

## SPUD/ISPUD Checklist

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 Plans. The Development Plans submitted for approval shall be prepared by one or more persons in the following professions: Architecture, Landscape Architecture, or Civil Engineering. (Should place stamp and seal on the appropriate drawings)*

**Submittal sets will include, at a minimum, a Cover Sheet, Existing Site Conditions Map, Development Plan, Circulation Plan, Landscape Plan, Utility Service 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. Furthermore, the Studies listed below are required at the time of application submittal.**

### 1. Cover Sheet

- Legal Description of Site
- Title & case number
- Legal property description (also in the title block on sheets)
  - Section(s)
  - Township
  - Range
  - List all CPPC Parcel Identification Number(s) of property
- A current general location quadrangle map encompassing a one mile radius showing the relationship of the site to such external facilities:
  - Highways
  - Shopping areas
  - Public facilities which would serve the site such as, schools, parks, and fire stations
- Name, address, phone and fax numbers of the following design professional(s): design professional(s) (Landscape architects, Engineers, Architects, and Consultants)
- Owners
- Developer
- 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 within the PUD (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)
  - Revision cloud throughout drawings on any area that has changed from previous approval
- Planning Summary
  - Existing zoning
  - 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
- \_\_\_ Number of stories for all buildings
- \_\_\_ Proposed use(s)
- \_\_\_ Design professional's seal with signature and date

\_\_\_ **2. Existing Site Conditions Map**

This map or series of maps shall be drawn to a scale determined by the Planning Commission Staff, which is sufficient to show detail of the following:

- \_\_\_ Scale
- \_\_\_ Date
- \_\_\_ North arrow
- \_\_\_ Boundaries of the subject property (must be legible), including bearings
- \_\_\_ Lot label with legal lot of record in the Planning Commission GIS system
- \_\_\_ Location of the existing property lines both for private property and for public property
- \_\_\_ Existing contours shown at a maximum contour interval of two (2) feet
- \_\_\_ Streets and their right-of-ways
- \_\_\_ Major Street Plan (Green Light Plan) details, including MSP setback line
- \_\_\_ Note listing all streets included in MoveBR plan
- \_\_\_ Existing and proposed major streets
- \_\_\_ Servitudes/Easements, including size and type (Specify if public or private)
- \_\_\_ Existing buildings
- \_\_\_ Watercourses
- \_\_\_ Transmission/electrical lines
- \_\_\_ Sewers
- \_\_\_ Bridges
- \_\_\_ Culverts and drainpipes
- \_\_\_ Water mains
- \_\_\_ Public utility easements
- \_\_\_ Trees/wooded areas; generalized tree communities
- \_\_\_ Water features (streams, lakes, ponds, bayous, etc.)
- \_\_\_ Marshes/wetlands
- \_\_\_ FEMA Flood Zone(s)
- \_\_\_ (If the site lies at or below the record inundation level of FEMA One 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)
- \_\_\_ Inundation Level of Record
- \_\_\_ Any other unique physical condition affecting the area
- \_\_\_ Design professional's seal with signature and date

\_\_\_ **3. Development Plan**

- \_\_\_ Scale
- \_\_\_ Date
- \_\_\_ North arrow
- \_\_\_ Boundaries of the subject property
- \_\_\_ All proposed buildings and other structures include the following:
  - \_\_\_ Use

- \_\_\_ Size
- \_\_\_ Location
- \_\_\_ Number of buildings
- \_\_\_ Height and number of stories
- \_\_\_ Density (residential units); Intensity (commercial buildings)
- \_\_\_ Indicate building access points

\_\_\_ General Description

A written general description of the proposed project shall include:

- \_\_\_ The total acreage involved in the project.
- \_\_\_ The number of acres devoted to the various categories of land use shown on the Development Plan, including the following:
  - \_\_\_ The number of acres of green open space
  - \_\_\_ The percentage of total acreage represented by each category of land use
  - \_\_\_ An itemized list of uses proposed for each component
- \_\_\_ The establishment of minimum design standards which shall govern the site development such as the following:
  - \_\_\_ Lot shape and size
  - \_\_\_ Internal streets and pedestrian ways
  - \_\_\_ Dimensions of proposed setbacks of buildings – include in a chart and on drawings
  - \_\_\_ Common area provisions
  - \_\_\_ Off-street parking demands
  - \_\_\_ Signage
  - \_\_\_ Architectural themes
  - \_\_\_ Visual screens
  - \_\_\_ General buffer and landscape area
  - \_\_\_ Any areas of noisy equipment and machinery (A/C units, HVAC rooftop units, air compressors, heavy equipment, etc.)
- \_\_\_ A list of abutting property owners and current zoning of abutting parcels

