

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

*The Site Plan submitted for approval shall be prepared by one or more persons in the following professions:
Architecture, Landscape Architecture, Land Planning, 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, 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. Furthermore, 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 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
- ___ Comprehensive Plan land use category
- ___ Existing zoning of adjoining parcels
- ___ Acreage
- ___ Number of Buildings
- ___ Building height and Number of stories
- ___ Building square footage
- ___ Proposed use(s)

___ e. Name, Address, Telephone, and Fax Number of:

- ___ Owner
- ___ Developer
- ___ Engineer/Surveyor
- ___ All other Design professionals

___ **2. Existing Conditions Map**

___ a. General Information

- ___ Bearings
- ___ Scale
- ___ Boundary lines
- ___ North arrow

- ___ 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
 - ___ Label all water features:
 - ___ Streams
 - ___ Lakes
 - ___ Ponds
 - ___ Label all existing servitudes
 - ___ Location of above/underground existing utilities
 - ___ Identify existing structures

___ **3. Site Plan**

- ___ a. Sewage Treatment
 - ___ Indicate on the plat the method of sewage treatment
 - ___ The proposed location of the sewage treatment plant

- ___ b. Setbacks per Zoning
 - ___ Front
 - ___ Side
 - ___ Rear

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

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

- ___ e. Streets
 - ___ Dimension and Label:
 - ___ Existing streets
 - ___ Proposed streets
 - ___ Existing Major Streets
 - ___ Proposed Major Streets
 - ___ 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

f. Structures

- Number of buildings
- Building height and Number of stories
- Density (residential units)

g. 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
- 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
- Proposed Signage (See UDC Chapter 9 for Sign regulations)
 - Size
 - Height
 - Width
 - Sign Face Area
 - Type
 - Graphic Elevation with dimensions

h. Centralized mail kiosk(s) (requirement of USPS)

- Location
- Height
- Graphic Elevation

Please contact the United States Post Office for more information

4. Circulation Plan

a. Provide a table showing: **(see example at end of checklist)**

- Use(s)
- Parking Ratio/Formula (per UDC Section 10.202)
- 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 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)

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

- ___ a. A preliminary plan showing the following:
 - ___ Proposed trees
 - ___ Buffer yards
- ___ b. A table indicating quantities of the following:
 - ___ Landscape Requirements per UDC
 - ___ Required landscaping
 - ___ Proposed landscaping

___ **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)

___ **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 Development Review Committee and/or Departments of Development and Transportation and Drainage comments is required prior to approval

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

(Public Hearing Items)

- ___ a. Five (5) 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

(Staff Level Items)

- ___ 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 of required plans

___ **12.** Application for Site Plan

___ **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. Prints with PZ comments addressed for TAC submittal **(Public Hearing Items)**
 - a. One (1) full size print of required plans
 - b. One (1) reduced size prints of required plans- 11 x 17
 - c. Electronic PDF submittal (USB or email) of required plans
2. Prints with TAC comments addressed **(Public Hearing Items)**
 - a. Two (2) full size print of required plans
 - b. Five (5) reduced size prints of required plans- 11 x 17
3. Prints with PZ comments addressed for submittal **(Staff Level Items)**
 - a. Two (2) 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
4. Prints after approval **(All Items)**
Two (2) Full size sets; One (1) reduced size print of required plans- 11 x 17

Parking Chart Example:

Use	Formula	Required	Proposed
Multi-family (1 bedroom)	1 space/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:



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

APPROVED

Bryant Dixon, Planning & Zoning Director

Date
File # _____