

PUD/TND FINAL DEVELOPMENT PLAN CHECKLIST

PLANNING AND ZONING DEPARTMENT

P.O. BOX 310 – 4650 MAIN STREET

ZACHARY, LA 70791

Application Submittal Requirements

- ___1. **Application and Appropriate fees (application + advertisement fee)** - Every section must be filled out with the owner(s) and applicant signatures; each sheet of the application must be initialed.

___ **Pre-Application Conference** – it is recommended that a conference to review the preliminary proposed development is scheduled with PZ Staff prior to application submittal (please submit preliminary drawings one week prior to pre-app)
- ___2. **Metes and Bounds description (if applicable)** - must be submitted as hard copy and electronic word document to be emailed or submitted on file drive
- ___3. **Proof of Ownership** - Applicant shall present proof of the unified control of the entire area within the proposed Planned Unit Development and secure written consent and agreement from all property owners of record within the boundaries
- ___4. **Studies Required (Two hard copies & one electronic submittal)**
 - ___A. **Stormwater Management Plan (SMP)** - The applicant shall provide a conceptual SMP to comply with Federal and State regulations. One electronic copy (PDF) submitted to the Planning & Zoning office. One paper copy to the Planning & Zoning office. [Section 4.100]
 - ___B. **Drainage Impact Study (DIS)** - The applicant should conceptually indicate on a map the methods proposed for handling offsite discharge of storm water. One electronic copy (PDF) submitted to the Planning & Zoning office. One paper copy to the Planning & Zoning office. [Section 4.201, 4.202, and 14.420D]

___ **Exemption or Waiver** - must provide documentation of request to the Department of Development along with submittal of application
 - ___C. **Water Quality Impact Study (WQIS)** - The applicant should conceptually show that BMP's are taken so that the water quality of the surrounding area is not impaired because of the development. One electronic copy (PDF) submitted to the Planning & Zoning office. One paper copy to the Planning & Zoning office. [Section 4.4101A.2]

___ **Exemption or Waiver** - must provide documentation of request to the Department of Development along with submittal of application
 - ___D. **Traffic Impact Study (TIS)** - The applicant shall meet with the Department of Development to determine the factors affecting traffic generated from proposed project. The applicant is encouraged where acceptable, but not required, to submit one or more companion proposals for a pedestrian system, transit system, or other alternative for the movement of persons by

means other than privately owned automobiles. Applicant must have a statement from the Department of Public Works confirming that the Traffic Impact requirement has been completed 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. [Section 3.505B.3 & 14.410D]

- ___5. **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)
 - ___6. **Utility Easements/Servitude non-objection:** Where proposed development encroaches any public servitude/easement, must provide letters of no objection from Department of Development and the appropriate agency that has rights to the easement
 - ___7. **Technical Advisory Committee:** Compliance with Technical Advisory Committee comments is required prior to approval.
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The following information is guidance for requirements of the UDC and must be included in all Final Development Plans. However, the applicant must reference the UDC for more detailed information of requirements. Failure to do so may result in denial of plans by the Planning & Zoning.

The Final Development Plan submitted for approval shall be prepared by one or more persons in the following professions: Architecture, Landscape Architecture, or Civil Engineering (***Drawings will not be accepted unless signed, stamped and seal by the appropriate design professionals***). Be sure that all numbers occurring on multiple sheets are the same throughout. The following information is required on all Final Development Plans.

Plan Submittal Set of Drawings

Submittal sets will include, at a minimum, a Cover Sheet, Existing Site Conditions Map, Copy of Approved Concept Plan, Final Development Plan, Circulation Plan, Utility Service 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. See below for required sets:

Plans at time of application

- ___A. One full size print of required plans
- ___B. Two reduced size prints of required plans- 11 x 17 (For PZ Office)
- ___C. Electronic PDF submittal of required plans

___1. **Cover Sheet**

- ___A. Title, Name, and case number of the development

- ___B. Contacts (including name, address, phone, email, and fax numbers)
 - ___ Design Professional(s): Landscape Architects, Engineers, Architects, Consultants
 - ___ Owner/Developer
 - ___ Utility Companies

- ___C. 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)

- ___D. Vicinity Map
 - ___ Location of proposed site on Parish map
 - ___ A general location quadrangle map encompassing a one-mile radius showing the relationship of the site to such external facilities as highways, shopping areas, schools, hospitals, fire stations, and cultural complexes.

___E. Legal description of site - Title and legal description shall be placed in the title block. This description shall be prepared by a certified land surveyor and shall be accompanied by a map showing bearings and dimensions at a suitable scale as determined by the Planning & Zoning Staff for reproduction, advertising, and public hearing.