A land use plan which indicates the specific location and extent of all components of the Development Plan, including the following:

- \_\_\_ Table of Use chart from application, completed with correct numbers
- \_\_\_ Low, medium, and high-density residential areas
- \_\_\_ Office and commercial areas
- \_\_\_ Proposed density/intensity of each use along with parking requirements
- \_\_\_ The plan shall show common open space and green open space provisions such as the following:
  - \_\_\_ 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 pond/lake, made of approved material)
  - \_\_\_ Parks
  - \_\_\_ Passive or scenic areas
  - \_\_\_ Community recreation facilities
- See UDC Ch. 8 for specifics on common open space requirements
- \_\_\_ Areas for public or quasi-public institutional uses

Signs

- \_\_\_ Size
- \_\_\_ Shape

- \_\_\_ Location
- \_\_\_ Appearance
- \_\_\_ Graphic Elevation (this sheet or on Architecture Elevations sheet)

Refuse areas

- \_\_\_ Location
- \_\_\_ Size
- \_\_\_ Screening
- \_\_\_ Graphic Elevation (this sheet or on Architecture Elevations sheet)

Lighting

- \_\_\_ Location
- \_\_\_ Height
- \_\_\_ Angle
- \_\_\_ Type
- \_\_\_ Graphic Elevation (this sheet or on Architecture Elevations sheet)

Centralized mail kiosk(s) (requirement of USPS\*)

- \_\_\_ Location
- \_\_\_ Height
- \_\_\_ Graphic Elevation (this sheet or on Architecture Elevations sheet)

\*Please contact the United States Post Office for more information

\_\_\_ **4. Circulation Plan**

A plan for pedestrian and vehicular circulation showing the following:

- \_\_\_ Existing and proposed streets
- \_\_\_ Right-of-way widths and the general design capacity of the system
- \_\_\_ Must provide section – see Appendix J for reference
- \_\_\_ Indicate on the map any streets or pedestrian ways that are proposed for private ownership and maintenance
- \_\_\_ Indicate on the map methods for separating pedestrians from vehicular traffic
- \_\_\_ If mass transit is available, indicate on the map methods for providing access to the mass transit

\_\_\_ A chart showing parking spaces including the following:

- \_\_\_ Use type/sq. ft. and parking ratio
- \_\_\_ Required and proposed parking spaces
- \_\_\_ Required and proposed handicapped
- \_\_\_ Existing (if applicable)
- \_\_\_ Required and proposed bicycle parking (if applicable)

\_\_\_ A list of any streets or pedestrian ways that are proposed for private ownership

- \_\_\_ Note listing all streets included in MoveBR plan
- \_\_\_ Design professional’s seal with signature and date
- \_\_\_ Legend and notes clarifying circulation plan details (must be legible)

\_\_\_ 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

\_\_\_ **5. Utilities Plan**

- \_\_\_ Proposed disposition of sanitary waste and storm water
- \_\_\_ The proposed source of potable water
- \_\_\_ The location and width of all proposed utility easements or rights-of-way
- \_\_\_ 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)
- \_\_\_ Notes indicating what proposed arrangements are made with the appropriate agencies for the provision of needed utilities to and within the PUD, 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)
- \_\_\_ Design professional's seal with signature and date

\_\_\_ **6. Landscape Plan**

- \_\_\_ Landscape plan (Stamped and sealed by a licensed Landscape Architect) Chart showing required and proposed landscaping as required by the Unified Development Code
- \_\_\_ Plan indicating all landscaped areas including the following:

- \_\_\_ All specimen trees or groups of specimen trees twelve (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
- \_\_\_ 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)
- \_\_\_ Design professional's seal with signature and date

