

# Concept 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

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## Application Submittal Requirements

- \_\_\_ 1. **Application and Appropriate fees (application + advertisement fee)** - Every section must be filled out with the owner(s) and applicant signatures; each sheet of the application must be initialed. Include property detail sheets and map.  
<https://ebgis.maps.arcgis.com/apps/webappviewer/index.html?id=71eea5e62ce84b1d94be194ad8f2ac2e>
- \_\_\_ **Pre-Application Conference** –must submit proper review documentation (See Section 8.216.H.2 of UDC)
- \_\_\_ 2. **Metes and Bounds description (if applicable)** - must be submitted as hard copy and electronic word document to be emailed or submitted on file drive
- \_\_\_ 3. **Proof of Ownership** - Applicant shall present proof of the unified control of the entire area within the proposed Planned Unit Development with a secure written consent and agreement from all property owners of record within the projects boundaries
- \_\_\_ 4. **Studies Required (Two hard copies & one electronic submittal)**
- \_\_\_ A. **Traffic Engineering Requirement** - The applicant shall meet with the Department of Development to determine the factors affecting traffic generated from proposed project. The applicant is encouraged where acceptable, but not required, to submit one or more companion proposals for a pedestrian system, transit system, or other alternative for the movement of persons by means other than privately owned automobiles. Applicant must have a statement from the Department of Public Works confirming that the Traffic Impact requirement has been completed 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.
- \_\_\_ B. **Stormwater Management Plan (SMP)** - The applicant shall provide a conceptual SMP to comply with Federal and State regulations. One electronic copy (PDF) submitted to the Planning Commission office. Two paper copies to the Subdivision Office. [Section 15.13]
- \_\_\_ C. **Drainage Impact Study (DIS)** -The applicant should conceptually indicate on a map the methods proposed for handling offsite discharge of storm water. One electronic copy (PDF) submitted to the Planning Commission office. Two paper copies to the Subdivision Office. [Section 15.15]
- \_\_\_ **Exemption or Waiver** - must provide documentation of request to the Department of Development along with submittal of application
- \_\_\_ D. **Water Quality Impact Study (WQIS)** The applicant should conceptually show that BMP's are taken so that the water quality of the surrounding area is not impaired because of the development. One electronic copy (PDF) submitted to the Planning Commission office. Two paper copies to the Subdivision Office. [Section 15.17]
- \_\_\_ **Exemption or Waiver** - must provide documentation of request to the Department of Development along with submittal of application

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- \_\_\_ 5. **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
- \_\_\_ 5. **Utility Easements/Servitude non-objection:** Where proposed development encroaches any public servitude/easement, must provide letters of no objection from Department of Development and the appropriate agency that has rights to the easement
- \_\_\_ 6. **Applicant shall hold a Public Workshop for residents of the area in which the project is proposed to be located** (See Section 8.216.H.2 of UDC)
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*The following information is guidance for requirements of the UDC and must be included in all Concept Plans. However, the applicant must reference to the UDC for more detailed information of requirements.*

The Concept Plan submitted for approval shall be prepared by one or more persons in the following professions:

Architecture, Landscape Architecture, or Civil Engineering (***Drawings will not be accepted unless signed, stamped and seal by the design professional***). Be sure that all numbers on multiple sheets are the same throughout.

*The following information is required on all Concept Plans.*

### Plan Submittal Set of Drawings

Submittal sets will include, at a minimum, a Cover Sheet, Existing Site Conditions Map, Concept Plan, Circulation Plan, and Architectural Elevations. Items on this checklist must be located on the appropriate sheets according to this checklist. Information not located on the appropriate sheet will be considered an incomplete submittal. See below for required sets:

#### Plans at time of application

- \_\_\_ A. One full size print of required plans
- \_\_\_ B. Two reduced size prints of required plans - 11 x 17 (For PC and for Subdivision Office)
- \_\_\_ C. Electronic PDF submittal of required plans

#### \_\_\_ 1. Cover Sheet

- \_\_\_ A. Title/Name and number
- \_\_\_ B. Contacts (Name, address, phone, email, and fax numbers)
- \_\_\_ Design Professional(s): Landscape Architects, Engineers, Architects, Consultants
- \_\_\_ Owner/Developer
- \_\_\_ Utility Companies
- \_\_\_ C. Planning Summary
- \_\_\_ Existing zoning

