

Final Development 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

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. <http://ebrmap.brgov.com/ebrgis/>
<https://ebrgis.maps.arcgis.com/apps/webappviewer/index.html?id=71eea5e62ce84b1d94be194ad8f2ac2e>
- ___ **Pre-Application Conference** – it is recommended that a conference to review the preliminary proposed development is scheduled with PC Staff prior to application submittal (please submit preliminary drawings one week prior to pre-app)
- ___ 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 and secure written consent and agreement from all property owners of record within the boundaries
- ___ 4. **Studies Required (Two hard copies & one electronic submittal)**
- ___ A. **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]
- ___ B. **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
- ___ C. **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
- ___ 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 (Section 4.103.A.1.e)
- ___ 6. **Utility Easements/Servitude non-objection:** Where proposed development encroaches any public servitude/easement, must provide letters of no objection from Department of Development and

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-
- ___ 7. the appropriate agency that has rights to the easement (Section 4.103.A.1.e)
Development Review Committee: Compliance with Development Review Committee comments is required prior to approval.
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The following information is guidance for requirements of the UDC and must be included in all Final Development Plans. However, the applicant must reference the UDC for more detailed information of requirements. Failure to do so may result in denial of plans by the Planning Commission.

The Final Development 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 appropriate design professionals**). Be sure that all numbers occurring on multiple sheets are the same throughout. The following information is required on all Final Development Plans.

Plan Submittal Set of Drawings

Submittal sets will include, at a minimum, a Cover Sheet, Existing Site Conditions Map, Copy of Approved Concept Plan, Final Development Plan, Circulation Plan, Utility Service 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. 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 Subd Office)
- ___ C. Electronic PDF submittal of required plans

___ 1. Cover Sheet

- ___ A. Title, Name, and case number of the development
- ___ B. Contacts (including name, address, phone, email, and fax numbers)
 - ___ Design Professional(s): Landscape Architects, Engineers, Architects, Consultants
 - ___ Owner/Developer
 - ___ Utility Companies
- ___ C. Planning Summary
 - ___ Existing zoning
 - ___ Future Land Use
 - ___ Character Area

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- Existing zoning of adjoining parcels
 - Acreage
 - Number of Units
 - Total Building square footage
 - Density/Intensity (Residential and Commercial)
 - Building height
 - Number of stories for all buildings
 - 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, schools, hospitals, fire stations, 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. Revisions (If applicable) - Provide a revision block showing (see example at end of checklist):
- Revision number along with date officially submitted to Planning Commission (confirm from receipt)
 - Previous approval info including date(s) and previous approval authority
 - Revision Block - Itemized description of any details changed (include square footages, percentage change, building movement distance, changes in common open space, etc.) (See example below)
 - 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
 - Copy of previously approved plan included in the drawing set (Final Development Plan Only)

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- Revision cloud throughout drawings on any area that has changed from previous approval
- H. Design professional's seal with signature and date

2. Existing Site Conditions Map

Map/series of maps must 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
- 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)
 - 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

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- Hundred (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. Copy of the latest Approved Concept Plan (To ensure that the proposed Final Development Plan is consistent)

- Outline the Final Development Plan area within the Concept Plan
- Design professional's seal with signature and date

4. Overall Development/Phase Plan

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

- Overall aerial with outline of all approved Final Development Plans
 - Label each area with approved components (low/medium/high density residential, commercial, institutional, public/semi-public, common open and green space, etc.)
- Concept Plan Allowable Table of Use Chart
- Chart showing components of each approved Final Development Plan along with remaining uses and square feet/acreage allowable from Concept Plan
- Design professional's seal with signature and date

5. Final Development Plan

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

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and shall indicate:

A. General Description of Development within Final Development Plan area
(Also provide in letter size format along with the application)

- The total acreage involved in the project
- Acreage devoted to the various categories of land use included in the plan, including number of acres of common open space needed to support the project along with percentages of total acreage represented by each category of use and component of development (uses and common open space must be consistent with Concept Plan)
- Number of buildings and residential units proposed for the project
- Density/Intensity (residential units/commercial capacity)
- Specific types of uses to be constructed along with components within common open space allowable per UDC (recreational areas, playgrounds, golf course, etc.)

