

CONDITIONAL USE PLAN - SITE PLAN CHECKLIST

PLANNING AND ZONING DEPARTMENT
P.O. BOX 310 – 4650 MAIN STREET
ZACHARY, LA 70791

The following information is required on all Conditional Use Site Plans. The CUP submitted for approval shall be prepared by one or more persons in the following professions: Architecture, Landscape Architecture, Land Planning, or Civil Engineering. (Must place stamp and seal on the appropriate drawings)

Submittal sets will include, at a minimum, a Cover Sheet, Existing Site Conditions Map, Site Plan, Circulation 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. Be sure that all numbers occurring on multiple sheets are the same throughout. Furthermore, if required per UDC Section 4.201, 4.202, and/or 14.420D, the Studies listed below are required at the time of application submittal.

- 1. Cover Sheet** (required for plans consisting of 3 or more sheets. If the submittal does not require a cover sheet, this information is to be included on the Site Plan page)
 - a. Title, Name and CUP number of Development
 - b. Legal Description
 - Tract or Lot Number
 - Subdivision Name/Property Name
 - Section, Township, and Range
 - c. Vicinity Maps
 - Location of proposed site on Parish map; and
 - Location of proposed site on lot and block map (1"=400')
 - d. Planning Summary
 - Existing zoning
 - Future Land Use
 - Existing zoning of adjoining parcels
 - Acreage
 - Number of Buildings
 - Total Building square footage
 - Density/Intensity (Residential and Commercial)
 - Building height and Number of stories
 - Building square footage
 - Proposed use(s)
 - e. Name, Address, Telephone, Email Address, and Fax Number of:
 - Owner
 - Developer
 - Engineer/Surveyor
 - All other Design professionals
 - Utility Companies
 - f. Drawing Sheet Index – List of all sheets included in the plan set

___g. Design professional's seal with signature and date

___ **2. Existing Site Conditions Map**

___a. General Information

- ___ Bearings
- ___ Scale
- ___ Boundary lines
- ___ North arrow
- ___ Date
- ___ Note listing all streets included in MoveBR plan

___b. Existing Site Features

- ___ Tree/woodland survey; generalized tree communities
- ___ Topography:
 - ___ Existing contours at two (2) foot intervals; and/or
 - ___ Existing spot elevations
- ___ Identify geological hazards including fault lines
- ___ Label all one hundred (100) year flood zones and shade with an approved drafting pattern
- ___ Inundation Level of Record
- ___ FIRM Base Flood Elevation(s)
- ___ Label all water features:
 - ___ Streams
 - ___ Lakes
 - ___ Ponds
 - ___ Bayous
 - ___ Others
- ___ Label all existing servitudes
- ___ Location of above/underground existing utilities
- ___ Identify existing structures with size

___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. Design professional's seal with signature and date

___ **3. Site Plan**

___a. Label all required conditions that make this a CUP and indicate them on the plan

___b. Sewage Treatment

- ___ Indicate the method of sewage treatment
- ___ Proposed location of sewage treatment plant (if treatment onsite)

___c. Setbacks per Zoning

- ___ Front
- ___ Side
- ___ Rear

- ___d. Label/Call-out:
 - ___ Proposed lakes
 - ___ Ponds
 - ___ Wetlands
 - ___ Common areas
 - ___ Topography, contours at two (2) foot intervals or spot elevations

- ___e. Label conceptualized location of the following:
 - ___ Ditches
 - ___ Catch basins
 - ___ Onsite discharge

- ___f. Streets
 - ___ Dimension and Label:
 - ___ Existing streets
 - ___ Proposed streets
 - ___ Existing Major Streets (with MSP number)
 - ___ Proposed Major Streets
 - ___ Note listing all streets included in MoveBR plan
 - ___ Label all:
 - ___ Existing surface type
 - ___ Proposed surface type
 - ___ Frontage roads
 - ___ Intersections
 - ___ Egress/ingress ramps
 - ___ Pavement width
 - ___ Centerlines of the adjoining streets
 - ___ Rights-of-way
 - ___ Existing traffic signals and control devices
 - ___ Proposed traffic signals and traffic control devices

- ___g. Structures
 - ___ Number of buildings
 - ___ Building height and Number of stories
 - ___ Density (residential units); Intensity (Commercial)

