

Ascension Parish Planning & Zoning Commission



TND Specific Implementation Plan Submittal Checklist

Project Name: _____ Consultant _____

Date Submitted: _____ Landscape Architect _____

The following information is required on all TND Specific Implementation Plan Submittals.

I. Final Development Plan

Legibly drawn on paper with minimum dimensions of 11" x 17" _____

A. Title

- Name of Subdivision/Development _____
- Location of Property (Section, Township, Range) _____
- Name of Developer/Owner _____
- Name of Engineer/Land Surveyor _____
- North Point, Graphic Scale, and Date _____

B. Boundary Lines and Existing Improvements

- Boundaries of Property being Subdivided _____
- Names & Widths (R/W & Pavement) of Adjoining Streets _____
- Section & Township Lines _____
- Incorporated Areas _____
- Zoning Districts _____
- School Districts (Residential Developments only) _____

C. Adjoining Property

- Names of Adjoining Subdivision _____
- Names, Addresses & Record Owners of all Adjoining Property _____
- Adjoining Lots and Streets _____

D. Proposed Features

- Proposed Location, Names, and Widths of Streets _____
- Typical Street Sections(must satisfy Table 1) _____
- Layout & Approximate Lot Dimensions _____
- Other Necessary Description of Lots & Servitudes _____
- Location & Dimensions of Existing Buildings (If Property is Vacant make Statement of such) _____
- Front, rear, and side building setbacks per Section 1.04, Part G _____
- Block lengths are less than 2000 ft in perimeter _____
- Blocks longer than 500 ft are traversed near the midpoint by a pedestrian path _____
- Method of Sewage Disposal _____
- Sewer Lift Station, Sewer Treatment Plant, & Sewer Effluent Outfall Location _____
- The source of potable water _____
- The location and width of all utility easements or rights-of-way _____
- Proposed grading plan(may be shown on a separate sheet) _____
- The off-street parking and loading plan(except for single family residential) _____
- Note minimal lot widths for each land use area _____



- A circulation diagram showing vehicular and pedestrian movements including any special engineering features and traffic regulation devices needed. _____
- All lots shall enfront on a thoroughfare, except that a maximum of twenty (20%) of lots served by a rear lanes or alley may enfront a path or passage bicycle circulation is accommodate on streets and/or dedicated bicycle paths _____
- Block's Perimeter depths and lengths _____
- Lot widths _____
- Front and Rear Building Setbacks _____
- Reciprocal access easement and pedestrian access to the rear yard for zero (0) lot-line single- family dwellings _____

E. Drainage

- Existing Drainage Ditches _____
- Drainage From Proposed Subdivision to Ultimate Drainage Channel _____
- Existing Contours shown at a maximum contour interval of one (1) feet _____

F. Vicinity Map

- Utilize Parish Road Map as Base Map _____

G. F.E.M.A Flood Plain

- Flood Zone Designation and Delineate on Map if More than One Zone Applies _____
- 100 Year Base Flood Elevation(if not in flood zone, list the nearest adjacent) _____
- Inundation(if available) _____

H. General Subdivision Information

- Land Characteristics (Pasture, woodland, etc.) _____
- Available Community Facilities and Utilities _____
- Number of Lots _____
- Typical Lot Width and Depth _____
- Minimum lot sizes _____
- Proposed Utilities _____
- Chart showing parking spaces per Section 1.04, Part I, including the following: use type, required parking spaces, proposed parking spaces, required handicapped, proposed handicapped, existing(if applicable) _____
- All existing curves on public streets located within one-fourth (1/4) mile of the proposed subdivision entrances or a statement that no curves exist on public streets within one-fourth (1/4) mile of the proposed subdivision entrances. _____
- Notes to be placed on the plans
 - All utilities are placed underground and/or shall run within Alley Easements _____
 - Conditions, covenants, and restrictions for all the property within a TND District must 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 Associations with mandatory membership for each property Owner, governed by Articles of Incorporation and Bylaws, which shall:
 - a. be organized by the applicant and operated with a financial subsidy from the applicant before the sale of any Lots within the TND District;
 - b. provide for the conditions and timing of transferring control of the Association from the applicant to the property Owners;



- c. 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;
- d. at all times, cause all Owners to have Access to the Common Open Space within the TND District;
- e. 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;
- f. create an Architectural Control Committee to review Development for compliance with the architectural standards, to issue certificates of approval, and to review and approve the Development's architect, designer, and/or other professionals contributing to the Development;
- g. 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;
- h. provide for a maintenance program for all property within the TND, including landscaping and Trees within the streetscape;
- i. require the collection of assessments from members in an amount sufficient to pay for its functions; and
- j. be effective for a term of not less than fifty (50) years.
- k.

