

# Check list for Site Plan Review

**Applicant** \_\_\_\_\_ **Contact #** \_\_\_\_\_ **FEE 40.00**

Meeting with Planning Department/Date presented \_\_\_\_\_ Municipality \_\_\_\_\_

**Date returned for corrections** \_\_\_\_\_

Buildings permit # \_\_\_\_\_ Rezoning/Special Use request # \_\_\_\_\_

Current Zoning \_\_\_\_\_ Flood Zone \_\_\_\_\_ Size of Building \_\_\_\_\_ sq. ft.

If Variance is requested, scheduled for BOA Meeting \_\_\_\_\_

**Section 111-139** an approved, valid final site plan shall be required prior to the approval of any construction plan and permit for development. (5) Final site plan approval is separate and distinct from other permits and approvals as may be required by the parish and other regulatory agencies. Approvals of a final site plan shall not affect other applicable regulations concerning development and land use. The approval of a final site plan shall be effective for a period of two years from the date of approval.

3 – Site Plan - **Chapter 106** Administrative approval if not Variances are requested.

11” x 17” engineer-scaled drawing of site plan including:

- Site boundaries & dimensions, lot lines, acreage and distance to nearest cross street
- Location map, north arrow, scale, title block & site data summary table
- Topography of one foot contours or less, reference to sea level datum.
- Zoning Buffers and Greenbelt required when adjacent residential districts  
Residential district means any area of land that contains one or more living units within a 500-foot radius from a point of inquiry provided that the living unit is occupied at the time of inquiry. Chapter 101
- Required for this site: Buffer \_\_\_\_\_ Rear / Side / Both Buffer requirements. A minimum eight-foot wooden fence with a maximum one-quarter-inch gap between slats, permanently maintained, shall be required in the 20-foot required setback adjacent to all residential districts. **Check individual zoning buffer requirement.**
- Greenbelt \_\_\_\_\_ A minimum ten-foot greenbelt shall be required along the front property line. No parking or structure of any kind will be permitted in this greenbelt, except for the permitted driveway access. A minimum five-foot side yard greenbelt is required from the front property line to the required building setback line.
- Min lot area required \_\_\_\_\_ has \_\_\_\_\_
- Min lot width required \_\_\_\_\_ has \_\_\_\_\_
- Min lot depth required \_\_\_\_\_ has \_\_\_\_\_
- Setbacks: front \_\_\_\_\_ side \_\_\_\_\_ rear \_\_\_\_\_ adjacent to Residential \_\_\_\_\_ AG \_\_\_\_\_ Other \_\_\_\_\_
- 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 Sec.111-114(c)**. For **buildings/structures site plan Sec. 111-139(a)(2)9 Elevations at one foot above the centerline of the road or two feet above surrounding ground. Shown \_\_\_\_\_.**
- 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. 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. Receipt 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?
- **Commercial/industrial structures 10,000 square feet or larger total** shall require a double barrel fire hydrant, if water lines of not less than six inches available, within 300 feet of the proposed building. Any building that proposes an addition that will cause **its total area** to exceed the aforementioned requirements shall comply fully with this section. Location of these hydrants will be specified by the authority having jurisdiction. 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?

**Chapter 106-132-POS-C-RV** update of 11/14/2018 **Phases** \_\_\_\_\_

- Minimum size: 5 acres, 200ft frontage on publicly maintained highway, street or road.
- Density ten campsite per acre
- Setbacks 30ft front, side and rear (100ft if adjacent to Residential Zoning District)
- Buffer adjacent to residential within required setback, evergreen landscaping and solid board fencing (not less than eight feet in height) to screen from view within 500ft. surrounding. Existing or future residences.
- A minimum of 20 percent of the entire campsite shall be designated for recreational spaces including, but not limited to, playgrounds, trails, swimming pools, and ponds. Spaces used for offices, administrative uses and laundry buildings shall not count toward this requirement. **See code for phase requirement.**
- Water line and fire hydrants requirements equivalent for major sub. 800ft

