

**Conditional Use Site 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 Conditional Use Site Plans. The CUP submitted for approval shall be prepared by one or more persons in the following professions: Architecture, Landscape Architecture, Land Planning, or Civil Engineering. (Must place stamp and seal on the appropriate drawings)

Submittal sets will include, at a minimum, a Cover Sheet, Existing Site Conditions Map, Site Plan, Circulation Plan, Landscape 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. Be sure that all numbers occurring on multiple sheets are the same throughout. Furthermore, if required per UDC Section 15.13, 15.15, and/or 15.17, the Studies listed below are required at the time of application submittal.

- 1. Cover Sheet** (required for plans consisting of 3 or more sheets. If the submittal does not require a cover sheet, this information is to be included on the Site Plan page)
 - a. Title, Name and CUP number of Development
 - b. Legal Description
 - Tract or Lot Number
 - Subdivision Name/Property Name
 - Section, Township, and Range
 - CPPC Property ID#s for each lot
 - c. Vicinity Maps
 - Location of proposed site on Parish map; and
 - Location of proposed site on lot and block map (1"=400')
 - d. Planning Summary
 - Existing zoning
 - Future Land Use
 - Existing zoning of adjoining parcels
 - Acreage
 - Number of Buildings
 - Total Building square footage
 - Density/Intensity (Residential and Commercial)
 - Building height and Number of stories
 - Building square footage
 - Proposed use(s)
 - e. Name, Address, Telephone, Email Address, and Fax Number of:
 - Owner
 - Developer
 - Engineer/Surveyor
 - All other Design professionals
 - Utility Companies
 - f. Drawing Sheet Index – List of all sheets included in the plan set

___ g. Design professional's seal with signature and date

___ **2. Existing Site Conditions Map**

___ a. General Information

- ___ Bearings
- ___ Scale
- ___ Boundary lines
- ___ North arrow
- ___ Date
- ___ Note listing all streets included in MoveBR plan

___ b. Existing Site Features

- ___ Tree/woodland survey; generalized tree communities
- ___ Topography:
 - ___ Existing contours at two (2) foot intervals; and/or
 - ___ Existing spot elevations
- ___ Identify geological hazards including fault lines
- ___ Label all one hundred (100) year flood zones and shade with an approved drafting pattern
- ___ Inundation Level of Record
- ___ FIRM Base Flood Elevation(s)
- ___ Label all water features:
 - ___ Streams
 - ___ Lakes
 - ___ Ponds
 - ___ Bayous
 - ___ Others
- ___ Label all existing servitudes
- ___ Location of above/underground existing utilities
- ___ Identify existing structures with size

___ 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. Design professional's seal with signature and date

___ **3. Site Plan**

___ a. Label all required conditions that make this a CUP and indicate them on the plan

___ b. Sewage Treatment

- ___ Indicate the method of sewage treatment
- ___ Proposed location of sewage treatment plant (if treatment onsite)

___ c. Setbacks per Zoning

- ___ Front
- ___ Side

- Rear
- d. Label/Call-out:
 - Proposed lakes
 - Ponds
 - Wetlands
 - Common areas
 - Topography, contours at two (2) foot intervals or spot elevations
- e. Label conceptualized location of the following:
 - Ditches
 - Catch basins
 - Onsite discharge
- f. Streets
 - Dimension and Label:
 - Existing streets
 - Proposed streets
 - Existing Major Streets (with MSP number)
 - Proposed Major Streets
 - Note listing all streets included in MoveBR plan
 - Label all:
 - Existing surface type
 - Proposed surface type
 - Frontage roads
 - Intersections
 - Egress/ingress ramps
 - Pavement width
 - Centerlines of the adjoining streets
 - Rights-of-way
 - Existing traffic signals and control devices
 - Proposed traffic signals and traffic control devices
- g. Structures
 - Number of buildings
 - Building height and Number of stories
 - Density (residential units); Intensity (Commercial)
- h. Proposed Site Features
 - List ALL individual utility providers on the plan
 - Lighting
 - Location on plan with symbol and call-out
 - Height
 - Angle of shine
 - Type of light
 - Graphic Elevation or cut sheet (this sheet or on Architecture Elevation sheet)
 - Refuse/Dumpster area(s)
 - Location with call-out
 - Dimensions of Refuse Area
 - Location of above/underground proposed utilities
 - Call-out locations of:
 - Noisy equipment (Air conditioners, HVAC, etc.)
 - Service areas/Loading docks/eighteen (18) wheelers