I. Statistical information:

- Total acreage of the site _____
- The calculated density for the project(residential units). _____
- Maximum building coverage expressed as a percentage of the site area (except for single family residential) _____
- Total acreage and percentage of each proposed different land use, including common open spaces for the total development. The areas that are to be considered common open space must satisfy Section 1.04 Part E of the TND ordinance. _____
- The area of each subcategory of common open space expressed as a percentage of the total area of common open space. Note the maximum allowable for each open area type per Section 1.04, Part E
- The use, maximum size, location, number and maximum height of all proposed buildings and other structures _____
- The total number of single-family detached dwellings expressed as a percentage of the total number of residential units within the TND district _____
- The combined total number of two-family units, Townhomes, and multi-family units expressed as a percentage of the total number of residential units within the TND district _____
- Provide the above information for each Phase _____
- Total acreage involved in the proposed subdivision and total remaining adjacent property owned by the developer and the location thereof _____

J. Structures:

- Number of buildings (except for single family residential) _____
- Building height and number of stories(except for single family residential) _____
- Phases for developments (if applicable) _____



II. Landscape and Lighting Plan(legibly drawn on paper with minimum dimensions of 11" x 17")

- Depict 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. _____
- Any required screening is at least three (3') feet in height and at least fifty (50%) percent opaque throughout the year. Required screening shall be satisfied by one (1) or some combination of a decorative fence not less than fifty (50%) percent behind a continuous landscaped area, a masonry wall, or a hedge. _____
- Native shade Trees which grow to a minimum height of forty (40') feet at maturity shall be planted along all Streets at a maximum average spacing of thirty (30') feet on center. _____
- Trees shall have a minimum caliper of two and one-half (2 ½") inches at the time of planting. _____
- All parking and loading areas fronting public Thoroughfares or sidewalks, and all parking and loading areas abutting residential districts or users, shall provide a landscaped area at least five (5') feet wide along the public Thoroughfare or sidewalk; screening at least three (3') feet in height and not less than fifty (50%) percent opaque; and one (1) Tree for each twenty-five (25') linear feet of parking Lot frontage. _____
- The corners of parking Lots, "islands", and all other areas not used for parking or vehicular circulation shall be landscaped. Vegetation may include turf grass, native grasses or other perennial flowering plants, vines, shrubs or trees. Such spaces may include architectural features such as benches, kiosks or bicycle parking. _____
- For all parking Lots with more than six (6) spaces, the landscaped area shall be comprised of a minimum of twenty (20%) percent of the total parking Lot area. _____
- (In large parking Lots containing more than 200 parking spaces, an additional landscaped area of at least 200' square feet shall be provided for each twenty-five (25) parking spaces or fraction thereof, containing one (1) native shade Tree or canopy Tree. The remainder shall be covered with turf grass, native grasses or other perennial flowering plants, vines or shrubs. _____
- Landscape materials that are used for screening shall be of a size that allows growth to the desired height and opacity within two (2) years. _____
- Lighting along Thoroughfares, including pedestrian scale lighting, shall be provided along all Thoroughfares. Generally more, smaller lights, as opposed to fewer, high-intensity lights, should be used. Lights shall be installed on both sides of Streets at intervals of no greater than seventy-five (75') feet apart. The lighting design shall meet the minimum standards developed by the Illumination Engineering Society. _____
- All streets, except for alleys, are bordered by well-lighted sidewalks on both sides per Table 1 _____