- ___ Legal Tract of Record in Planning & Zoning GIS system Section(s)
- ___ Township
- ___ Range
- ___ List all CPPC Parcel Identification Number(s) of property

___F. Drawing Sheet Index – List of all sheets included in the plan set

___G. Revisions (If applicable) - Provide a revision block showing (see example at end of checklist):

- ___ Revision number along with date officially submitted to Planning & Zoning (confirm from receipt)
- ___ Previous approval info including date(s) and previous approval

- ___ authority
- ___ Revision Block - Itemized description of any details changed (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
- ___H. Design professional's seal with signature and date

___ **2. Existing Site Conditions Map**

Map/series of maps must be drawn to a scale determined by the Planning & Zoning Staff and shall indicate:

- ___ A. General Information (on all sheets)
 - ___ Date
 - ___ North arrow
 - ___ Graphic Scale
- ___ B. Items must be on the plan (make note if items do not apply)
 - ___ Boundaries of the subject property (must be legible), including bearings
 - ___ Lot label with legal lot of record in the Planning & Zoning GIS system
 - ___ Existing streets with right of way widths
 - ___ Existing buildings/structures with size
 - ___ Major Street Plan details, including MSP setback line
 - ___ Note listing all streets included in MoveBR plan
 - ___ Servitudes/Easements, including size and type (Specify if public or private)
 - ___ Transmission/Electrical Lines
 - ___ Bridges
 - ___ Above/underground existing utility components (drainage, sewer, etc.)
 - ___ Tree/Wooded Areas; generalized tree communities
 - ___ Streams
 - ___ Water Features (Lakes, Ponds, Streams, Bayous, etc.)
 - ___ Wetlands/Marshes
 - ___ FEMA Flood Zone(s)
 - ___ Any unique physical features within the proposed project
- ___ C. Existing topography (latest U.S. Department of the Interior Geological Survey 7.5-minute series reproduced to scale of other use data will be acceptable).

- Existing contours shown at a maximum contour interval of two feet
- Inundation Level of Record
- Federal Emergency Management Agency (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 & Zoning staff)
- FIRM Base Flood Elevation(s)
- D. Additional Notes:
 - Information about existing vegetative cover
 - Types of generalized tree communities'
 - Other special environmental features
 - General Soil types
- 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. A recent aerial photograph to a scale of one-inch equals 400 feet (1:400).
- G. Design professional's seal with signature and date

3. Copy of the latest Approved Concept Plan (To ensure that the proposed Final Development Plan is consistent)

- Outline the Final Development Plan area within the Concept Plan
- Design professional's seal with signature and date

4. Overall Development/Phase Plan

This plan shall be prepared at the same scale and orientation as the above site conditions map and shall indicate:

- Overall aerial with outline of all approved Final Development Plans
 - Label each area with approved components (low/medium/high density residential, commercial, institutional, public/semi-public, common open and green space, etc.)
- Concept Plan Allowable Table of Use Chart
- Chart showing components of each approved Final Development Plan along with remaining uses and square feet/acreage allowable from Concept Plan
- Design professional's seal with signature and date

___ **5. Final Development Plan**

This plan shall be prepared at the same scale and orientation as the above site conditions map and shall indicate:

___ A. General Description of Development within Final Development Plan area
(Also provide in letter size format along with the application)

- ___ The total acreage involved in the project
- ___ Acreage devoted to the various categories of land use included in the plan, including number of acres of common open space needed to support the project along with percentages of total acreage represented by each category of use and component of development (uses and common open space must be consistent with Concept Plan)
- ___ Number of buildings and residential units proposed for the project
- ___ Density/Intensity (residential units/commercial capacity)
- ___ Specific types of uses to be constructed along with components within common open space allowable per UDC (recreational areas, playgrounds, golf course, etc.)

___ B. A plan for the use of all land within the proposed Final Development Plan along with label of acreages/sizes to show consistency with the Concept Plan. Such plans shall indicate the location function and extent of all components or units of the Concept Plan, including the following (if proposal consist of multiple uses):

- ___ **Residential use areas** - specify low, medium, and high-density residential uses (consistent with density classifications within UDC Chapter 19 (Definitions) and similar single family, two-family, multi-family, townhouse, zero lot line uses, etc.)
- ___ **Commercial/Office areas** (consistent with Concept Plan with similar office, light commercial, heavy commercial, commercial warehousing uses)
- ___ **Industrial use areas** (consistent with Concept Plan with similar light Industrial, heavy industrial, manufacturing uses)
- ___ **Public/Semi Public use areas** (consistent with Concept Plan with similar community/recreation, education/religious institutions, civic uses and roadways)
- ___ **Common open space provisions** - illustrate/label components that are included (ex. wetlands, golf courses, parks, passive or scenic areas, community recreation or leisure time areas – See UDC Chapter 8 for specifics on common open space requirements)
- ___ **Phase Lines** – illustrate development areas that correspond with sequencing and time scheduling of developed areas

___ C. Development Plan shall be drawn to a scale legible to be read by the Planning Staff showing the following:

- ___ Date
- ___ North arrow
- ___ Graphic Scale
- ___ Design Professional of Record Seal and Signature
- ___ Total Final Development Plan Boundaries along with bearings (must be legible)
- ___ All proposed conditions and details for each of the following:

- ___ Structure(s) with labeled use, height, and square footage (commercial, residential, industrial, institutional, etc.)
 - ___ Dimensions of proposed setbacks of buildings
 - ___ Proposed roads, driveways, and sidewalks with labeled material
 - ___ Proposed green/grass areas
 - ___ Arrow/symbol indicating all entry points to building(s)
 - ___ Any areas of noisy equipment and machinery (A/C units, HVAC rooftop units, air compressors, heavy equipment, etc.)
 - ___ Refuse areas with labeled dimensions and type of screening, and a graphic representation (on this sheet or Architecture Elevations sheet)
 - ___ Signage with location, dimensions, and type (monument, pole, wall/building, free standing, projection, etc.), and a graphic representation (this sheet or on Architecture Elevations sheet)
 - ___ Fences with location, dimensions, and a graphic representation (this sheet or on Architecture Elevations sheet)
 - ___ Centralized mail kiosk(s) (requirement of USPS*) with location, dimensions, and a graphic representation (this sheet or on Architecture Elevations sheet)
- *Please contact the United States Postal Service for more information*

___D. Table of Use chart from application, completed with correct numbers

___E. Development notes and legend that breakdown acreage in all use categories (must equal 100% of acreage), including the following:

- ___ **Legend** – identify areas within the plan with corresponding calculations and percentages (residential, commercial, industrial, public/semi-public, common open space uses)
- ___ **Common Open Space Requirements/Provisions** (Section 11.202 and Chapter 15 (Definitions) for reference; clarify allowable/required percentages in summary)
 - ___ **Common Green Space** (required by Concept Plan)
 - ___ **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)

_____ **Natural Wetlands**

_____ **Hard surface recreation areas – recreational courts/plazas** (see requirements for details)

_____ **Servitudes – 30 feet minimum** (see requirements for details)

_____ Percentages of green space and other types of COS; total of which must equal 100%

_____ **Other** (see requirements for details)

___F. General Notes (Statistical Information):

___ Total acreage of the site

___ Number of buildings

___ Building height and number of stories

___ Density/Intensity (residential units/commercial capacity)

___ Maximum building coverage expressed as a percentage of the site area

___ Area of land devoted to landscaping and common open space expressed as a percentage of the total site area

___ Setbacks (allowable per Concept Plan and Actual) –include in a chart – front, side, and rear yard

___ Table of Use chart from application

___ List of permissible uses for each proposed component within (must be consistent with Concept Plan)

_G. A statement indicating what proposed arrangements are made with the appropriate agencies for the provision of needed utilities to and within, 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

_____ Note whether sewage treatment and disposal will be conducted onsite or connect to existing public sewerage system

_____ Communications (telephone, cable television)

___H. A statement indicating the proposed sequencing and time schedule of construction

___I. Design professional's seal with signature and date

___ **6. Copy of the Approved Concept Circulation Plan (To ensure that the proposed circulation is consistent)**

___ Outline the Final Development Plan area within the Concept Circulation Plan

___ 7. Circulation Plan

___A. A plan for pedestrian and vehicular circulation showing the following:

- ___ Existing and proposed roadways, alleys, or streets along with right-of-way widths, turning radii and general design capacity
- ___ Label all existing and proposed drive aisles and sidewalks (including crosswalks); include dimensions and material type
- ___ Indicate on the plan circulation paths and methods that separate pedestrians from vehicular traffic
- ___ Illustrate bus/mass transit circulation and note the nearest bus stop location. If located within the vicinity of bus route, indicate:
 - ___ Proposed onsite bus/transit stop
 - ___ Proposed pedestrian route that provides access to mass transit

___B. 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"
 - ___ 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)
 - ___ Bike rack details including minimum maneuverability criteria/requirements (see example at end of checklist)
- ___ Required information for proposed alternative parking
- ___ Existing and proposed surface types

- _____ Required vehicle stacking
- ___C. Design professional’s seal with signature and date
- ___D. A statement indicates whether streets or roads (and pedestrian ways as appropriate) are proposed for public ownership and maintenance
- ___E. Design professional’s seal with signature and date
- ___F. Legend and notes clarifying circulation plan details (must be legible)

___5. Utility Service Plan

- ___A. 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)
- ___B. Notes indicating what proposed arrangements are made with the appropriate agencies for the provision of needed utilities to and within, 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)
- ___C. Design professional’s seal with signature and date

___6. Landscape Plan (must be stamped, sealed, and dated by a licensed Louisiana Landscape Architect)

- ___A. Plan indicating all landscaped areas including the following:
 - ___ All specimen trees or groups of specimen trees 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 11 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
- ___B. 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. 11 – Definitions for classes)

___7. **Architecture (Elevations)**

- ___A. Building elevations of all actual proposed building(s) and structures within the development along with height dimension and labeled materials
- ___B. Schematic section indicating uses of each floor (if uses vary)
- ___C. Drawings or renderings indicating the general architectural themes, appearances, and representative building types to show consistency with

- concept plan
 - ___D. Graphic representation of proposed signs, fences, refuse area screenings, mail kiosks, and lighting (if not already included on other sheets)
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___ **Prints with PZ comments addressed for PZ submittal and required for approval**

- ___ Three (3) full size prints of required plans – 3 for PZ
- ___ Seven (7) reduced size prints of required plans - 11 x 17
- ___ Electronic PDF submittal (USB or email) of required plan