



Conditional Use Site Plan Checklist

The following information is required on all Conditional Use Site Plans. The CUP submitted for approval shall be prepared by one or more persons in the following professions: Architecture, Landscape Architecture, Land Planning, or Civil Engineering. (Should place stamp and seal on the appropriate drawings)

- _____ 1. **Vicinity Map**
 - a. Location of proposed site on Parish map
 - b. Location of proposed site on vicinity map (1"=400'-0")

- _____ 2. **Site Plan**
Bearings, Scale, Boundary Lines, North Arrow

- _____ 3. **Planning Summary**
 - a. Existing zoning
 - b. Master Plan land use category
 - c. Existing zoning of adjoining parcels
 - d. Acreage
 - e. Building square footage
 - f. Proposed use

- _____ 4. **Title**
Name of development

- _____ 5. **Developer/Owner**
Name, Address, Telephone and Fax Number of:
 Owner, Developer, Surveyor, Design professional

- _____ 6. **Legal Description**
Property in title block, tract or lot number/subdivision name

- _____ 7. **Proposed Plan**
 - a. Label building set backs, interior side and back yard dimensions and major street setbacks
 - b. Label all proposed lakes, ponds, and common areas
 - c. Label all required conditions and indicate them on the plan
 - d. Show all dimensions indicating required setbacks as required by conditions
 - e. Show all parking areas and drop-offs

- _____ 8. **Streets**
Label existing streets and indicate their centerlines

- _____ 9. **Structures**
 - a. Number of buildings
 - b. Building height and number of stories

- c. Density (residential units)

_____ 10.

Proposed Site Features

- a. Location, height and angle of lighting
- b. Location and size of refuse areas
- c. Location and size of signage
- d. Location of above/under ground existing and proposed utilities and individual utility provider
- e. Location of noisy equipment
 - 1. Air Conditioning units
 - 2. Loading docks/18 wheelers
 - 3. Air compressors, machinery, etc.

_____ 11.

Landscape Plan (Stamped and sealed by a licensed Landscape Architect)

- a. A preliminary plan showing required trees and buffer yards
- b. A table indicating calculation of landscape requirements
- c. Indicate all proposed landscape buffers and or barriers being utilized to meet conditions
- d. Show details of landscape buffers and/or barriers including specific plants, sizes, materials and colors

_____ 12.

Traffic Impact Statement

Applicant must have a statement from the Department of Public Works confirming that the Traffic Impact Study has been completed prior to being heard at the Zoning Commission Meeting. Failure to have the statement prior to the Meeting will result in the items deferral/denial.

_____ 13.

Prints

3 full size blue line prints; 1 reduced black line of site plan - 11 x 17; pdf copy

_____ 14.

Written Description

State how the proposed use of the property will meet all required conditions

_____ 15.

A-17 Application for Conditional Use Permit

_____ 16.

Application Fees for Conditional Use Approval (See fee schedule)