III. Submittal:

- Plat (Ten (10) full scale prints, one (1) 11" x 17" reduced print), and one (1) 11" x 17" reduced print submitted in electronic form (.pdf file) _____
- Corps of Engineers Wetland Determination _____
- Adjoining Property Owners Form(electronic). The subdivider must submit, in electronic format, a copy of the list indicating the names of the adjacent property owners, addresses and lot and square numbers as shown in the parish assessor's records. Adjacent property owners shall be defined as such under section 20.203(A) of the Ascension Parish Subdivision Regulations. At least fourteen (14) days prior to review and determination by the Commissions, all Abutting property Owners shall be notified by regular mail by the Zoning Official of the Traditional Neighborhood Development and given an opportunity to submit written comments. Notice shall also be published in a newspaper of regular and general circulation in Ascension Parish at least ten (10) days prior to the review. _____
- Review Fees as required by the subdivision ordinance and/or the development code _____
- Checklist that is fully completed and signed and dated by the Engineer, or Architect _____
- Statement of Objectives: A detailed statement indicating: _____



- The general description of the development within the Specific Development Plan area. _____
- The type of uses to be constructed. _____
- The sequencing and time schedule of construction of the improvements for the Final Development Plan per Section 1.15, Part D _____
- The disposition of common 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. _____
- The roads that are to be dedicated for public maintenance _____
- Provisions for the control of signs, including size, shape, location and appearance per section 1.04, Part L
- Architectural Drawings or renderings that address and/or satisfy the following:
 - a. Historic or architecturally significant existing structures are protected from demolition or encroachment by incompatible structures for landscape development _____
 - b. New structures in single-family residential are no more than three (3) stories _____
 - c. New structures in commercial, multi family residential or mixes use are no more than five (5) stories _____
 - d. Entries, facades, windows, doors, and roofs _____
 - 1. The architectural features, materials, and the articulation of a facade of a Building shall be continued on all sides visible from a public Thoroughfare. _____
 - 2. The front facade of the Principal Building on any Lot in a TND District shall face onto a public Thoroughfare. _____
 - 3. The front facade shall not be oriented to face directly toward a parking Lot. _____
 - 4. Porches, pent roofs, roof overhangs, hooded front doors or other similar architectural elements shall define the front entrance to all residences. _____
 - 5. For commercial Buildings, a minimum of fifty (50%) percent of the front facade on the ground floor shall be glass (transparent), including window or door openings allowing views into and out of the interior. _____
 - 6. New Structures on opposite sides of the same Thoroughfare should follow similar design guidelines. This provision shall not apply to Buildings bordering civic Uses _____
 - 7. Building and parking placement within the Neighborhood Center, or Town Center, should be arranged to create appropriately scaled continuous Building facades with as few non- pedestrian oriented breaks as possible. _____
 - 8. Building wall materials may be combined on each façade only horizontally, with the heavier generally below the lighter. _____
 - 9. Walls along Thoroughfares shall be made of brick, or block and stucco, or other material to match the facade of the Principal Building. _____
 - 10. Windows shall use clear glass panels. _____
 - 11. All openings including porches, galleries, arcades and windows, with the exception of storefronts, shall be square or vertical in proportion. _____
 - 12. Openings above the first Story shall not exceed fifty (50%) percent of the total Building wall area, with each façade being calculated independently. _____
 - 13. The facades on retail frontages shall be detailed as storefronts and glazed no less than fifty (50%) percent of the sidewalk-level Story. _____
 - 14. Doors and windows that operate as sliders are prohibited along frontages. _____
 - 15. Pitched roofs, if provided, shall be symmetrically sloped no less than 5:12, except that porches may be attached sheds with slopes no less than 2:12. _____



- 16. Flat roofs shall be enclosed by parapets a minimum of forty-two (42") inches high, or as required to conceal mechanical equipment to the satisfaction of the Developer, Board or Directors and Architectural Control Committee. _____
- Drainage Impact Study-Drainage Impact Analyses in accordance with the current Drainage Impact Policy.
- The requirements for the drainage impact study will be determined by the Engineering Reviewing Agency(ERA) at the Pre-Application Conference. The applicant should indicate on a map the methods proposed for handling offsite discharge of storm water. One (1) copy will be submitted to the Zoning Official and one (1) electronic copy will be submitted directly to the ERA _____
- Traffic impact study of the TND project on the surrounding area. The requirements for the traffic study and the intersections that are to be analyzed will be determined by the Engineering Reviewing Agency(ERA) at the Pre-Application Conference. One (1) copy will be submitted to the Zoning Official _____