B. A plan for the use of all land within the proposed Final Development Plan along with label of acreages/sizes to show consistency with the Concept Plan. Such plans shall indicate the location function and extent of all components or units of the Concept Plan, including the following (if proposal consist of multiple uses):

- 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, etc.)
- Commercial/Office areas** (consistent with Concept Plan with similar office, light commercial, heavy commercial, commercial warehousing uses)
- Industrial use areas** (consistent with Concept Plan with similar light Industrial, heavy industrial, manufacturing uses)
- Public/Semi Public use areas** (consistent with Concept Plan with similar community/recreation, education/religious institutions, civic uses and roadways)
- Common open space provisions** - illustrate/label components that are included (ex. wetlands, golf courses, parks, passive or scenic areas, community recreation or leisure time areas – See UDC Chapter 8 for specifics on common open space requirements)
- Phase Lines** – illustrate development areas that correspond with sequencing and time scheduling of developed areas

C. Development Plan shall be drawn to a scale legible to be read by the Planning Staff showing the following:

Date

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- ___ North arrow
- ___ Graphic Scale
- ___ Design Professional of Record Seal and Signature
- ___ Total Final Development Plan Boundaries along with bearings (must be legible)
- ___ All proposed conditions and details for each of the following:
 - ___ Structure(s) with labeled use, height and square footage (commercial, residential, industrial, institutional, etc.)
 - ___ Dimensions of proposed setbacks of buildings
 - ___ Proposed roads, driveways and sidewalks with labeled material
 - ___ Proposed green/grass areas
 - ___ Arrow/symbol indicating all entry points to building(s)
 - ___ Any areas of noisy equipment and machinery (A/C units, HVAC rooftop units, air compressors, heavy equipment, etc.)
 - ___ Refuse areas with labeled dimensions and type of screening, and a graphic representation (on this sheet or Architecture Elevations sheet)
 - ___ Signage with location, dimensions, and type (monument, pole, wall/building, free standing, projection, etc.), and a graphic representation (this sheet or on Architecture Elevations sheet)
 - ___ Fences with location, dimensions, and a graphic representation (this sheet or on Architecture Elevations sheet)
 - ___ Centralized mail kiosk(s) (requirement of USPS*) with location, dimensions, and a graphic representation (this sheet or on Architecture Elevations sheet)
**Please contact the United States Postal Service for more information*
- ___ D. Table of Use chart from application, completed with correct numbers
- ___ E. 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 Requirements/Provisions** (Section 8.216.C.2.A and Chapter 19 (Definitions) for reference; clarify allowable/required percentages in summary)
 - ___ **Common Green Space** (required by Concept Plan)
 - ___ **Lakes/Pond areas** (required Storm Water Management detention must be included in COS requirements); must be at least 20% accessible (must have path along at least 20% of

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- pond/lake, made of approved material)
- Natural Wetlands**
- Hard surface recreation areas – recreational courts/plazas** (see requirements for details)
- Servitudes – 30 feet minimum** (see requirements for details)
- Percentages of green space and other types of COS; total of which must equal 100%
- Other** (see requirements for details)

- F. General Notes (Statistical Information):
 - Total acreage of the site
 - Number of buildings
 - Building height and number of stories
 - Density/Intensity (residential units/commercial capacity)
 - Maximum building coverage expressed as a percentage of the site area
 - Area of land devoted to landscaping and common open space expressed as a percentage of the total site area
 - Setbacks (allowable per Concept Plan and Actual) –include in a chart – front, side, and rear yard
 - Table of Use chart from application
 - List of permissible uses for each proposed component within (must be consistent with Concept Plan)

- G. 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)

- H. A statement indicating the proposed sequencing and time schedule of construction
- I. Design professional’s seal with signature and date

6. Copy of the Approved Concept Circulation Plan (To ensure that the proposed circulation is consistent)

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___ Outline the Final Development Plan area within the Concept Circulation Plan

___ 7. Circulation Plan

___ A. A plan for pedestrian and vehicular circulation showing the following:

___ Existing and proposed roadways, alleys, or streets along with right-of-way widths, turning radii and general design capacity (must provide section – see Appendix J for reference)

___ Note listing all streets included in MoveBR plan

___ Label all existing and proposed drive aisles and sidewalks (including crosswalks); include dimensions and material type

___ Indicate on the plan circulation paths and methods that separate pedestrians from vehicular traffic

___ Illustrate bus/mass transit circulation and note the nearest bus stop location. If located within the vicinity of bus route, indicate:

___ Proposed onsite bus/transit stop

___ Proposed pedestrian route that provides access to mass transit

___ B. 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)

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- Required information for proposed alternative parking
- Existing and proposed surface types
- Required vehicle stacking

- C. Design professional's seal with signature and date

- D. A statement indicate whether streets or roads (and pedestrian ways as appropriate) are proposed for public ownership and maintenance