- Air compressors, machinery, etc.
- Proposed fire hydrants
- Proposed servitudes/easements
- Proposed Fences
 - Height
 - Type
 - Graphic Elevation with dimensions (this sheet or on Architecture Elevation sheet)
- Proposed Signage (See UDC Chapter 16 for Sign regulations)
 - Size
 - Height
 - Width
 - Sign Face Area
 - Type
 - Graphic Elevation with dimensions (this sheet or on Architecture Elevation sheet)
- i. Design professional's seal with signature and date

4. Circulation Plan

- a. Provide a table showing: **(see example at end of checklist)**
 - Use(s)
 - Parking Ratio/Formula (per UDC Section 17.4, Table 17.A)
 - Required number of spaces for development (all phases)
 - Proposed number of spaces for development (all phases)
 - Required and proposed handicapped spaces
 - Required and proposed bicycle parking (if applicable)
- b. Show all of the following:
 - Surface types
 - Turning radii
 - Vehicular Circulation
 - Pedestrian Circulation
 - Accessibility routes for pedestrians
 - All pedestrian access points to building(s)
- c. Dimensions of parking spaces
- d. Angle of proposed parking (if less than 90 Degrees)
- e. Proposed bus stop(s) when on a CATS route
- f. Note listing all streets included in MoveBR plan
- g. Design professional's seal with signature and date
- h. Legend and notes clarifying circulation plan details (must be legible)
- i. Parking:
 - Show all parking areas indicating typical parking stall dimensions (including angles) and drive aisle widths
 - Proposed handicap parking stalls with typical dimensions (call out required van accessible spaces)
 - Provide parking table/chart with the following components (see example below):
 - Use type and square footage along with required parking ratio
 - Required and proposed number of spaces
 - Required and proposed number of pervious spaces if parking exceeds 125% of required (see Chapter 17 for reference)
 - Required and proposed handicapped spaces (including van accessible)
 - Graphic representation of handicapped parking spaces (see example at end of checklist)

- ___ Required and proposed vehicle stacking space (if applicable) (see example at end of checklist)
- ___ Required and proposed loading and receiving areas (if applicable)
- ___ Required and proposed bicycle parking (If applicable)
- ___ Clustered Bicycle parking areas (see Chapter 17 for reference)
- ___ Bike rack details including minimum maneuverability criteria/requirements (see example at end of checklist)
- ___ Required information for proposed alternative parking
- ___ j. Design professional's seal with signature and date

___ **5. Landscape Plan** *(Stamped and sealed by a licensed Landscape Architect)*

- a. A preliminary plan showing the following:
 - ___ Existing and proposed trees
 - ___ Buffer yards
- ___ c. Indicate all proposed landscape buffers and or barriers being utilized to meet conditions
- ___ d. Show details of landscape buffers and/or barriers including specific plants, sizes, materials and colors
- ___ e. Landscape notes
 - ___ A table indicating quantities of the following (see example at end of checklist):
 - ___ Landscape requirements per UDC:
 - ___ Required and proposed landscape per street yard planting, buffer, and developed site areas
 - ___ Dimension of frontage or abutting yard lengths where street yard planting and buffers are required
 - ___ Legend indicating all proposed planting within the plan (typical plant should be called out within the plan to easily correspond to legend) (see example at end of checklist)
 - ___ List of trees by class (see Ch. 19 – Definitions for classes)

