

## **Traditional Neighborhood Development (TND) Final Development 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 Final Development Plans. The Final Development 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, Final Development Plan, Circulation Plan, Landscape Plan, Copy of Approved Concept Plan with designated land use, Utility Service 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**

- \_\_\_ a. Title of the TND and the 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 Maps
  - \_\_\_ Location of proposed site on Parish map
  - \_\_\_ 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, cultural complexes, and public facilities which would serve the site such as schools, parks, and fire stations
- \_\_\_ d. List all Parcel Identification Number(s) of property
- \_\_\_ e. Legal description (consisting of Section, Township, and Range)

**\_\_\_ 2. 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 Final Development Plan boundaries.

**\_\_\_ 3. 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:
  - \_\_\_ Location of the existing property lines both for private property and for public property
  - \_\_\_ All existing streets and buildings
  - \_\_\_ Existing major streets
  - \_\_\_ Easements

- \_\_\_ Transmission Lines
- \_\_\_ Bridges
- \_\_\_ Culverts and drainpipes
- \_\_\_ Wooded Areas
- \_\_\_ 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. A recent aerial photograph to a scale of 1 inch equals 400 feet

\_\_\_ 4. **Copy of the Approved Concept Plan** (To ensure that the proposed Final Development Plan is consistent)

\_\_\_ 5. **Final Development Plan**

- \_\_\_ a. **Statement of objectives** (Place on plan as well as 8 ½ x11 to accompany application)  
A detailed statement indicating:
  - \_\_\_ The general description of the development within the Final Development Plan area including:
    - \_\_\_ The total acreage involved in the project
    - \_\_\_ The number acres devoted to the various categories of land use shown on the Final Development Plan, including the number of acres of 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. This may be satisfied by a reference to all authorized uses within an existing zoning classification.
    - \_\_\_ Number of 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
      - \_\_\_ The type of uses to be constructed
      - \_\_\_ The sequencing and time schedule of construction of the improvements for the Final Development Plan

\_\_\_ The disposition of green open space to be provided. A boundary survey shall be prepared by a land surveyor showing all public rights-of-way and easements

\_\_\_ The proposed method of governing the use, maintenance and continued protection of the common area and community serving facilities

\_\_\_ b. **Plan** (Plans shall be drawn to a scale determined by the Planning Staff showing:

\_\_\_ Scale

\_\_\_ Bearings

\_\_\_ Date

\_\_\_ North Arrow

\_\_\_ Boundaries of the subject property

\_\_\_ Indicate all proposed commercial buildings and other structures on plans to include the following:

\_\_\_ Use

\_\_\_ Size

\_\_\_ Location

\_\_\_ Number of buildings

\_\_\_ Building height and number of stories

\_\_\_ Density (residential dwelling units per acre)

\_\_\_ Square footage per acre (commercial)

\_\_\_ Arrows indicating entry to building(s)

\_\_\_ Sidewalks with material and dimensions

\_\_\_ Refuse areas

\_\_\_ Location

\_\_\_ Size

\_\_\_ Screening

\_\_\_ Provisions for the control of outdoor lighting, including the following:

\_\_\_ Location

\_\_\_ Height

\_\_\_ Angle

\_\_\_ Type

\_\_\_ Provisions for the control of signs, including the following:

\_\_\_ Size

\_\_\_ Shape

\_\_\_ Location

\_\_\_ Appearance

\_\_\_ A land use plan which indicates the specific location and extent of all components of the TND Development Plan, including the following:

\_\_\_ Low, medium, and high density residential areas

\_\_\_ Office and commercial areas

\_\_\_ Proposed density/square footage per acre of each use along with parking requirements

\_\_\_ The plan shall show all common open space provisions such as the following:

\_\_\_ Parks

\_\_\_ Passive or scenic areas

\_\_\_ Community recreation facilities

\_\_\_ Areas for public or quasi-public institutional uses

- \_\_\_\_\_ Blocks size
  - \_\_\_\_\_ Indicate on plans perimeter block size depth and length
  - \_\_\_\_\_ Indicate on plans all pedestrian paths accessible to blocks exceeding 500 feet in length
- \_\_\_\_\_ Setbacks
  - \_\_\_\_\_ Mixed Use Areas – No minimum setbacks. Commercial, civic or institutional buildings shall abut sidewalks
  - \_\_\_\_\_ Mixed Use Residential – Single Family detached 0-25 feet
  - \_\_\_\_\_ Mixed Use Residential – Single Family attached and Multi-family 0-15 feet
  - \_\_\_\_\_ Side Setbacks – Indicate on plans reciprocal access easement for Zero Lot line, Townhomes or other attached dwellings to provide access to rear yards through means other than the principal structure
- \_\_\_\_\_ **Notes:** (shall be placed on the plans)
  - \_\_\_\_\_ 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; and
    - \_\_\_\_\_ be effective for a term of not less than fifty (50) years

