



Planned Unit Development Preliminary Plan Checklist

The following information is required on all PUD Preliminary Plans.

- _____ 1. **Professional services required**
The Preliminary Plan submitted for approval shall be prepared stamped and sealed by one or more persons in the following professions: Architecture, Landscape Architecture or Civil Engineering.
- _____ 2. **Legal description of site**
Title of the PUD and legal description shall be placed in the title block.

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. **Public Notification**

A supplemental notice of the time and place of any required public hearing shall be sent by U.S. mail by the Applicant not less than twenty (20) days in advance of the hearing to the Commission staff and all owners of real property, within five hundred (500') feet of the boundaries of the land upon which a zoning change 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 (2) days prior to the public hearing. The failure to timely provide this proof shall cause the subdivision application to be deemed incomplete and prevent the Zoning Commission from considering the application. For the purpose of notice requirements to property owners, the names and addresses of such owners shall be deemed to be those on the East Baton Rouge Parish Assessor's records. Failure of owners to receive supplemental notice of hearing shall not affect the validity of any approval.
- _____ 4. **Public Notice Sign Placement Fee**

The Applicant for any proposed Land Development for PUD or TND requiring a public hearing shall pay a sign placement fee of \$50 and shall authorize the Department of Public Works to place a sign at least four (4') feet in height and eight (8') feet in width on or adjacent to the property proposed for development or, if the property does not front on a public street, on the nearest public right of way or street with the highest traffic count. The sign shall indicate that the property is proposed for development, and shall include the present zoning classification of the property, the zoning classification sought by the amendment,

the number of lots proposed (if applicable), the number of square feet of commercial buildings proposed (if applicable), the proposed name of the development, the date, time and place of the public hearing on the proposed amendment, the name and phone number of the developer and the phone number and website for the City of Central Planning Commission.

_____ 5. **Public Participation Program Form A**

In addition to the requirements of Section 19.41, Applicants for PUD or TND conditional use requests shall complete the two-part Public Participation Program designed to enhance dialogue between Applicants and individuals which could be impacted by the proposed development, as outlined herein.

- A. Part One of the process is the filing of a plan on the Public Participation Form (Form A) simultaneously with the Land Development Application requesting a zoning change or subdivision. The plan shall include the following:
 1. Identification of all property owners within five hundred (500') feet of the site and area homeowners' associations, environmentally stressed communities, political jurisdictions, and any other public agencies or organizations which may be affected by an application as determined by the Applicant and the Zoning Commission staff at the time of the pre-application conference.
 2. Explanation of how the interested parties will be informed of the development and/or rezoning request. If notice to property owners within five hundred (500') feet required by this Section will be performed by mail, the notice required in Section 19.41 can be included with this notice provided the proof of mailing required by Section 19.41 is provided.
 3. Methods of providing opportunities for discussion with interested parties before public hearings are held. Applicants are required to schedule at least one meeting at a convenient location and time and notify all interested parties, as identified above, of the purpose, place, and time of the meeting. **(Meeting time and date is subject to Staff approval.)**
 4. Applicant's schedule for completion of the Public Participation Plan.
- B. Part Two of the Public Participation Program, the Public Participation Report (Form B), shall be submitted to the Commission staff no later than seven (7) business days prior to the scheduled Zoning Commission meeting and the Applicant(s) shall submit to the Commission staff a revised copy of the Public Participation Report no later than noon on the Tuesday preceding the Council meeting at which the will be considered. The report shall include:

1. A list of all parties notified, the methods of notification used and copies of all notifications.
2. A list of dates and locations of all community and/or other meetings attended by the Applicant to discuss the application and copies of related documentation including meeting notes and correspondence.
3. The number of persons participating in each meeting and copies of the sign-in sheet(s).
4. A summary of concerns and issues expressed by interested parties.
5. A summary of the Applicant's response to concerns and issues.

_____ 6.

Proof of Ownership

Statement of present and proposed ownership of all land within the project, including present tract designation according to official records in offices of the Parish Clerk's office. If legal title to the property is in trust, then a statement of the names and percentage of interest of all the beneficiaries shall be submitted. If legal title to the property is in a corporation, limited partnership or other legal entity, then a statement of the names of all persons or entities owning ten percent or more of the stock or other ownership interest shall be submitted.