\_\_\_ **7. Architectural Elevations**

- \_\_\_ Building elevations of all actual proposed building(s) and structures within the development along with height dimension and labeled materials
- \_\_\_ Schematic section indicating uses of each floor (only applicable if there are different uses on each floor)
- \_\_\_ Drawings or renderings indicating the general architectural themes, appearances and representative building types to show consistency with concept plan
- \_\_\_ Graphic representation of proposed signs, fences, refuse area screenings, mail kiosks, and lighting (if not already included on other sheets)

\_\_\_ **8. Preliminary Plat (If needed)**

If the site is to be subdivided, a Preliminary Plat as required by the Unified Development Code shall be provided by the applicant

\_\_\_ **9. Public Notification**

**Abutting Property Owner** The Planning Commission shall notify all abutting property owners by mail.

**Legal Public Notice Advertisement** The Planning Commission shall advertise the proposed rezoning or land use amendment request in suitable block ad form not less than two (2) columns

wide, three (3) times, the first of which shall appear not less than ten (10) days prior to the Planning Commission meeting. (Section 19.4).

**Large Scale Comprehensive Land Use Plan Amendment** In addition, each Large Scale Land Use Plan Amendment (more than 5 acres), the applicant shall publish a “display ad” at least ten (10) days prior to the date of the Planning Commission public hearing. This ad shall be no less than one-quarter page in the official journal of the City of Baton Rouge and Parish of East Baton Rouge. Such ad shall not be placed in that portion of the newspaper where legal notice and classified advertisements appear. The headline in such advertisement shall be in a type no smaller than eighteen (18) points, and shall appear in the form outlines in UDC, Section 19.95. (A sample of the public notice is available at the Office of the Planning Commission.)

- \_\_\_ **10. Studies Required**
  - \_\_\_ a. Stormwater Management Plan (SMP). See UDC Section 15.13 to determine if required. One electronic copy (PDF) submitted to the Planning Commission office. Two paper copies to the Subdivision Office.
  - \_\_\_ b. Drainage Impact Study (DIS) See UDC Section 15.15 to determine if required. One electronic copy (PDF) submitted to the Planning Commission office. Two paper copies to the Subdivision Office.
  - \_\_\_ c. Water Quality Impact Study (WQIS) See UDC Section 15.17 to determine if required. One electronic copy (PDF) submitted to the Planning Commission office. Two paper copies to the Subdivision Office.
  
- \_\_\_ **11. 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)
  
- \_\_\_ **12. Development Review Committee:** Compliance with Development Review Committee and/or Departments of Development and Transportation and Drainage comments is required prior to approval
  
- \_\_\_ **13. Plans at time of application**
  - \_\_\_ a. One (1) full size print of required plans
  - \_\_\_ b. Two (2) reduced size prints of required plans- 11 x 17 (For PC and for Subd Office)
  - \_\_\_ c. Electronic PDF submittal of required plans
  
- \_\_\_ **14. Application along with property detail sheets and map:**  
<https://ebrgis.maps.arcgis.com/apps/webappviewer/index.html?id=71eea5e62ce84b1d94be194ad8f2ac2e>
  
- \_\_\_ **15. Application Fees**
  
- \_\_\_ **16. Prints with PC comments addressed for SRC submittal**
  - One full size print of required plans
  - One reduced size print of required plans- 11 x 17
  - Electronic PDF submittal of required plans
  
- \_\_\_ **17. Prints with SRC comments addressed**
  - One full size print of required plans
  - 27 reduced size prints of required plans- 11 x 17
  
- \_\_\_ **18. Prints after approval**
  - Four full size sets; One reduced size print of required plans- 11 x 17

If Final Plat Signature is required, provide an AutoCAD drawing by computer disk or e-mail submittal to: [resource@brgov.com](mailto:resource@brgov.com) (Required prior to Planning Commission signature)

\_\_\_19.


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

**Parking Chart Example:**

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

**Revision Block Example:**



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

APPROVED





  

\_\_\_\_\_  
 Frank M. Duke, FAICP, Planning Director      Date \_\_\_\_\_  
 or his designee  
 City-Parish Planning Commission              File # \_\_\_\_\_





**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
	SHRUBS	3 GAL. 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		