

## **Traditional Neighborhood Development (TND) Concept Plan Check List**

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

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*The following information is required on all TND Concept Plans. The Concept Plan submitted for approval shall be prepared by one or more persons in the following professions: Architecture, Landscape Architecture, or Civil Engineering. (Should place stamp and seal on the appropriate drawings) The following information is required on all TND Concept Plans.*

**Submittal sets will include, at a minimum, a Cover Sheet, Existing Site Conditions Map, Concept Plan, Circulation Plan, Concept Plan Note Sheet 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**

- a. Title/Name of the TND and name, address, phone, email, and fax number of developer.
- b. Name, address, phone, email, and fax numbers of the following Design Professional(s): Landscape Architects, Engineers, Architects, Consultants.
- c. Vicinity Map
  - Location of proposed site on Parish map
  - Vicinity maps may be shown on a cover sheet.
  - A general location quadrangle map encompassing a one (1) mile radius showing the relationship of the site to such external facilities as highways, shopping areas, and cultural complexes.
- d. Legal description of site  
(Title of the TND and legal description shall be placed in the title block.) This description shall be prepared by a land surveyor and shall be accompanied by a map showing bearings and dimensions at a suitable scale as determined by the Planning Commission Staff for reproduction, advertising and public hearing.
- e. List all Parcel Identification Number(s) of property

**\_\_\_\_\_ 2. Existing Site conditions map**

This map or series of maps shall be drawn to a scale determined by the Planning Commission Staff and shall indicate:

- a. Scale
  - Date
  - Bearings
  - North arrow
- b. Boundaries of the subject property, such as the following:
  - All existing streets and buildings
  - Existing major streets
  - Easements
  - Transmission Lines
  - Bridges
  - Culverts and drainpipes

- \_\_\_\_\_ Tree/Wooded Areas; generalized tree communities
- \_\_\_\_\_ Streams
- \_\_\_\_\_ Lakes
- \_\_\_\_\_ Marshes
- \_\_\_\_\_ Wetlands
- \_\_\_\_\_ Existing contours shown at a maximum contour interval of two (2) feet
- \_\_\_\_\_ Any unique physical features within the proposed project.

- \_\_\_\_\_ c. Existing topography (latest U.S. Department of the Interior Geological Survey seven and one half minute series reproduced to scale of other use data will be acceptable). In addition to the inundation level of Record, the Federal Emergency Management Agency (FEMA) Flood Zone(s) and the FIRM Base Flood Elevation(s) shall be shown on the Concept Plan. If the site is to be subdivided and it lies at or below the record inundation level of FEMA One Hundred (100)-Year Base Flood Elevation, whichever is greater, that area shall be shaded with an approved drafting type shading pattern as determined by the Planning Commission staff. Shading by penciling will not be approved. Additionally a statement shall be lettered on the Concept Plan setting forth these facts.
- \_\_\_\_\_ d. The location and size (as appropriate) of all existing drainage, water, sewer, and other utility provisions.
- \_\_\_\_\_ e. Information about existing vegetative cover, noting generalized tree communities and environmental features as may be required by the City Parish Planning staff and general soil types as appropriate to the proposed project.
- \_\_\_\_\_ f. The location and function of all other existing public facilities, which would serve the site such as schools, parks (within a one (1) mile radius), and fire stations. Notation of this information is acceptable.
- \_\_\_\_\_ g. A recent aerial photograph to a scale of 1 inch equals 400 feet.

\_\_\_\_\_ **3. Concept Plan**

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

- \_\_\_\_\_ a. A general plan for the use of all lands within the proposed TND. Such plans shall indicate the general location function and extent of all components or units of the Concept Plan, including the following:
  - \_\_\_\_\_ Specify at least two types of areas/district within the TND
    - \_\_\_\_\_ Neighborhood Center or Town Center/Village Center
    - \_\_\_\_\_ Mixed Residential Area
    - \_\_\_\_\_ Neighborhood Edge Area
    - \_\_\_\_\_ Civic use
    - \_\_\_\_\_ Green Space
  - \_\_\_\_\_ Indicate on plans low, medium, and high density residential areas
  - \_\_\_\_\_ Indicate the proposed density for each category
  - \_\_\_\_\_ Indicate office, commercial and industrial uses (indicate proposed intensity (square footage per acre) of all nonresidential uses)