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- Future Land Use
  - Character Area
  - Existing zoning of adjoining parcels
  - Acreage
  - Number of Units
  - Total Building square footage
  - Density/Intensity (Residential and Commercial)
  - Building height and Number of stories
  - Proposed use(s)
- D. Vicinity Map
- Location of proposed site on Parish map
  - A general location quadrangle map encompassing a one mile radius showing the relationship of the site to such external facilities as highways, shopping areas, and cultural complexes.
- E. Legal description of site - *Title and legal description shall be placed in the title block. This description shall be prepared by a certified land surveyor and shall be accompanied by a map showing bearings and dimensions at a suitable scale as determined by the Planning Commission Staff for reproduction, advertising and public hearing*
- Legal Tract of Record in Planning Commission GIS system
  - Section(s)
  - Township
  - Range
  - List all CPPC Parcel Identification Number(s) of property
- F. Drawing Sheet Index – List of all sheets included in the plan set
- G. Design professional’s seal with signature and date
- H. Revisions (If applicable) - Provide a revision block showing (see example below):
- Revision number along with date officially submitted to Planning Commission (confirm from receipt)
  - Revision letter with details of proposed changes and reference to the section of the UDC that states who has authority to review and approve the changes
  - Previous approval info including date(s) and previous approval authority
  - Itemized description of any details changed (include square footages, percentage change, building movement distance, changes in common open space, etc.)
  - Copy of previously approved plan included in the drawing set

### Revision Block Example:



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## Revision #1: Date of submittal from receipt

Revision to Concept Plan approved by the Planning Commission on DATE and Metropolitan Council on DATE, revised to:

Itemized details describing proposed change(s)

APPROVED

Frank M. Duke, FAICP, Planning Director  
or his designee  
City-Parish Planning Commission

Date

File # \_\_\_\_\_

## \_\_\_ 2. Existing Site conditions map

This map or series of maps shall be drawn to a scale determined by the Planning Commission Staff and shall indicate:

- \_\_\_ A. General Information (on all sheets)
  - \_\_\_ Date
  - \_\_\_ North arrow
  - \_\_\_ Graphic Scale
  - \_\_\_ Design Professional of Record Seal and Signature
  
- \_\_\_ B. Items must be on the plan (make note if items do not apply)
  - \_\_\_ Boundaries of the subject property (must be legible), including bearings
  - \_\_\_ Lot label with legal lot of record in the Planning Commission GIS system
  - \_\_\_ Existing streets with right of way widths
  - \_\_\_ Existing buildings/structures with size
  - \_\_\_ Major Street Plan details, including MSP setback line
  - \_\_\_ Note listing all streets included in MoveBR plan
  - \_\_\_ Servitudes/Easements, including size and type (specify if public or private)
  - \_\_\_ Transmission/Electrical Lines
  - \_\_\_ Bridges
  - \_\_\_ Above/underground existing utility components (drainage, sewer, etc.)
  - \_\_\_ Tree/Wooded Areas; generalized tree communities
  - \_\_\_ Streams
  - \_\_\_ Water Features (Lakes, Ponds, Streams, Bayous, etc.)
  - \_\_\_ Wetlands/Marshes
  - \_\_\_ FEMA Flood Zone(s) if multiple on site
  - \_\_\_ Any unique physical features within the proposed project
  
- \_\_\_ C. Existing topography (latest U.S. Department of the Interior Geological Survey 7.5-minute series reproduced to scale of other use data will be acceptable).
  - \_\_\_ Existing contours shown at a maximum contour interval of two feet
  - \_\_\_ Inundation Level of Record
  - \_\_\_ Federal Emergency Management Agency (FEMA) Flood Zone(s)  
(If the site lies at or below the record inundation level of FEMA One Hundred

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(100)-Year Base Flood Elevation, that area shall be shaded with an approved drafting type shading pattern as determined by the Planning Commission staff)

\_\_\_ FIRM Base Flood Elevation(s)

\_\_\_ D. Additional Notes:

\_\_\_ Information about existing vegetative cover

\_\_\_ Types of generalized tree communities

\_\_\_ Other special environmental features

\_\_\_ General Soil types

\_\_\_ E. The location and function of all other existing public facilities which would serve the site. Notation of this information is acceptable.

\_\_\_ Schools

\_\_\_ Parks (within a one mile radius)

\_\_\_ Fire stations

\_\_\_ Hospitals

\_\_\_ Other

\_\_\_ F. A recent aerial photograph to a scale of one inch equals 400 feet (1:400).

\_\_\_ G. Design professional's seal with signature and date

### \_\_\_ 3. Concept Plan

This plan shall be prepared at the same scale and orientation as the above site conditions map and shall indicate:

\_\_\_ A. **Character Requirements and Guidelines** – *Guidelines and standards set for all development within to establish design characteristics (Provide as an 8.5x11 document as well)*

\_\_\_ **General Description of Development** (Also provide on 8.5x11 paper along with application)

\_\_\_ The total acreage involved in the project

\_\_\_ Acreage devoted to the various categories of land use shown on the Concept Plan, including percentages of total acreage represented by each category of use and component of development

\_\_\_ Itemized list of uses proposed for each of the components that shall be the range of uses permitted for that section

\_\_\_ Acreage of Common Open Space (COS) provided, including percentage of site and components as allowed per UDC (recreational areas, playgrounds, golf course, etc.)