- E. Design professional's seal with signature and date

- F. Legend and notes clarifying circulation plan details (must be legible)

5. Utility Service Plan

- A. Plan should show all utility provisions with illustration focus to make utility components most legible along with a legend, including the following:
 - Sanitary Sewer, drainage, water lines and servitudes/easements along with the size and right-of-way widths
 - Source of potable (drinkable) water
 - Any existing or proposed drainage swales/ditches
 - Proposed/required fire hydrants
 - Existing and proposed outdoor lighting (including building lighting), indicating the following:
 - Type
 - Height
 - Angle of shine
 - Graphic representation with dimensions (this sheet or on Architecture Elevation sheet)

- B. Notes 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
 - Communications (telephone, cable television)

- C. Design professional's seal with signature and date

6. Landscape Plan (must be stamped, sealed, and dated by a licensed Louisiana Landscape

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Architect)

- ___ A. Plan indicating all landscaped areas including the following:
 - ___ All specimen trees or groups of specimen trees 12 inches in diameter or larger, indicating those to be retained, removed, or relocated, except within areas designated for single family residential uses
 - ___ Location, height, and material for walks, fences, walls, and other man-made landscape features such as manmade lakes, land sculpture, fountains and waterfalls, which are proposed to be constructed by the developer
 - ___ Street yard planting area along with dimension/width
 - ___ Show details of landscape screened areas including specific plants, sizes, and materials
 - ___ Required and proposed buffer yards per UDC (see Chapter 18 for reference)
 - ___ Show details of landscape buffers and/or barriers including specific plants, sizes, and materials
 - ___ Label all proposed fencing/wall with height and provide graphic elevation with the labeled height dimension and material
 - ___ Sight triangles at all intersections

- ___ B. 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)

___ 7. Architecture (Elevations)

- ___ A. Building elevations of all actual proposed building(s) and structures within the development along with height dimension and labeled materials

- ___ B. Schematic section indicating uses of each floor (if uses vary)

- ___ C. Drawings or renderings indicating the general architectural themes, appearances and representative building types to show consistency with

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concept plan


- D. Graphic representation of proposed signs, fences, refuse area screenings, mail kiosks, and lighting (if not already included on other sheets)

Prints with PC comments addressed for PC Homework submittal and required for approval

- Three (3) full size prints of required plans – 2 for PC, 1 for Engineering
- Seven (7) reduced size prints of required plans - 11 x 17
- Electronic PDF submittal (CD Rom or email) of required plan

Examples

Revision Block Example:

	<p>Revision #1: Date of submittal from receipt</p> <p>Revision to Concept Plan approved by the <u>Planning Commission</u> on <u>DATE</u> and Metropolitan Council on <u>DATE</u>, revised to:</p> <p>Itemized details 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 or his designee City-Parish Planning Commission</p> <p style="text-align: right;">_____</p> <p style="text-align: right;">Date _____</p> <p style="text-align: right;">File # _____</p>
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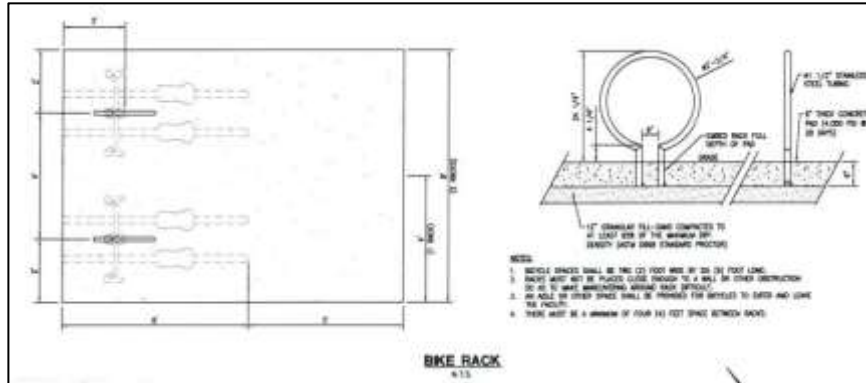
Parking Table Example

Parking Chart Example: Use	Formula	Required	Proposed
Multi-family (1 bedroom)	1.5 spaces/unit (77 units)	116	x
Multi-family (2 bedroom)	2 spaces/unit (68 units)	136	x
Totals		252	x
Handicap Spaces	201-300 spaces	7	x
Bicycle Parking	101-200 vehicular spaces	5	x

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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 BUFFER 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		