- ___h. Proposed Site Features
 - ___ List ALL individual utility providers on the plan
 - ___ Lighting
 - ___ Location on plan with symbol and call-out
 - ___ Height
 - ___ Angle of shine
 - ___ Type of light
 - ___ Graphic Elevation or cut sheet (this sheet or on Architecture Elevation sheet)
 - ___ Refuse/Dumpster area(s)
 - ___ Location with call-out
 - ___ Dimensions of Refuse Area
 - ___ Location of above/underground proposed utilities
 - ___ Call-out locations of:
 - ___ Noisy equipment (Air conditioners, HVAC, etc.)
 - ___ Service areas/Loading docks/eighteen (18) wheelers

- Air compressors, machinery, etc.
- Proposed fire hydrants
- Proposed servitudes/easements
- Proposed Fences
 - Height
 - Type
 - Graphic Elevation with dimensions (this sheet or on Architecture Elevation sheet)
- Proposed Signage (See UDC Chapter 9 for Sign regulations)
 - Size
 - Height
 - Width
 - Sign Face Area
 - Type
 - Graphic Elevation with dimensions (this sheet or on Architecture Elevation sheet)
- i. Design professional's seal with signature and date

4. Circulation Plan

- a. Provide a table showing: **(see example at end of checklist)**
 - Use(s)
 - Parking Ratio/Formula
 - Required number of spaces for development (all phases)
 - Proposed number of spaces for development (all phases)
 - Required and proposed handicapped spaces
 - Required and proposed bicycle parking (if applicable)
- b. Show all of the following:
 - Surface types
 - Turning radii
 - Vehicular Circulation
 - Pedestrian Circulation
 - Accessibility routes for pedestrians
 - All pedestrian access points to building(s)
- c. Dimensions of parking spaces
- d. Angle of proposed parking (if less than 90 Degrees)
- e. Design professional's seal with signature and date
- f. Legend and notes clarifying circulation plan details (must be legible)
- g. 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 10 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 10 for reference)
 - ___ Required information for proposed alternative parking
- ___h. Design professional's seal with signature and date

___ **5. Landscape Plan** *(Stamped and sealed by a licensed Landscape Architect)*

- a. A preliminary plan showing the following:
 - ___ Existing and proposed trees
 - ___ Buffer yards
- ___b. Indicate all proposed landscape buffers and or barriers being utilized to meet conditions
- ___c. Show details of landscape buffers and/or barriers including specific plants, sizes, materials, and colors
- ___d. 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)

___ **6. Architectural Elevations**

- ___a. Front building elevations
- ___b. Schematic section indicating uses of each floor (only applicable if there are different uses on each floor)
- ___c. Graphic representation of proposed signs, fences, refuse area screenings, mail kiosks, and lighting (if not already included on other sheets)

___ **7. Required Studies**

- ___a. Stormwater Management Plan (SMP)
One electronic copy (PDF) submitted to the Planning & Zoning office. One paper copy to the Planning & Zoning office.
- ___b. Drainage Impact Study (DIS)
One electronic copy (PDF) submitted to the Planning & Zoning office. One paper copy to the Planning & Zoning office.
- ___c. Traffic Impact Study (TIS)
One electronic copy (PDF) submitted to the Planning & Zoning office. One paper copy to the Planning & Zoning office.

___ **8. Written Description (8½ x 11 format)**

A brief description of the project and the activities that will occur on the site.

___ **9. DOTD Approval/no 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

___ **10. Technical Advisory Committee:** Compliance with Technical Advisory Committee is required prior to approval.

___ **11. Plans at time of application**

- ___ a. One (1) full size print of required plans
- ___ b. Two (2) reduced size print of required plans- 11 x 17 (For PZ Office)
- ___ c. Electronic PDF submittal of required plans

___ **12. Application for Conditional Use Permit**

___ **13. Fees**

___ **14. 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

Subsequent Submittals during the Site Plan Process:


1. Plans 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
 - c. Electronic PDF submittal (USB or email) of required plans
2. Prints with comments addressed
 - a. Two (2) full size print of required plans for Planning & Zoning office
 - b. One (1) full size print of required plans for Planning & Zoning office

Examples

Parking Chart Example:

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

Revision Block Example:



1

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

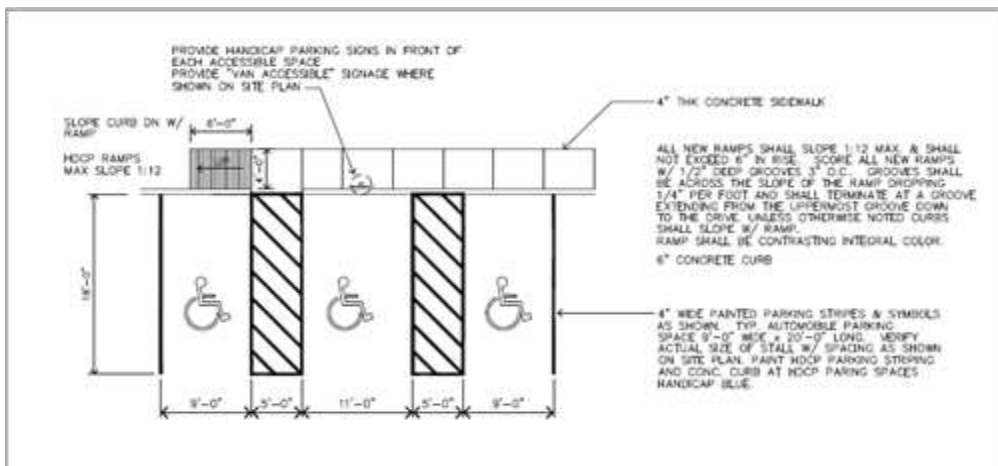
APPROVED

Bryant Dixon, Planning & Zoning Director

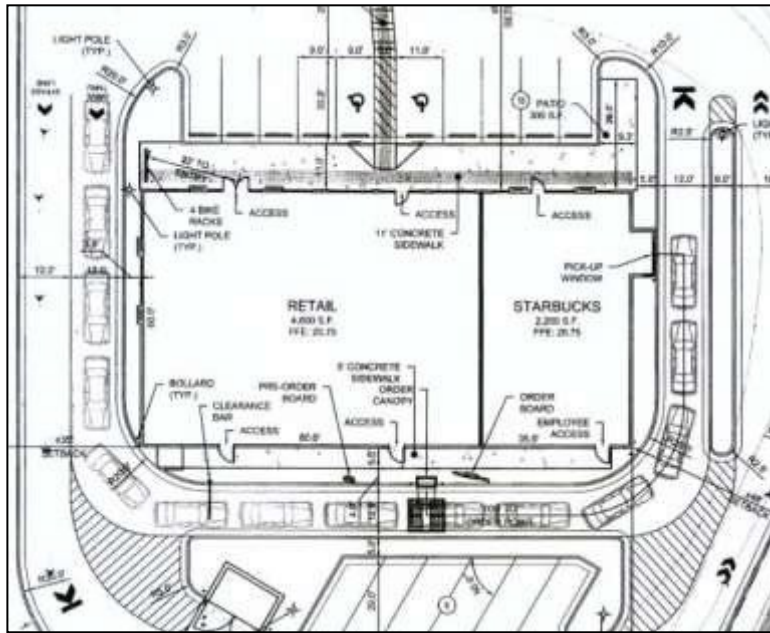
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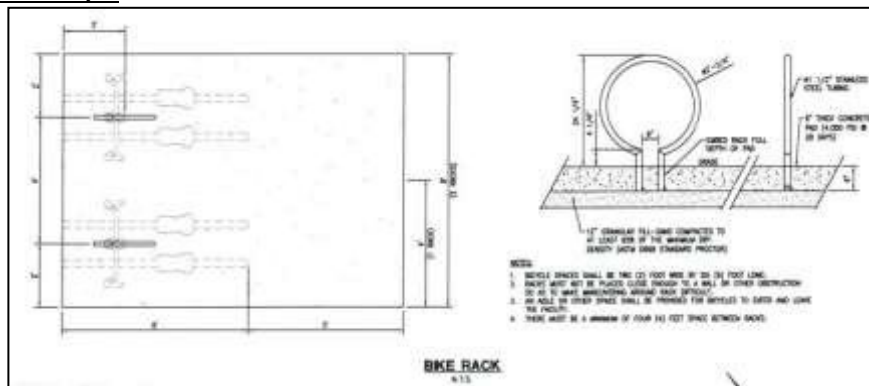
Handicapped Parking Graphic Example



Vehicle Stacking Graphic Example



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 'S' TREES BUFFER YARD	3" CAL. MIN 10' HT. WELL BRANCHED
	SPRUCE	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		