\_\_\_\_\_ **6. Circulation Plan**

A plan for pedestrian and vehicular circulation showing the following:

- Existing and proposed streets
- Right-of-way widths and the general design capacity of the system
- Indicate on the plan any streets or pedestrian ways that are proposed for private ownership and maintenance
- Sidewalks with material and dimensions
- Indicate on the plan methods for separating pedestrians from vehicular traffic
- If mass transit is available, indicate on the plan methods for providing access to the mass transit
- Parking:
  - Show all parking areas
  - Provide parking table
    - Use type & sq. ft./parking ratio
    - Required and proposed number of spaces
    - Required and proposed handicapped spaces
    - Required and proposed bicycle parking (If applicable)

**7. Utility Service Plan**

This plan shall show the following:

- The disposition of sanitary waste and storm water.
- The source of potable water.
- The location and width of all utility easements or rights-of-way.

**8. Landscaping Plan** (Stamped and sealed by a licensed Landscape Architect)

A plan showing:

- Landscaped areas.
- All specimen trees or groups of specimen trees twelve (12) inches in diameter or larger, indicating those to be retained, removed, or relocated, except within areas designated for single family residential uses.
- The 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.
- Chart (to be located on plans) showing required and proposed landscaping as required by the Unified Development Code

**9. Building Elevations**

Front building elevations:

- Submit front building elevations
- Schematic section indicating uses of each floor if varying uses
- Drawings or renderings indicating the general architectural themes, appearances and representative building types except for detached single-family dwellings and accessory structures.

**10. Preliminary Subdivision Plat**

If a preliminary subdivision plat is to be processed concurrently with the TND Final Development Plan, a preliminary subdivision plat meeting all of the submittal requirements of the Unified Development Code shall also be submitted with the Final Development Plan package.

**11. Required Studies**

**Traffic Impact Study**

Applicant must determine and state in writing the anticipated impact of the proposed development on the existing transportation network. All detailed project information by the owner/developer must be discussed with the Traffic Division of the Department of Public Works. 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.

\_\_\_\_\_ **Stormwater Management Plan (SMP)**

Stormwater Management Plan of the TND project area. All information and analysis submitted by the owner/developer must follow the requirements and methods outlined in the SMP guidelines set forth in Section 15.13. Three sets submitted to the Planning Commission Office. All sets shall be stamped by the Planning Commission office. [Section 15.13]

\_\_\_\_\_ **Drainage Impact Study (DIS)**

Drainage Impact Study of the TND project on the surrounding area. All information and analysis submitted by the owner/developer must follow the requirements and methods outlined in the Drainage Impact Study (DIS) guidelines developed by the Department of Public Works, Drainage Engineering Division. Three sets submitted to the Planning Commission Office. All sets shall be stamped by the Planning Commission office. [Section 15.15]

\_\_\_\_\_ **Water Quality Impact Study (WQIS)**

Water Quality Impact Study as outlined in Chapter 15 of Unified Development Code of the TND project on the surrounding area. Three sets submitted to the Planning Commission Office. All sets shall be stamped by the Planning Commission office. [Section 15.17]

- \_\_\_\_\_ 12. **Pre-Application Conference** completed
- \_\_\_\_\_ 13. 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)
- \_\_\_\_\_ 14. 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
- \_\_\_\_\_ 15. A-22-B Application for TND Final Development Plan
- \_\_\_\_\_ 16. Application Fees for TND Final Development Plan Approval
- \_\_\_\_\_ 17. 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
- \_\_\_\_\_ 18. Prints with SRC comments addressed
  - One (1) full size print of required plans
  - (27) reduced size prints of required plans- 11 x 17
- \_\_\_\_\_ 19. Prints after approval
  - Four (4) Full size sets; One (1) reduced size print of required plans- 11 x 17