\_\_\_ Number of buildings and residential units proposed for the project

\_\_\_ Density/Intensity (residential units/commercial capacity)

\_\_\_ **Permissible Uses** – *Chart or list of allowable uses within each defined area*

\_\_\_ **Dimensional Regulations** – *Proposed dimensional requirements for all components*

\_\_\_ Permitted Height - *Allowable maximum height within the area*

\_\_\_ Minimum Yard Requirements - *Proposed minimum allowable setbacks*

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*within an area (front, side, and rear)*

- Minimum Lot Areas and Widths** – *Established minimum residential lot sizes for proposed areas that will be subdivided*
  - Signage Regulations** – *Allowable signage within defined areas*
    - Types - Allowable sign types (monument, pylon, wall, etc.)*
    - Size - Maximum square footage and height allowable*
  - Shared Parking Areas** – *Defined shared parking requirements and areas*
  - Architectural Design Standards** – *Defined architectural character/style allowable for commercial, residential, institutional, recreational, etc. structures*
    - Materials – Building materials allowed for each structure type*
    - Fencing – Allowable fencing types and sizes allowed*
- B. A general plan for the use of all lands along with label of acreages/sizes. Such plans shall indicate the general location function and extent of all components or units of the Concept Plan, including the following:
- Residential use areas** - specify low, medium, and high density residential uses (consistent with density classifications within UDC Chapter 19 (Definitions) and similar single family, two-family, multi-family, townhouse, zero lot line uses)
  - Commercial/Office areas** (consistent with similar office, light commercial, heavy commercial, commercial warehousing uses)
  - Industrial use areas** (consistent with similar light Industrial, heavy industrial, manufacturing uses)
  - Public/Semi-Public use areas** (consistent with similar community/recreation, education/religious institutions, civic uses and roadways)
  - Common Open Space (COS) provisions** - illustrate/label components that are included (wetlands, golf courses, parks, passive or scenic areas, community recreation or leisure time areas)
  - Phase Lines** – illustrate development areas that correspond with sequencing and time scheduling of developed areas
- C. Table of Use chart from application, completely filled out with correct numbers
- D. Development notes and legend that breakdown acreage in all use categories (must equal 100% of acreage), including the following:
- Legend** – identify areas within the plan with corresponding calculations and percentages (residential, commercial, industrial, public/semi-public, common open space uses)
  - Common Open Space (COS) Requirements/Provisions** (Section 8.216.C.2.A and Chapter 19 definitions for reference and to clarify allowable/required percentages in summary)
    - Common Green Space** (must be 50% of COS)
    - Lakes/Pond areas** (required Storm Water Management detention must be included in COS requirements)
    - Natural Wetlands** (see COS requirements for details)
    - Hard surface recreation areas – recreational courts/plazas** (see requirements for details)

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- Servitudes – 30 feet minimum** (see requirements for details)
- Percentages of green space and all other types of COS; total of which must equal 100%
- Other** (see requirements for details)

- E. A statement indicating what proposed arrangements are made with the appropriate agencies for the provision of needed utilities to and within, including (if appropriate):
  - Water supply, treatment and distribution where onsite treatment is proposed
  - Storm drainage collection and disposal
  - Electric power, gas, sewage collection treatment and disposal where on-site treatment is proposed
  - Note whether sewage treatment and disposal will be conducted onsite or connect to existing public sewerage system
  - Communications (telephone, cable television).
- F. A statement indicating how the proposed complies with the Master Plan (FutureBR) and its components, as well as the goals and policies for development of East Baton Rouge Parish.
- G. A statement indicating the sequencing and time schedule of construction.
- H. Design professional's seal with signature and date
- I. Preliminary location of centralized mail kiosk(s) (requirement of USPS; exact location on FDP)  
*\*Please contact the United States Postal Service for more information\**

### 4. Circulation Plan

- A. A separate sketch plan that shows all major circulation routes including the following:
  - Pedestrian circulation throughout that connect common areas to sidewalks along the street and adjacent properties
  - Major vehicular circulation paths (most likely public roads that provide access to components within and adjacent properties)
  - Access points for minor arterials from the major vehicular circulation routes
  - Note listing all streets included in MoveBR plan
- B. A statement indicate whether streets or roads (and pedestrian ways as appropriate) are proposed for public ownership and maintenance
- C. Legend and notes clarifying circulation plan components/details (must be legible)
- D. Design professional's seal with signature and date

### 5. Architecture (Elevations)

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\_\_\_ A. Submit sketches or renderings indicating the general architectural themes, appearances and representative for each building type included (single family, multi-family, commercial, recreational, industrial, etc.)

\_\_\_ 6. **Prints with PC comments addressed for PC Homework submittal and required for approval**

\_\_\_ Three full size prints of required plans – 2 for PC, 1 for Engineering

\_\_\_ Seven reduced size prints of required plans- 11 x 17

\_\_\_ Electronic PDF submittal of required plan