



Completed for a project located at:

Completed by (Applicant Name):

All drawings shall: a) be detailed, dimensioned, and labeled; b) be prepared and signed or sealed by a qualified professional (or a licensed professional where required by law); and c) have both a graphic and numeric scale. All maps shall have a north arrow. Each sheet must be clearly and uniquely titled and dated, with revisions noted by dated revision number, clouds, and a note describing the revisions.

Staff can advise on the level of detail needed for each project depending on the specifics of the request. Site plans at the public hearing stage may show less detail but shall provide enough to demonstrate that the proposed development can comply with all requirements. The Planning or Engineering Director may allow some sheets to be combined if the drawings are still legible.

0. Required Submittals

All in pdf format, unless otherwise specified.

- a. Full-size plan set
- b. Demonstration of adequate public facilities (Sec. 7:4.2.5.B)
The following, as applicable:
 - c. Sewer Capacity Request, approval email and submittal with exhibits
 - d. Stormwater Management Plan, including Drainage Impact Study and Water Quality Impact Study
 - e. Offsite Drainage Assessment data; see Stormwater Management information brochure for types and format
 - f. Traffic Impact Analysis data and fee; contact the Engineering Department
 - g. DOTD approval or no objection, if access is onto or within ¼ mile of a state highway

1. Cover Sheet

Required for plan sets with 3 or more sheets. Otherwise show on the Site Plan sheet.

- a. Name of development
- b. Property information:
 - Street address
 - Legal description
 - Zoning, existing, and proposed if applicable
 - Comprehensive Plan future land use
 - Character area
 - Acreage of site
- c. Vicinity map with north arrow, showing area within at least 1,000 feet of site
- d. Name, address, phone number, and email address for:
 - Property Owner
 - Developer
 - All professionals (e.g. surveyor, engineer, landscape architect)
- e. Brief, written description of the project, including demolition or construction activities, number and size of buildings, proposed uses, residential density, etc.

2. Existing Conditions Map

Within, adjacent to, or near the site. All located and labeled.

- a. Boundary lines, with bearings
- b. Buildings and structures
- c. Servitudes and rights-of-way
- d. Streets, public or private, including surface type and if on Major Street Plan
- e. CATS bus stops
- f. Traffic signals and control devices
- g. Utilities, above- and underground, including names of providers
- h. Tree survey, areas or individual trees
- i. Water features (e.g. streams, ponds)
- j. Wetlands
- k. Special Flood Hazard Areas (FEMA and Community Defined)
- l. Conveyance Zones
- m. Topography at two (2) foot intervals or spot elevations
- n. Geological hazards, including fault lines
- o. Any other notable existing site features (e.g. graveyard)

3. Site Plan

Proposed development, located and labeled.

- a. Buildings and structures, with setbacks, sizes (in square feet), heights (in feet and number of floors), and uses
- b. Streets, public or private, including surface type and if on Major Street Plan, with a cross-section from Appendix J
- c. Traffic signals and control devices
- d. Sight triangles
- e. Pedestrian walkways, including surface type and accessible routes
- f. Parking for motor vehicles, including surface type, angle, typical dimensions of parking spaces and drive aisles, number of spaces per parking bay
- g. Parking for bikes, including maneuvering areas, surfacing, rack type
- h. Parking table, showing minimum, maximum, and provided motor vehicle and bicycle parking spaces, including handicapped accessible spaces (all by use and phase if applicable)

- i. Vehicle stacking areas
- j. Loading docks and areas
- k. Service areas
- l. Utilities, including type, provider, location
- m. Fire hydrants
- n. Centralized mail kiosk, required by USPS
- o. Refuse areas, including screening
- p. Lighting, including type, height, angle
- q. Noisy equipment (e.g. vacuums)
- r. Fences, including type and height
- s. Common areas, if applicable
- t. Water features (e.g. streams, ponds)
- u. Existing wetlands
- v. Stormwater management features, above- and under-ground
- w. Grading information (for stormwater management and fill mitigation)
- x. Servitudes and rights-of-way
- y. Phasing Plan, if applicable (each Phase must meet requirements on its own)

4. Circulation Plan

Illustrate how people and vehicles will move around the proposed development.

- a. Pedestrian access points to buildings
- b. Turning radii, labeled
- c. Routes, noted with directional arrows, for:
 - Motor vehicles
 - Pedestrians
 - Bicycles, if not the same as motor vehicle or pedestrian
 - Buses, if applicable
- d. Routes, noted with directional arrows, providing access to:
 - Centralized mail kiosk
 - Fire hydrants or panels
 - Loading areas
 - Refuse and service areas

5. Landscape Plan

All located and labeled. Shall be prepared by a Professional Landscape Architect licensed in Louisiana.

- a. Existing trees (individuals or areas) to be preserved, and if any to be credited, a Tree Preservation Plan

- b. Proposed (new) landscaped areas, plantings, and screenings
- c. Table showing required, preserved (credited), and proposed (new) landscape areas and planting quantities
- d. Sight triangles
- e. The following statement, signed and dated by the preparer: "I certify that I, the landscape architect, will inspect the landscaping following installation to certify that the landscaping was installed in compliance with the approved plans."

6. Building Elevations and Sections

- a. Building elevations, with materials labeled
- b. Demonstration that design standards are met (e.g. percent transparency, number of architectural features)
- c. Building sections showing uses of each floor, if different uses on each floor