___ **6. Architectural Elevations**

- ___ a. Front building elevations
- ___ b. Schematic section indicating uses of each floor (only applicable if there are different uses on each floor)
- ___ c. Graphic representation of proposed signs, fences, refuse area screenings, mail kiosks, and lighting (if not already included on other sheets)

___ **7. Required Studies**

- ___ a. Stormwater Management Plan (SMP), Section 15.13
One electronic copy (PDF) submitted to the Planning Commission office. Two paper copies to the Subdivision Office.
- ___ b. Drainage Impact Study (DIS), Section 15.15
One electronic copy (PDF) submitted to the Planning Commission office. Two paper copies to the Subdivision Office.
- ___ c. Water Quality Impact Study (WQIS), Section 15.17
One electronic copy (PDF) submitted to the Planning Commission office. Two paper copies to the Subdivision Office.

___ **8. Written Description (8½ x 11 format)**

As required by Ordinance 10517, a brief description of the project and the activities that will occur on the site.

___ **9. DOTD Approval/no 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

___ **10. Development Review Committee:** Compliance with Development Review Committee and/or Departments of Development and Transportation and Drainage comments is required prior to approval.

___ **11. Plans at time of application**

- ___ a. One (1) full size print of required plans
- ___ b. Two (2) reduced size print of required plans- 11 x 17 (For PC and for Subd Office)
- ___ c. Electronic PDF submittal of required plans

___ **12. Application for Conditional Use Permit**

___ **13. Fees:**

- ___ a. Processing Fee (*See application fee schedule*)
- ___ b. Advertisement Fee (*See advertisement fee schedule*)

___ **14. 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

Subsequent Submittals during the Site Plan Process:


1. Plans at time of application
 - a. One (1) full size print of required plans
 - b. One (1) reduced size print of required plans- 11 x 17
 - c. Electronic PDF submittal (CD Rom or email) of required plans
2. Prints with comments addressed
 - a. Two (2) full size print of required plans for Planning Commission office
 - b. One (1) full size print of required plans for Subdivision Engineering office
 - c. Seven (7) reduced size prints of required plans- 11 x 17

Examples

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:



Revision #1: Detailed note describing proposed change(s)

