

BOA Application and Site Plan Checklist

The following information is required on all BOA Application Site Plans.

- _____ 1. **Property Lines**
 - a. Dimensioned existing property lines.
 - b. Existing Setbacks per the Zoning District.

- _____ 2. **Planning Summary**
 - a. Existing zoning
 - b. Master Plan Land Use Category
 - c. Existing zoning of adjoining parcels
 - d. Acreage of Subject Property
 - e. Existing and Proposed building square footage
 - f. Proposed use

- _____ 3. **Owner**

Name, Address, Telephone, Email Address and Fax Number

- _____ 4. **Legal Description**

Property in title block, tract or lot number/subdivision name

- _____ 5. **Proposed Plan**
 - a. Label building setbacks, interior side and back yard dimensions and major street setbacks
 - b. Existing and Proposed Building Locations

- _____ 6. **Streets**

Label existing streets

- _____ 7. **Structures**
 - a. Show all existing buildings
 - b. Building height and number of stories
 - c. Proposed building elevations

- _____ 8. **Proposed Site Features (Commercial Only)**
 - a. Location, height and angle of lighting
 - b. Location and size of refuse areas
 - c. Location and size of signage
 - d. Location of above/underground 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.

_____ 9. **Prints**
2 reduced black line of site plan - 11 x 17; pdf copy

_____ 10. **Mailed Notice.**
Each application for a Variation shall also provide notice of the required public hearing by U.S. mail, sent not less than 20 days in advance of the hearing, to the Commission staff and all owners of real property, within 500 feet of the boundaries of the land upon which a zoning application is requested. The Applicant shall provide the Commission staff with proof of the required mailing (consisting of a Certificate of Mailing from the U.S. Postal Service or delivery receipt) for each notice at least two days prior to the public hearing. For the purpose of notice requirements to property owners, the names and addresses of such owners shall be deemed to be those on record in the [East Baton Rouge Parish Assessor's](#) records. Failure of owners to receive this mailed notice shall in no way not affect the validity of any action taken at the hearing. **(Section 13.9B of the Comprehensive Zoning Code)**

_____ 11. **BOA Application for the Requested Variance**

_____ 12. **Application Fees for Board of Adjustment Application (See Fee Schedule)**