

Ascension Parish Planning & Zoning Commission



PUD Concept Plan Submittal Checklist

Date Submitted _____

The following information is required on all PUD Concept Plan Submittals.

1. **Professional Services Required:** The Concept Plan submitted for approval shall be prepared by one or more persons in the following professions: Architecture, Landscape Architecture, Land Planning, or Civil Engineering.
2. **Legal Description of Site:** 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.
3. **Adjacent Property Owners Form:** The subdivider must submit two (2) copies 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 Planned Unit 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.
4. **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. Title of the PUD and name of developer
 - b. North arrow, graphic scale, and date
 - c. 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. Boundary Lines and Existing Improvements:
 1. All existing streets and buildings
 2. Existing and proposed major streets
 3. Water courses
 4. Easements
 5. Section lines
 6. Any unique physical features within the proposed project.
 - e. 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(e.g. LIDAR).
 1. Flood Zone designation and delineate on map if more than one zone applies
 2. 100 Year Base Flood Elevation(if not in flood zone, list the nearest adjacent)
 3. Inundation(if available)
 5. Additionally a statement shall be lettered on the Concept Plan setting forth these facts.
 - f. The location and size (as appropriate) of all existing drainage, water, sewer, and other utility provisions.
 - g. Land Characteristics (pasture, woodland, etc.)
 - h. 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.
 - i. An aerial photograph to a scale of 1 inch equals 200 feet taken within twenty-four (24) months of the application.



5. **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 PUD. Such plans shall indicate the general location function and extent of all components or units of the Concept Plan, including the following:
 - 1. Low, medium, and high density residential areas
 - 2. The proposed density/acre for each category
 - 3. Office
 - 4. Commercial uses (indicate proposed intensity at all nonresidential uses),
 - 5. Common open spaces such as 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.
 - 6. Perimeter landscaped buffer yard to screen off-street parking areas and building service areas from abutting streets and residential zoning and uses
 - 7. If applicable, delineate all proposed PUD phases
 - b. Concept Plan Information;
 - 1. Total acreage of total development
 - 2. 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 subsection III, Part B of the PUD ordinance.
 - 3. Provide the above information for each Phase
 - c. A 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. **General Description:**
- a. A general description of the proposed PUD shall include the following:
 - 1. The total acreage involved in the project.
 - 2. 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 PUD. This may be satisfied by a reference to all authorized uses within an existing zoning classification.
 - 3. Number of buildings.
 - 4. The total number of residential units proposed for the project.
 - 5. Density (residential units)
 - 6. The total square footage of office/commercial/industrial buildings proposed for the project.
 - 7. Submit front building elevations.
 - 8. Front, rear, and side building setbacks
 - 9. Minimum lot sizes
 - 10. State if this development is to be built in phases. If so, then provide all of the required data (items 1-9) for each phase.
 - 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 PUD. Streets, both private and public, are to meet subdivision regulation requirements unless deviations in street typical sections are granted with Concept Plan approval.
 - c. A statement indicating what proposed arrangements are made with the appropriate agencies for the provision of needed utilities to and within the PUD, 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).

7. Studies Required:

- a. Traffic impact study of the PUD 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 and one (1) electronic copy will be submitted directly to the ERA
- b. Drainage Impact Analyses in accordance with the current Drainage Impact Policy. 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