

Plot Plan 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 plot plans for paving waivers and major street setback reductions.

- ___ 1. Vicinity Map
Location of proposed site on lot and block map (1"=400')
- ___ 2. Plot Plan
- ___ a. scale
 - ___ b. boundary lines
 - ___ c. north arrow
- ___ 3. Planning Summary
- ___ a. existing zoning
 - ___ b. Comprehensive 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. Setbacks
Label setbacks; interior, side, and back yard dimensions for all proposed/existing buildings
- ___ 8. Existing Site Features
- ___ a. label all existing servitudes
 - ___ b. identify existing structures
 - ___ c. identify existing trees
- ___ 9. Proposed Site Features
- ___ a. location and size of refuse areas
 - ___ b. proposed signs; size and type
 - ___ c. proposed location of loading docks/eighteen (18) wheelers


- ___ 10. Structures
 ___ a. number of buildings
 ___ b. density (residential units)
- ___ 11. Streets
 ___ 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
 ___ e. show all frontage roads, intersections and egress/ingress ramps
- ___ 12. Circulation/Parking
 ___ a. provide a table showing:
 ___ i. use type/sq. ft. and parking ratio
 ___ ii. required/proposed number of spaces for development
 ___ iii. required/proposed number of spaces for development
 ___ iv. required/proposed handicapped spaces
 ___ v. required/proposed bicycle parking (if applicable)
 ___ 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
 ___ f. angle of proposed parking (if less than 90 Degrees)
- ___ 13. 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).**
- ___ 14. Prints submitted at time of application for ALL Plot Plans
 One (1) full size print of required plans
 Two (2) reduced size print of required plans – 11 x 17 (For PC and for Subd Office)
- Electronic PDF submittal (CD Rom or email) of required plans
- ___ 15. Application for Waiver
 A completed application.
- ___ 16. Application Fee for Waiver Request (*see application fee schedule*)
- ___ 17. Prints submitted with DOD comments addressed for Public Hearing Items
 One (1) full size print of required plans
 (7) reduced size prints of required plans- 11 x 17
- ___ 18. Prints after approval for A-16 (major street setback reduction)
 Four (4) Full size sets; One (1) reduced size print of required plans- 11 x 17
- ___ 19. Revisions:
 ___ a. Provide a revision block showing:
 ___ Revision number
 ___ Note describing any proposed change(s)

___ b. (see example at end of checklist)
 Copy of previously approved plan

Parking Chart Example:

Use	Formula	Required	Proposed
Multi-family (1 bedroom)	1 spaces/unit	116	x
Multi-family (2 bedroom)	2 spaces/unit	136	x
Totals		252	x
Handicap Spaces	201-300 spaces	7	x
Bicycle Parking	101-200 vehicular spaces	5	x

Revision Block Example:

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