

Plot Plan Check List

City of Baton Rouge/Parish of East Baton Rouge
Office of the Planning Commission, 1755 Florida Street, 3rd Floor
P.O. Box 1471, Baton Rouge, Louisiana 70821

The following information is required on all plot plans for paving waivers, parking waivers, sign waivers, and major street setback reductions.

- 1. Vicinity Map
Location of proposed site on lot and block map (1"=400')

- 2. Plot Plan
 - a. scale
 - b. boundary lines
 - c. north arrow

- 3. Planning Summary
 - a. existing zoning
 - b. Comprehensive Plan land use category
 - c. existing zoning of adjoining parcels
 - d. acreage
 - e. building square footage
 - f. proposed use

- 4. Title
Name of development

- 5. Developer/Owner
Name, Address, Telephone and Fax Number of:
 - a. Owner
 - b. Developer
 - c. Design Professional
 - d. Surveyor

- 6. Legal Description
Property in title block, tract or lot number/subdivision name

- 7. Setbacks
Label setbacks; interior, side, and back yard dimensions for all proposed/existing buildings

- 8. Existing Site Features
 - a. label all existing servitudes
 - b. identify existing structures
 - c. identify existing trees

- 9. Proposed Site Features
 - a. location and size of refuse areas
 - b. proposed signs; size and type
 - c. proposed location of loading docks/eighteen (18) wheelers

- _____ 10. Structures
- _____ a. number of buildings
 - _____ b. density (residential units)
- _____ 11. Streets **(for Sign Waivers and Major Street Setback Reductions)**
- _____ a. dimension and label existing/proposed streets and rights-of-way
 - _____ b. dimension and label existing/proposed Major Streets and rights-of-way
 - _____ c. dimension and label sight triangle(s)
 - _____ d. label existing and proposed surface type
 - _____ e. show all frontage roads, intersections and egress/ingress ramps
- _____ 12. Sign **(for Sign Waivers)**
- _____ a. dimension and label proposed sign
 - _____ b. identify sign type
- _____ 13. Circulation/Parking **(for Parking and Paving Waivers)**
- _____ a. provide a table showing:
 - _____ i. use type/sq. ft. and parking ratio
 - _____ ii. required/proposed number of spaces for development
 - _____ iii. required/proposed number of spaces for development
 - _____ iv. required/proposed handicapped spaces
 - _____ v. required/proposed bicycle parking (if applicable)
 - _____ b. surface type/turning radii
 - _____ c. walkways/accessibility routes for pedestrians
 - _____ d. indicate all pedestrian access points to building(s)
 - _____ e. dimensions of parking space
 - _____ f. angle of proposed parking (if less than 90 Degrees)
- _____ 14. Certification by Licensed Landscape Architect **(for Paving Waivers)**
 Paving waivers shall not be granted for residential or commercial structures within the City of Baton Rouge or within recognized subdivisions or for any commercial uses in the Rural zoned area unless the waiver is being requested to save a tree(s) that is deemed important by a licensed landscape architect or by the Director of the City-Parish Office of Landscape and Forestry.
- _____ 15. Waivers Requested
 Show requested waivers *on the plan* with reference to section number and paragraph of applicable ordinance. **The applicant shall provide justification for the requested waiver(s).**
- _____ 16. Prints submitted at time of application for ALL Plot Plans (i.e. A-5 (paving waiver), A-6 (parking waiver), A-14 (sign waiver), and A-16 (major street setback reduction))
 One (1) full size print of required plans
 One (1) reduced size print of required plans – 11 x 17
 Electronic PDF submittal (CD Rom or email) of required plans
- _____ 17. Application for Waiver
 A completed A-5 (paving waiver), A-6 (parking waiver), A-14 (sign waiver), or A-16 (major street setback reduction) applications.
- _____ 18. Application Fee for Waiver Request (*see application fee schedule*)

- _____ 19. Prints submitted with DPW comments addressed for Public Hearing Items A-6 (parking waiver), A-14 (sign waiver), and A-15 (appeal of board of adjustment decision)
One (1) full size print of required plans
(27) reduced size prints of required plans- 11 x 17
- _____ 20. Prints after approval for A-16 (major street setback reduction)
Four (4) Full size sets; One (1) reduced size print of required plans- 11 x 17

Note: A-5 (paving waiver) will be approved per letters from the Planning Commission and DPW Landscape after submittals are reviewed.