_____ 7.

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/Name of the PUD and name, address. Phone, email, and fax number of developer.
- (b) Name, address, phone, email, and fax numbers of the following design professional(s): Design professional(s), (Landscape architects, Engineers, Architects, Consultants).
- (c) Vicinity Map
 - 1) Location of proposed site on Parish map.
 - 2) Vicinity maps may be shown on a cover sheet. Cover sheet is required for plans consisting of three (3) or more sheets.
- (d) Scale
 - 1) Date
 - 2) Bearings
 - 3) North arrow
 - 4) 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.
- (e) Boundaries of the subject property, such as the following:
 1. All existing streets and buildings
 2. Existing major streets
 3. Easements
 4. Transmission Lines
 5. Bridges
 6. Culverts and drainpipes

7. Tree/Wooded Areas; generalized tree communities
 8. Streams
 9. Lakes
 10. Marshes
 11. Wetlands
 12. Existing contours shown at a maximum contour interval of two (2) feet
 13. Any unique physical features within the proposed project.
- (f) 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). In addition to the inundation level of Record, the Federal Emergency Management Agency (FEMA) Flood Zone(s) and the FIRM Base Flood Elevation(s) shall be shown on the Preliminary Plan. If the site is to be subdivided and it lies at or below the record inundation level of FEMA One Hundred (100)-Year Base Flood Elevation, whichever is greater, that area shall be shaded with an approved drafting type shading pattern as determined by the Planning Commission staff. Shading by penciling will not be approved. Additionally a statement shall be lettered on the Preliminary Plan setting forth these facts.
- (g) The location and size (as appropriate) of all existing drainage, water, sewer, and other utility provisions.
- (h) Information about existing vegetative cover, noting generalized tree communities and environmental features as may be required by the City Planning staff and general soil types as appropriate to the proposed project.
- (i) 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.
- (j) A recent aerial photograph to a scale of 1 inch equals 400 feet.

____8.

Preliminary 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 Preliminary Plan, including the following:
 1. Underlying Zoning District
 2. Master Plan Land Use Designation
 3. Indicating the proposed net density
 4. Office,
 5. Commercial and industrial uses (indicate proposed intensity at all nonresidential uses),
 6. Common open space provisions 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.

- b. A separate 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.

_____ 9.

General Description

- a. A general description of the proposed PUD shall include the following:
 - 1. The total acreage involved in the project.
 - 2. A statement of planning objectives to be achieved by the Planned Unit Development. This statement should include a description of the character of the proposed development and the rationale behind the assumptions and choices of the developer.
 - 3. The number of acres devoted to the various categories of land use shown on the Preliminary 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 P.U.D. This may be satisfied by a reference to all authorized uses within an existing zoning classification.
 - 4. Number of buildings.
 - 5. The total number of residential units proposed for the project.
 - 6. Net Density (residential units) (Submit a printout of density calculator from the following webpage; <http://www.centralgov.com/planning-and-zoning/unified-development-code.html>)
 - 7. List the following areas:
 - i. Gross acreage
 - ii. Wetlands
 - iii. Detention pond area (the amount required for floodplain management)
 - iv. Estimated Infrastructure ROW
 - v. Proposed Open Space
 - vi. Conserved Open Space
 - 8. The total square footage of office/commercial/industrial buildings proposed for the project.
 - 9. Submit drawings or renderings indicating the general architectural themes, appearances and representative building types except for detached single family dwellings and accessory structures.
- 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 Preliminary Plan for private roads, if any, within the PUD.
- 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). An approved sewer capacity analysis from Parish Sewer Engineering shall be submitted.

- d. A statement indicating how the proposed PUD complies with the Master Plan and its components and the goals and policies for development of City of Central.
- e. A statement indicating the sequencing and time schedule of construction.

_____ 10. **Convenants**
 Proposed agreements, provisions or covenants which will govern the use, maintenance and continued protection of the planned development and any of its common open space. Said covenants shall be reviewed and approved by the City Attorney prior to recordation.

_____ 11. **Studies Required**

- a. A conceptual traffic impact study of the PUD project on the surrounding area which indicates the total number of vehicular trips generated from the project and identifies all intersections which will be affected by the development. The applicant shall also meet with the Department of Public Works to determine the factors affecting traffic generated from the proposed PUD. The applicant is encouraged where acceptable, but not required, to submit one or more companion proposals for a pedestrian system, transit system, or other alternative for the movement of persons by means other than privately owned automobiles. However, any development within one quarter mile of a state highway and/or has the potential to generate traffic volumes exceeding 100 vehicle trips during the highest peak hour of the development is required to submit a detailed traffic impact study at the Final Development Plan Stage.
- b. Stormwater Management Plan (SMP).
 - o Drainage Impact Analyses. The applicant should conceptually indicate on a map the methods proposed for handling offsite discharge of storm water. Two Sets.
 - o Water Quality Impact Study (WQIS) The applicant should conceptually show that BMP's are taken so that the water quality of the surrounding area is not impaired because of the development. Two Sets.

_____ 12. **Applicant shall hold a Public Workshop for residents of the area in which the project is proposed to be located.**

_____ 13. **Prints**
 Three (3) full size prints of required plans; Two (2) reduced size prints of required plans – 11 x 17.

_____ 14. **A-12-A Application for PUD Preliminary Plan**

_____ 15. **Electronic .pdf submittal**

_____ 16. **Application Fees for PUD Preliminary Plan Approval: \$500 plus \$100/acre over 20 acres, an Advertisement Fee of \$100, and a Sign Placement Fee of \$50**