



**PLANNING AND ZONING DEPARTMENT  
SITE PLAN REVIEW CHECKLIST  
P.O. Box 310 - 4650 Main Street  
Zachary, LA 70791**

**1. Vicinity Map**

- a. Location of proposed sit on city map.
- b. Location of proposed site on lot and block map (1 " = 400').
- c. Vicinity maps may be shown on a cover sheet. Cover sheet is required for plans consisting of 3 or more sheets.
- d. The existing site features and site plan may be combined on one sheet.

**2. Site plan**

- a. Bearings
- b. Scale
- c. Boundary Lines
- d. North Arrow

**3. Planning Summary**

- a. Existing Zoning
- b. Existing Zoning of Adjoining Parcels
- c. Acreage
- d. Building Square Footage
- e. Proposed Use

**4. Title**

- a. Name of development

**5. Developer/ Owner**

Name, address, telephone number fax number, and email address of:

- a. Owner
- b. Developer
- c. Design professional
- d. Surveyor

## **6. Legal Description**

- a. Property in title block, Tract/lot number / subdivision

## **7. Drainage impact study**

- a. Two sets submitted directly to the Department of public works

## **8. Sewage Treatment**

- a. Indicate on the plat the method of sewage treatment

## **9. Signage**

- a. Show dimensions of sign and square footage
- b. Show location of sign on site plan

## **10. Traffic Impact Statement (when Warranted by City Officials)**

Applicant must determine and state in writing the anticipated impact of the proposed development on the existing transportation network. All information and analysis submitted by the owner/developer must follow the requirements and methods outlined in the Traffic Impact Study guidelines developed by the Department of Public Works. The following conditions must be met when a limited or comprehensive Traffic Impact study is required:

- a. The study must be completed and submitted with Site Plan, Preliminary Plat or Resubdivision application.
- b. All analysis must be performed by a Louisiana Registered Professional Engineer with experience in performing similar type studies within the last (2) Calendar years.

**\*Prior to completing a Comprehensive Traffic Impact Study, the Engineer will meet with the Department of Public Works Director or his designee to develop the exact scope of the study and determine the actual area to be studied and methods used.**

## **11. Existing Site Features**

- a. Tree/woodland survey; generalized tree communities.
- b. Topography at two (2) foot intervals.
- c. Existing spot elevations.
- d. Identify geological hazards including fault lines.
- e. Label all one hundred (100-year flood zones and shade with an approved drafting pattern).
- f. Label all water features: Streams, lakes, and ponds.
- g. Label all existing servitudes.
- h. Location of above/underground existing utilities and indicate pipe sizing, and any fire hydrants within 300ft.
- i. Identify existing structures and their use.

## **12. Proposed Plan**

- a. Label
  - Setbacks for all proposed buildings
  - Front
  - Side
  - Rear yard dimensions
  - Proposed lakes
  - Ponds
  - Wetlands
  - Common area
- b. Label conceptualized location of the following:
  - ditches
  - catch basins
  - Onsite discharge
- c. Label and attach copies of any proposed subdivision restrictions

### **13. Streets**

a. Dimensions:

- Existing Streets
- Proposed streets
- Existing major Streets
- Proposed major Streets

b. Label:

- Existing streets
- Proposed Streets
- Existing major streets
- Proposed major streets
- Existing surface type
- Proposed surface type

c. Show all:

- Frontage roads
- Intersections
- Acceleration/deceleration ramps
- Pavement width & Centerline of the adjoining streets
- Right of way
- Existing traffic signals and control devices
- Proposed traffic signals and traffic control devices

### **14. Circulation / Parking**

a. Provide a table showing:

- Required number of spaces for development (all Phases)
- Proposed number of spaces for development (all Phases)
- Proposed and required handicapped spaces

b. Show all the following:

- Surface types
- Turning radii
- Walkway routes for pedestrians
- Accessibility routes for pedestrians
- All pedestrian access points to buildings
- Dimensions
- Angle of proposed parking space
- Proposed bus stop (s) when on a bus route

#### **15. Structures**

- a. Number of building
- b. Building height and number of stories
- c. Density (residential units)
- d. Phrases for developments (if applicable)
- e. Building elevation:
  - Submit all building elevation and schematic section indication uses of each floor (only if applicable if there are different uses on each floor)

#### **16. Proposed site features**

- a. Lighting Location
  - Height
  - Angle
  - Type
- b. Refuse areas:
  - Location
  - Size
- c. Location of above / underground proposed utilities and pipe sizing
- d. List of individual utility providers on the plan

e. Location

- Noisy equipment
- Air condition units
- Loading docks/eighteen (18) wheelers
- Air compressors, Machinery, etc.
- Service areas
- Proposed fire hydrants and fire lanes
- Proposed servitude / easements
- Proposed fences / walls: type and height
- Proposed signs: size and type

**17. Landscape Plan** (a separate sheet for the Landscape Plan may be required)

a. A preliminary plan showing the following

- Proposed trees
- Buffer yards
- Street trees
- Parking Lot Landscaping
- Landscaping around building

**18. Prints**

- a. One (1) full size set of blackline prints
- b. Two (2) reduced set of blackline prints of site plan (11"x 17")
- c. Electronic submittal is required
- d. Following site plan approval, the applicant submits the following if any revisions need to be made
  - One (1) full sized sets of blackline prints
  - Two (2) reduced (11"x17") blackline prints
  - An electronic submittal of the revised site plan

**19. Written Description**

- a. A brief description of the project and the activities that will occur of the site.

**20. A Completed Site Plan Application**