



## Checklist for Site Plan Review

**FEE \$40.00**

Project Name:		Phase(s):	
Applicant:		Contact Information:	
Municipality <input type="checkbox"/> Parish <input type="checkbox"/> Addis <input type="checkbox"/> Brusly <input type="checkbox"/> Port Allen <input type="checkbox"/> Grosse Tete <input type="checkbox"/> Rosedale	Meeting with Planning Department/Date presented:		
	Date submitted:		
	If Variance is requested, scheduled for Council Meeting		
Buildings permit #:		Rezoning/Special Use Request #:	
Current Zoning:	Flood Zone:	Size of Building:	sq. ft.
Proposed use of building:	Office Space sq. ft.	Warehouse sq. ft.	Total Floor Area

### Checklist [Ref. Sec. 111-139.](#) – Final Site Plan

- 11" x 17" engineer-scaled drawing of site plan including:
  - Site boundaries & dimensions, lot lines, acreage and distance nearest cross street
  - Location map, north arrow, scale, title block & site data summary table
  - Topography of one-foot contours or less, reference sea level datum.
- Check individual zoning buffer requirement [Ref. Sec. 50-70.](#) -Site and operational standards.
- Buffer: Rear / Side / Both \_\_\_\_\_ [Ref. Sec. 106-124.](#) - Commercial site development regulations.
- Greenbelt \_\_\_\_\_ [Ref. Sec. 106-125.](#) - C-2 site development regulations.
- Minimums & Setbacks [Ref. Sec. 106-124.](#) - Commercial site development regulations.

Minimums	MIN. LOT AREA	MIN. LOT WIDTH	MIN. LOT DEPTH
Required	sq. ft	sq. ft	sq. ft
Has	sq. ft	sq. ft	sq. ft
Setbacks	FRONT	SIDE(S)	REAR
Required			
Has			

- Adjacent to Residential (See zoning buffer requirements)
- Natural features including tree masses & anticipated tree loss, drainage & creeks
- Land use onsite and adjacent properties
- Building locations, footprints, dimensions, building lines, setbacks & use
- Finished floor elevation of referenced to sea level datum Construction of Plat.
  - **Shown:** \_\_\_\_\_ [Ref. Sec.111-114, Sec. 111-139, Sec. 103-7](#)
- Dumpster and trash compactor locations and screening.
- Proposed dedications and reservations of land for public use including, but not limited to: **rights-of-way, easements, parkland, open space, drainage ways, floodplains, and facility sites.**
- Screening walls, fences, living screens, retaining walls, headlight screens, and service area screens, including height and type of construction and/or planting specifications.
- Landscaping and open space areas with dimensions and total square footage (separate landscape plans required)
- Water and sanitary sewer mains and service lines with sizes, valves, fire hydrants, manholes, and other structures onsite or immediately adjacent to the site specified.
- DEQ-SWPPP Submittal of SWPPP for small construction sites (1 to 5 acres) PLUS Submittal of received Notice of Intent by LaDEQ for larger construction sites (5+ acres)
  - You will need this before any building permits will be issued.** Validation of transmittal of Notice of Intent (NOI) to LaDEQ (email read receipt, certified mail receipt or some other type of receipt)
- If pavement is covering utility servitude, is there an Acknowledgement of Servitude Encroachment?
- Fire Hydrant Requirements [Ref. Sec. 106-93.](#)
- For Informational purposes (sewer), how many employees do you expect to employ? \_\_\_\_\_
- Inlets, Culverts, and other drainage structures onsite and immediately adjacent to the site.
- If Variances were given on Final Plat, are they listed on this site plan?
- Additional Requirement(s): The following approvals may be necessary prior to authorization for development; Preliminary or final plat or replant - Engineering plans - Traffic Impact Analysis - Landscape and irrigation plans - Tree preservations and protection plan - Façade Plan - Other approvals as required by ordinance

### [Ref. Sec. 106-67](#) – General Provisions

Parking Surface Type (*must be improved*): \_\_\_\_\_

*Off street parking shall have access from driveways on the development site and not directly from the public street. Each parking and loading space shall have adequate drives, aisles, and turning and maneuvering areas for access and usability. These parking spaces may not be closer to the roadway edge or curb than 10ft.*

Parking Spaces	<b>Standard (9ft x 18 ½ft)</b>	Required:	Provided:	
	<b>Handicap (12ft x 18½ ft)</b>	Required:	Provided:	Location Appropriate:

**PROJECT NAME:** \_\_\_\_\_

Handicap ramps, crosswalks, and loading areas with typical dimensions, access easement & offsite parking plan is to be shown and laid out.