- \_\_\_\_\_ Indicate Common open space provisions such as squares, plazas, preserves, greenbelts, golf courses, parks, passive or scenic areas; community recreation or leisure time facilities; and areas for such public or quasi-public institutional uses such as public facilities.
- \_\_\_\_\_ b. Thoroughfares and utilities in TND Districts shall connect to existing thoroughfares and utilities, or dead-end as stubs intended for connection to future thoroughfares, unless otherwise prohibited by topography, environmental constraints or other considerations.
- \_\_\_\_\_ c. Each area within a TND District shall identify permitted land uses within the TND by reference to other zoning districts available with the Unified Development Code. Areas which are proposed for the sale or consumption of alcohol shall be indicated on the plans and must be approved for an alcohol license by the Alcoholic Beverage Control Board.
- \_\_\_\_\_ d. All residents shall be within approximately ¼ mile distance from existing or proposed commercial, civic and open space areas.
- \_\_\_\_\_ e. Single-family detached dwellings shall account for at least fifty (50%) percent of the total number of residential units within the TND District. Two-family units, Townhomes and Multi-family Units shall comprise less than fifty (50%) percent of units within the TND District.
  - \_\_\_\_\_ In areas devoted to mixed residential uses:
    - \_\_\_\_\_ The number of single-family attached and detached units permitted shall be 5-8 dwelling units per net acre.
    - \_\_\_\_\_ The number of multi-family units shall be 8-40 dwelling units per net acre.
    - \_\_\_\_\_ The number of secondary dwelling units shall not be comprised of more than 20% of the total number of single-family attached and detached units.
  - \_\_\_\_\_ In mixed-use areas:
    - \_\_\_\_\_ The number of single-family attached and detached units shall allow 5-8 dwelling units per net acre plus an additional number of units not to exceed ten (10%) percent.
    - \_\_\_\_\_ The number of multi-family dwelling units shall be 8-40 dwelling units per net acre plus an additional number of units not to exceed ten (10) dwelling units or ten (10%) percent whichever is greater.
    - \_\_\_\_\_ The total ground floor area of non-residential development uses, including off-street parking areas, shall not exceed twenty-five (25%) of the TND.
- \_\_\_\_\_ f. Common Open Space Requirements
  - \_\_\_\_\_ A minimum of 20% of the gross acreage of the TND must be Common Open Space
  - \_\_\_\_\_ 90% of lots within areas devoted to mixed residential uses shall be within approximately ¼ mile of common open space
  - \_\_\_\_\_ 25% of common open space should be dedicate as parkland

\_\_\_\_\_ **4. Concept Plan Note Sheet**

\_\_\_\_\_ a. **Notes:** (shall be placed on the Concept Plan Note Sheet)

\_\_\_\_\_ Conditions, covenants, and restrictions for all the property within a TND District shall be filed in the Parish records by the Owner before a Lot is sold and/or a Building permit is issued.

\_\_\_\_\_ In addition to other terms and conditions acceptable to the applicant, the conditions, covenants, and restrictions must create one (1) or more property owners Association with mandatory membership for each property Owner, governed by Articles of Incorporation and Bylaws, which shall:

\_\_\_\_\_ be organized by the applicant and operated with a financial subsidy from the applicant before the sale of any lots within the TND.

\_\_\_\_\_ provide for the conditions and timing of transferring control of the Association from the applicant to the property Owners.

\_\_\_\_\_ be responsible for maintenance of insurance and taxes on all Common Open Space, enforceable by liens placed on the Association by the Parish, as provided in the Association Bylaws.

\_\_\_\_\_ at all times, cause all Owners to have Access to the Common Open Space within the TND.

\_\_\_\_\_ establish architectural standards that are in conformity with the requirements of this ordinance which shall be subject to review and approval by the Board of Directors of the Association or the Architectural Control Committee, as described below

\_\_\_\_\_ create an Architectural Control Committee to review development for compliance with the design standards to issue certificates of approval and to review and approve the development's architect, designer, and/or other professionals contributing to the development

\_\_\_\_\_ provide for the ownership, development, management and maintenance of private open space (except plazas owned by individual property owners) community parking facilities, community meeting hall, and other common areas

\_\_\_\_\_ provide for a maintenance program for all property within the TND, including landscaping and trees within the streetscape

\_\_\_\_\_ require the collection of assessments from members in an amount sufficient to pay for its functions

\_\_\_\_\_ be effective for a term of not less than fifty (50) years

**Disabled Accessibility.** Sidewalks shall comply with the applicable requirements of the Americans with Disabilities Act.

\_\_\_\_\_ **5. Circulation Plan**

A separate sketch plan for pedestrians and vehicular circulation showing the general locations and rights-of-way widths and the general design capacity of the system as well as access points to the major thoroughfare systems.

\_\_\_\_\_ **6. Phase Plan (If included)**

Indicate all phases of the proposed TND on the plans

\_\_\_\_\_ **7. Architectural Elevations**

Submit drawings or renderings indicating the general architectural themes, appearances and representative building types.

