

Small Planned Unit Development (SPUD) Checklist

City of Baton Rouge/Parish of East Baton Rouge
Office of the Planning Commission, 1755 Florida Street, 3rd Floor
P.O. Box 1471, Baton Rouge, Louisiana 70821

The following information is required on all SPUD 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 of the ISPUD, and legal property description (also in the title block on sheets)
- _____ List all CPPC Parcel Identification Number(s) of property
- _____ A current general location quadrangle map encompassing a one (1) 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

_____ 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:

- _____ 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
- _____ Existing and proposed major streets
- _____ Buildings
- _____ Watercourses
- _____ Transmission lines
- _____ Sewers
- _____ Bridges
- _____ Culverts and drainpipes
- _____ Water mains
- _____ Public utility easements
- _____ Wooded area
- _____ Streams

- _____ Lakes
- _____ Marshes
- _____ Wetlands
- _____ Any other unique physical condition affecting the area

_____ **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)
 - _____ Phases for developments (if applicable)
 - _____ Indicate building access points

_____ General Description

A written general description of the proposed ISPUD shall include:

- _____ The total acreage involved in the project.
- _____ The number of acres devoted to the various categories of land use shown on the ISPUD 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 of the ISPUD
- _____ 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
 - _____ Common area provisions
 - _____ Off-street parking demands
 - _____ Signage
 - _____ Architectural themes
 - _____ Visual screens
 - _____ General buffer and landscape area
- _____ 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 ISPUD Development Plan, including the following (include chart from application):

- _____ 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 green open space provisions such as the following:
 - _____ Parks
 - _____ Passive or scenic areas
 - _____ Community recreation facilities

_____ Areas for public or quasi-public institutional uses

Provisions for the control of signs, including the following:

- _____ Size
- _____ Shape
- _____ Location
- _____ Appearance

Refuse areas

- _____ Location
- _____ Size
- _____ Screening

Provisions for the control of outdoor lighting, including the following:

- _____ Location
- _____ Height
- _____ Angle
- _____ Type

_____ **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
- _____ 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 within the ISPUD

_____ **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

_____ **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

_____ **7. Architectural Elevations**

- _____ Building elevations:
 - _____ Submit front building elevations
 - _____ Schematic section indicating uses of each floor (only applicable if there are different uses on each floor)

- _____ **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).
- _____ **10. Studies Required**
- _____ a. Traffic Impact Statement
Applicant must have a statement from the Department of Public Works confirming that the Traffic Impact requirement has been satisfied 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). See UDC Section 15.13 to determine if required. Three sets (submitted to the Planning Commission Office) all stamped by the Planning Commission.
 - _____ c. Drainage Impact Study (DIS) See UDC Section 15.15 to determine if required. Three sets (submitted to the Planning Commission Office) all stamped by the Planning Commission.
 - _____ d. Water Quality Impact Study (WQIS) See UDC Section 15.17 to determine if required. Three sets (submitted to the Planning Commission Office) all stamped by the Planning Commission.
- _____ **11. 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.)

- _____ 12. Studies Required
- _____ a. Traffic Impact Statement
Applicant must have a statement from the Department of Public Works confirming that the Traffic Impact requirement has been satisfied 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). Three sets (submitted to the Planning Commission Office) all stamped by the Planning Commission.
 - _____ c. Drainage Impact Study (DIS) Three sets (submitted to the Planning Commission Office) all stamped by the Planning Commission.
 - _____ d. Water Quality Impact Study (WQIS) Three sets (submitted to the Planning Commission Office) all stamped by the Planning Commission.
- _____ 13. DOTD approval/non-objection: Where proposed development accesses a state highway or connecting street, approval is contingent upon LADOTD approval of access.(Section 4.103.A.1.e)
- _____ 14. Prints 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
- _____ 15. A-12-C Application for SPUD along with property detail sheets and map <http://gis.brgov.com/maps/>
- _____ 16. Application Fees for SPUD Approval
- _____ 17. Prints with PC comments addressed for SRC submittal
One (1) full size print of required plans
One (1) reduced size print of required plans- 11 x 17
Electronic PDF submittal (CD Rom or email) of required plans
- _____ 18. Prints with SRC comments addressed
One (1) full size print of required plans
(27) reduced size prints of required plans- 11 x 17
- _____ 19. Prints after approval
Four (4) Full size sets; One (1) 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 (Required prior to Planning Commission signature)