No parking spaces will be permitted on corner lots within 30 feet of the intersection with said 30 feet to be measured from the property corner along the front and side property lines (Site Triangle)

Compact auto space allowed (8ft x 17ft)

≥50 spaces required for site

Clearly marked for compact

≤30% designation

*Sight triangle requirements at street and accessway intersections shall meet minimum requirements of the state DOTD. No parking spaces will be permitted on corner lots within 30 feet of the intersection with said 30 feet to be measured from the property corner along the front and side property lines. This requirement shall not be applied to boulevards, one-way streets or highways with four or more lanes.*

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Adjacent parking area / separate noncontiguous {w/n 800ft}. \_\_\_\_\_

Ref. Table in [Sec. 106-67 \(j\)](#)

Formula used to figure parking: _____
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**Ref. [Sec. 106-68](#). - Driveways Requirements.**

Width of Driveway(s) shown?	Allowable Driveways:	Road Frontage	<50ft	50ft-200ft	200ft+
			1 driveway allowed	2 driveways allowed	Additional driveways allowed, if warranted

[Ref. 106-67\(a\)\(2\)\(e\)](#)

[Ref. 106-68](#)

**Ref. [Sec. 106-224](#)- Sign Regulations**

**Will there be a sign?**  Yes  No

The following sign regulations shall apply as required below:

(1) On-premises signs, nonresidential zoning districts.

a. On-premises signs shall be limited to one square foot of sign area for each linear foot of property frontage on the site, not to exceed one sign for every 200 feet of frontage. One sign may be allowed having a minimum setback of ten feet from the front property line and five feet from the side property line. Any and all other signs shall be placed behind the required building setback. On-premises signs, residential zoning districts. Residences with home occupations, which meet all of the requirements for home occupations as stated in article V of this chapter, may have one nonilluminated sign measuring no greater than one foot by 2.5 feet.

**Ref. [Sec. 105-40](#) Sewers Impact Fee Calculation: For those businesses on Public Sewer**

**SEE PUBLIC WORKS DIRECTOR & UTILITIES DIRECTOR** [brandon.bourgoyne@wbr council.org](mailto:brandon.bourgoyne@wbr council.org) / [adrian.genre@wbr council.org](mailto:adrian.genre@wbr council.org)

**Ref. [Sec. 106-21](#) Stormwater Quantity control in commercial and Industrial Developments.**

Contact Brandon Bourgoyne, Public Works Director [brandon.bourgoyne@wbr council.org](mailto:brandon.bourgoyne@wbr council.org)

*As part of the building permit/site plan review approval process for multi-family residential, commercial and industrial new construction or expansions, in instances where the percentage of the site's, lot's, tract's, or parcel's total impervious ground surface meets or will meet (after the proposed construction) a 45% (forty-five percent) threshold, the applicant shall demonstrate to the director of public works (or his or her designee) that the proposed construction does not increase existing stormwater runoff peak flow rates and water surface elevations to neighboring businesses or the existing stormwater system ("no net increase"). Stone-stabilized improved surfaces shall be considered impervious surfaces. Methods for maintaining existing stormwater volumes, water surface elevations and peak rates is at the discretion of the developer, but the parish encourages the use of detention ponds, bioswales, infiltration systems and other stormwater management technologies that also demonstrate a reduction in pollutant loading. In demonstrating no net increase, the applicant shall retain a Louisiana licensed civil engineer to submit a drainage impact study. The required study shall be performed on the 25-year and 100-year design storm using the rainfall intensity and durations provided for in West Baton Rouge Code of Ordinances Section 111-114(c). If no development has begun within 24 months following the acceptance of the drainage impact study by the Parish, a new drainage impact study will be required.*

**Superintendent and Directors comments:**

Date: \_\_\_\_\_ Adrian Genre/Utilities Director Concerns/No Concerns

Comments: \_\_\_\_\_

Date: \_\_\_\_\_ John Andre/Roads Director Concerns/No Concerns

Comments: \_\_\_\_\_

Date: \_\_\_\_\_ Chad Doiron/Drainage Director Concerns/No Concerns

Comments: \_\_\_\_\_

Date: \_\_\_\_\_ Brandon Bourgoyne/Public Works Director Concerns/No Concerns

Comments: \_\_\_\_\_

Date: \_\_\_\_\_ /Fire Chief Concerns/No Concerns

Comments: \_\_\_\_\_