\_\_\_\_\_ **8. Public Notice Requirement for Large Scale Land Use Amendments** Each Large Scale Land Use Plan Amendment applicant shall publish a “display ad” at least ten (10) days prior to the date of the Planning Commission public hearing. This ad shall be no less than one-quarter page in the official journal of the City of Baton Rouge and Parish of East Baton Rouge. Such ad shall not be place in that portion of the newspaper where legal notice and classified advertisements appear. The headline in such advertisement shall be in a type no smaller than 18 points. An official proof of advertising from The Advocate must be submitted to the Planning Commission Staff by the Friday prior to the Planning Commission meeting. Your application(s) will be deferred until the next Planning Commission meeting if a proof of advertisement is not received by this date. There can be no exceptions. (A sample of the public notice is available at the Office of the Planning Commission. The applicant must send the Ad to the Office of the Planning Commission for review and approval prior to submitting to the Advocate.)

\_\_\_\_\_ **9. Proof of Ownership**

The applicant shall present proof of the unified control of the entire area within the proposed Concept Plan and secure written consents and agreements from all property owners of record within the Concept Plan boundaries.

\_\_\_\_\_ **10. General Description (Place on Concept Plan and submit on letter size paper with application)**

\_\_\_\_\_ a. A general description of the proposed TND shall include the following:

\_\_\_\_\_ The total acreage involved in the project

\_\_\_\_\_ The number of acres devoted to the various categories of land use shown on the Concept Plan, including the number of acres of common open space needed to support the project along with the percentage of total acreage represented by each category of use and component of development plus an itemized list of uses proposed for each of the components which shall be the range of uses permitted for that section of the TND. This may be satisfied by a reference to all authorized uses within an existing zoning classification.

\_\_\_\_\_ Number of office/commercial buildings

\_\_\_\_\_ The total number of residential units proposed for the project

\_\_\_\_\_ Density (residential units)

\_\_\_\_\_ The total square footage of office/commercial/industrial buildings proposed for the project

\_\_\_\_\_ b. A statement indicating whether streets or roads (and pedestrian ways as appropriate) are proposed for public ownership and maintenance and whether approval is sought as part of the Concept Plan for private roads, if any, within the TND.

\_\_\_\_\_ c. A statement indicating what proposed arrangements are made with the appropriate agencies for the provision of needed utilities to and within the TND, including, if appropriate, water supply, treatment

and distribution where on site treatment is proposed; storm drainage collection and disposal; electric power; gas, sewage collection, treatment and disposal where on-site treatment is proposed: and communications (telephone, cable television).

- \_\_\_\_\_ d. A statement indicating how the proposed TND complies with the Master Plan and its components and the goals and policies for development of East Baton Rouge Parish.
- \_\_\_\_\_ e. A statement indicating the sequencing and time schedule of construction.

\_\_\_\_\_ 11. **Studies Required**

- \_\_\_\_\_ a. The applicant shall meet with the Department of Public Works to determine the factors affecting traffic generated from the proposed Concept Plan. 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 satisfied 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.
- \_\_\_\_\_ b. Stormwater Management Plan (SMP). The applicant shall provide a conceptual SMP to comply with Federal and State regulations. Three sets submitted directly to the Planning Commission Office. All sets shall be stamped by the Planning Commission Office. [Section 15.13]
- \_\_\_\_\_ c. Drainage Impact Analyses. The applicant should conceptually indicate on a map the methods proposed for handling offsite discharge of storm water. Three sets submitted directly to the Planning Commission Office. All sets shall be stamped by the Planning Commission Office. [Section 15.15]
- \_\_\_\_\_ d. 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. Three sets submitted directly to the Planning Commission Office. All sets shall be stamped by the Planning Commission Office. [Section 15.17]

\_\_\_\_\_ 12. DOTD approval/non-objection: Where proposed development accesses a state highway or connecting street, approval is contingent upon LADOTD approval of access.(Section 4.103.A.1.e)

\_\_\_\_\_ 13. **Applicant shall hold a Public Workshop for residents of the area in which the project is proposed to be located.**

\_\_\_\_\_ 14. **Pre-Application Conference** completed

\_\_\_\_\_ 15. Prints 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

- \_\_\_\_\_ 16. A-22-A Application for TND Concept Plan along with property detail sheets and map <http://gis.brgov.com/maps/>
- \_\_\_\_\_ 17. Application Fees for TND Concept Plan Approval
- \_\_\_\_\_ 18. Prints with PC comments addressed for SRC submittal  
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
- \_\_\_\_\_ 19. Prints with SRC comments addressed  
One (1) full size print of required plans  
(27) reduced size prints of required plans- 11 x 17
- \_\_\_\_\_ 20. Prints after approval  
Four (4) Full size sets; One (1) reduced size print of required plans- 11 x 17