**Additional Requirement:** 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

**Chapter 106-67 Parking space requirements:**

- 106-67(2)(e) In commercial or industrial districts, access driveways to public streets shall be paved with concrete or asphalt from the street to ten (10) feet behind the property line. Parking may be gravel, limestone or other similar materials. For perpendicular parking to a public sidewalk – barrier curbing shall be installed 2’6” from sidewalk or property line. 106-67(2)(e) **Minimum Width of driveway is recommended 25’**, superseded by DOTD and the ASHTO requirements. Minimum recommended thickness of surface; 2” asphalt or 4” concrete.
- Layout plan required / what is the purpose of Building \_\_\_\_\_
- ON STREET PARKING IS NOT ALLOWED 106-67(a)(1)
- Parking Surface type \_\_\_\_\_ must be improved 106-67(2)(e)
- Road frontage of lot \_\_\_\_\_ Allowable Driveways \_\_\_\_ (50ft – 1 driveway allowed, 200ft – 2 driveways allowed, More than 200ft, more driveways allowed if warranted.) 106-67(2)(e)
- Width of driveway(s) shown? \_\_\_\_\_ (a normal driveway has no impact on utility servitude, extra large could be an issue for the Utility dept-may need construction joints and an agreement to the effect)
- Office space sq ft \_\_\_\_\_ Warehouse sq ft \_\_\_\_\_ Total floor area \_\_\_\_\_
- Parking shall be off-street with access from driveways and not directly from the public streets, min of 10ft from the property line. 106-67(2)(d)
- Size 9X18 ½, quantity Required \_\_\_\_\_ Provided \_\_\_\_\_ 106-67(2)(a)
- Handicap (12x18.5)spaces Required \_\_\_\_\_ Provided \_\_\_\_\_ location appropriate \_\_\_\_\_
- Handicap ramps, crosswalks, and loading areas with typical dimensions, access easement & off site parking plan is to be shown and laid out. 106-67(2)(a)
- On buildings 25,000sf or more; 50’ maneuvering space, loading area Required 12’ x 35’ ,1 loading space per 25,000sf and a Vertical Clearance of 14’ 106-67(2)(l)
- Loading spaces provided \_\_\_\_\_ Required: none required for building less that 5,000sqft
- Public streets, private drives and fire lanes with pavement widths, rights-of ways, median openings, turn lanes (including storage and transition space, and driveways, (including those on or planned on adjacent property) with dimensions and radii, and surface type. 106-67
- Radius of turning area shown \_\_\_\_\_ (35’ required) pg 405/2001 edition of AASHTO/ also EBR req. 25ft residential, 35ft commercial & industrial-See also Chapter 111-145(3) subject to approval by the zoning administrator
- 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)106-67(2)(f)
- 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. 106-67(2)(d) (adequate aisle space is 14” one way, 22” two way) 106-67 (2)(f)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.
- Compact auto space allowed 8 X17’ only with 50 or more spaces. The area has to be clearly marked. 106-67(2)(c)
- Adjacent parking area / separate noncontiguous {w/n 800ft}.106-67(2)(k)
- Formula used to figure parking: \_\_\_\_\_

**Chapter 106-224 Sign regulations:**

- On premise sign 1sq ft for each linear ft of property frontage on the site.
- Sign not to exceed one for every 200ft of frontage.
- One sign allowed w/min. setback of 10’ front & 5’ side. Any and all others are required to be behind the building setback.
- Residential – allowed 1 non illuminated sign measure in no greater that 1ft by 2.5’

**Chapter 105-40 (4) Sewers Impact Fee Calculation: For those businesses on Public Sewer**

- Multiply base rate by resulting equivalency factor and then multiply by number designated by determined unit.

**Superintendent and Directors comments:**

Date \_\_\_\_\_ Adrian Genre \_\_\_\_\_ Concerns/No Concerns

Date \_\_\_\_\_ John Andre \_\_\_\_\_ Concerns/No Concerns

Date \_\_\_\_\_ Dane Aucoin \_\_\_\_\_ Concerns/No Concerns

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

FFE \_\_\_\_ Parking Spaces \_\_\_\_ HC Spaces \_\_\_\_ Employees \_\_\_\_