

# Ascension Parish Planning & Zoning Commission



## SPUD Development Plan Submittal Checklist

Project Name: \_\_\_\_\_  
Date Submitted \_\_\_\_\_

Consultant \_\_\_\_\_

*The following information is required on all SPUD Development Plan Submittals.*

**I. 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:

- Title of the SPUD and name of developer \_\_\_\_\_
- North arrow, graphic scale, and date \_\_\_\_\_
- 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 \_\_\_\_\_
- 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 \_\_\_\_\_
- Existing contours shown at a maximum contour interval of two (2) feet \_\_\_\_\_
- 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) \_\_\_\_\_
- Additionally a statement shall be lettered on the Concept Plan setting forth these facts. \_\_\_\_\_
- The location and size (as appropriate) of all existing drainage, water, sewer, and other utility provisions \_\_\_\_\_
- Land characteristics (pasture, woodland, etc.) \_\_\_\_\_
- 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. \_\_\_\_\_
- An aerial photograph to a scale of 1 inch equals 200 feet taken within twenty-four (24) months of the application. \_\_\_\_\_

**II. Final Development Plan-** This plan shall be prepared at the same scale as the above site conditions map and shall indicate:

**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 \_\_\_\_\_
- 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 \_\_\_\_\_
- 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 \_\_\_\_\_
- The off-street parking and loading plan(except for single family residential) \_\_\_\_\_
- A chart showing parking spaces including the following; Use type, Required parking spaces, proposed parking spaces, required handicap, proposed handicap, existing(if applicable) \_\_\_\_\_
- A circulation diagram showing vehicular and pedestrian movements including any special engineering features and traffic regulation devices needed. \_\_\_\_\_

**E. Drainage**

- Existing Drainage Ditches \_\_\_\_\_
- Drainage From Proposed Subdivision to Ultimate Drainage Channel \_\_\_\_\_
- Existing Contour shown at a maximum contour interval of two (2) 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 \_\_\_\_\_
- Park Areas and Other Public Areas \_\_\_\_\_



- Proposed Utilities \_\_\_\_\_
- A list of any streets or pedestrian ways that are proposed for private ownership within the SPUD \_\_\_\_\_
- A general plan for the use of all lands within the proposed SPUD. Such plans shall indicate the general 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 SPUD phases \_\_\_\_\_

**I. Statistical information:**

- Total acreage of the site \_\_\_\_\_
- Maximum building coverage expressed as a percentage of the site area (except for single family residential) \_\_\_\_\_
- The area of land devoted to landscaping and/or common open space expressed as a percentage of the total site area. \_\_\_\_\_
- The calculated density and floor-area ratio for the project. (Maximum floor-area ratio for non-residential structures is 2.5:1. Maximum for residential buildings or mixed use buildings were 50% or more of the floor area is utilized for residential purposes is 3.5:1) \_\_\_\_\_
- 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. \_\_\_\_\_
- The use, maximum size, location, number and maximum height of all proposed buildings and other structures and structures per acre calculations along with population projections or intensity for each \_\_\_\_\_
- Provide the above information for each Phase \_\_\_\_\_

**J. Structures:**

- Number of buildings (except for single family residential) \_\_\_\_\_
- Building height and number of stories(except for single family residential) \_\_\_\_\_
- Density (residential units) \_\_\_\_\_
- Phases for developments (if applicable) \_\_\_\_\_
- Building elevations(except for single family residential): \_\_\_\_\_
  - Submit front building elevations. Height of buildings shall not be more than one hundred fifty (150) percent of abutting zoning districts. In addition, buildings may also be increase in height one (1) foot for each ten (10) feet setback from abutting zoning districts. \_\_\_\_\_
  - Schematic section indicating uses of each floor (only applicable if there are different uses on each floor) \_\_\_\_\_
- Drawings indicating the general architectural themes, appearances and representative building types (except for detached single-family dwellings and accessory structures) \_\_\_\_\_



- Total acreage involved in the proposed subdivision and total remaining adjacent property owned by the developer and the location thereof \_\_\_\_\_
- 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. \_\_\_\_\_
- Provisions for the control of signs, including size, shape, location and appearance \_\_\_\_\_

**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) \_\_\_\_\_
- Review Fees as required by the subdivision ordinance and/or the development code \_\_\_\_\_
- Checklist that is fully completed and signed and dated by the Surveyor or Engineer \_\_\_\_\_
- Statement of Objectives: A detailed statement indicating: \_\_\_\_\_
  - The general description of the development within the Final 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. \_\_\_\_\_
  - 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. \_\_\_\_\_
- Landscaping Plan: 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 manmade landscape features such as man made lakes, land sculpture, fountains and waterfalls, which are proposed to be constructed by the developer. Features proposed within single family residential areas may be completed within two years of the signing of the Final Plat. \_\_\_\_\_
- Traffic impact study of the SPUD 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 \_\_\_\_\_
- Drainage Impact Analyses in accordance with the current Drainage Impact Policy. One (1) copy will be submitted to the Zoning Official and one (1) electronic copy will be submitted directly to the ERA \_\_\_\_\_