage Treatment**


- _____ a. Indicate on the plat the method of sewage treatment
- _____ b. The proposed location of the sewage treatment plant

_____ 35. **DOTD approval/non-objection:** Where proposed development accesses a state highway or connecting street, applicant must have a statement from the Louisiana Department of Transportation and Development confirming that access to said highway or connecting street will be allowed (Section 4.103.A.1.e)

_____ 36. **Revisions:**

- ___ a. Provide a revision block showing:
 - ___ Revision number
 - ___ Note describing any proposed change(s)
(see example at end of checklist)
- ___ b. Copy of previously approved plan

Revision Block Example:

	Revision #1: Detailed note describing proposed change(s)
 <u>APPROVED</u> 	
_____ Frank M. Duke, FAICP, Planning Director or his designee City-Parish Planning Commission	_____ Date File # _____