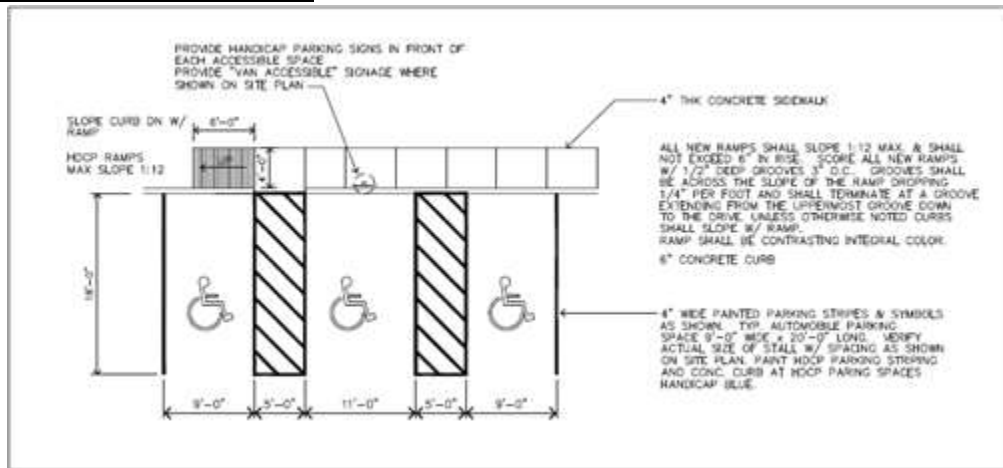
APPROVED

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

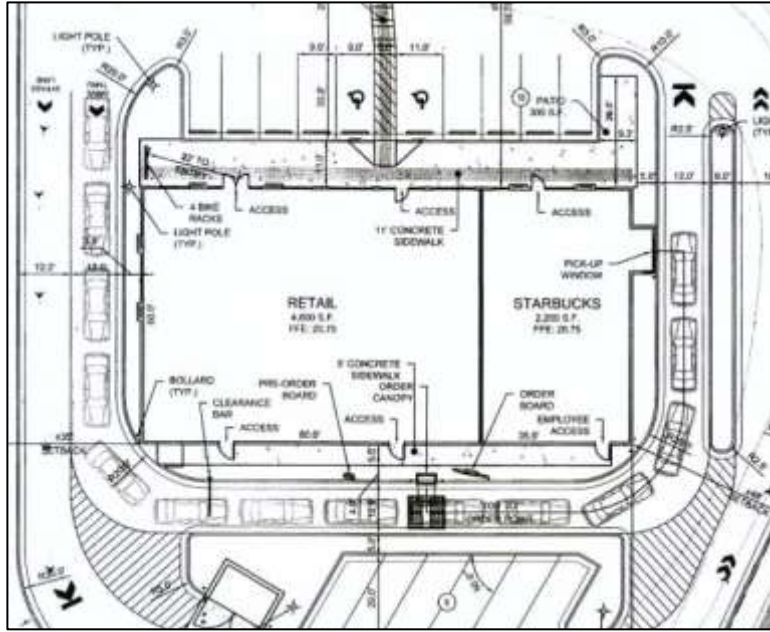
Date _____

File # _____

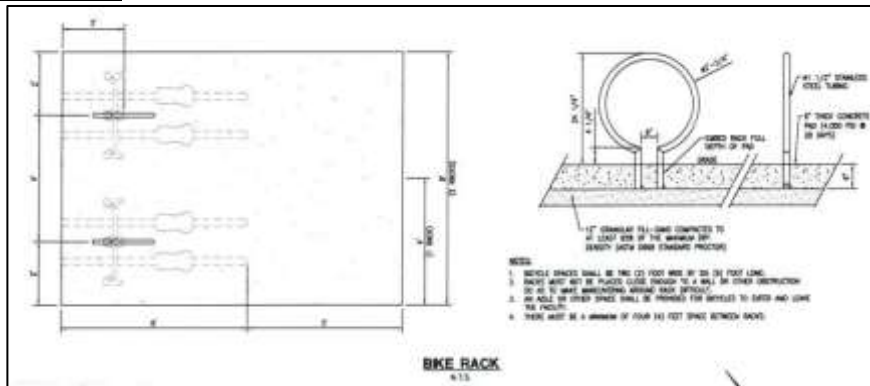
Handicapped Parking Graphic Example



Vehicle Stacking Graphic Example



Bike Rack Graphic Example



Example Plant Legend

Concept Plant Schedule		
NTS		
	CLASS 'A' TREES	2 1/2" CAL, MIN 10' HT, WELL BRANCHED
	CLASS 'B' TREES	2 1/2" CAL, MIN 10' HT, WELL BRANCHED
	CLASS 'B' TREES BUTTER YARD	3" CAL, MIN 10' HT, WELL BRANCHED
	SHUBS	3" CAL, FULL, WELL BRANCHED

Example Landscape Requirements Table

LANDSCAPE REQUIREMENTS			REQUIRED		PROVIDED		TREE CREDITS
AREA	LANDSCAPE ORDINANCE REQUIREMENTS	AVAILABLE	CLASS "A"	CLASS "B"	CLASS "A"	CLASS "B"	
STREET	1 CLASS 'A' TREE PER 40' LINEAR FEET	307 L.F.	8		8		-
VEHICULAR	1 CLASS 'A' TREE PER 10 PARKING SPACES	39 SPACES	5		4		-
BUFFERYARD	20' @ 'L2'	900 L.F.					-
	1 CLASS 'A' TREE PER 40' LINEAR FEET OR		23		23		
	1 CLASS 'B' TREE PER 20' LINEAR FEET AND			46			
	CONTINUOUS 3' TALL SCREEN VS. PROPERTY LINE						
		TOTAL	36	46	35		