



Traditional Neighborhood Development Preliminary Plan Checklist

The following information is required on all TND Preliminary Plans.

- ____ 1. **Professional services required**
The TND Preliminary Plan submitted for approval shall be prepared (Stamped and Signed) by one or more persons in the following professions: Architecture, Landscape Architecture or Civil Engineering.

- ____ 2. **Legal description of site**
Title of the TND 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 Zoning 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 Participation Program**
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:

5. A list of all parties notified, the methods of notification used and copies of all notifications.
6. 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.
7. The number of persons participating in each meeting and copies of the sign-in sheet(s).
8. A summary of concerns and issues expressed by interested parties.
9. A summary of the Applicant's response to concerns and issues.

_____ 5.

Proof of Ownership

The applicant shall present proof of the unified control of the entire area within the proposed Preliminary Plan and secure written consents and agreements from all property owners of record within the TND boundaries.

_____ 6.

Existing Site conditions map

This map or series of maps shall be drawn to a scale determined by the Zoning Commission Staff and shall indicate:

- (a) Title/Name of the TND 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 Concept 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 Zoning 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 Parish 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.

7.

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 TND. Such plans shall indicate the general location function and extent of all components or units of the Preliminary Plan, including the following:
 1. Specify at least two types of areas within the TND
 - a. Neighborhood Center or Town Center/Village Center
 - b. Mixed Residential Area
 - c. Neighborhood Edge Area
 - d. Civic use
 - e. Green Space
 2. Indicate on plans low, medium, and high density residential areas,
 3. Indicate the proposed density for each category;
 4. Indicate office, commercial and industrial uses (indicate proposed intensity (square footage per acre) of all nonresidential uses),
 5. Indicate Common open space provisions such as squares, plazas, preserves, greenbelts, 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.
- c. Thoroughfares and utilities in TND Conditional Use Permit shall connect to existing thoroughfares and utilities, or dead-end as stubs intended for connection to future thoroughfares, unless otherwise prohibited by topography, environmental constraints or other considerations.
- d. Each area within a TND Conditional Use Permit shall identify permitted land uses within the TND by reference to other zoning districts available with the Unified Development Code. Areas which are proposed for the sale or consumption of alcohol shall be indicated on the plans and must be approved for an alcohol license by the Alcoholic Beverage Control Board.
- e. All residents shall be within approximately ¼ mile distance for existing or proposed commercial, civic and open space areas.
- f. Single-family detached dwellings shall account for at least fifty (50%) percent of the total number of residential units within the TND Conditional Use Permit. Two-family units, Townhomes and Multi-family Units shall comprise less than fifty (50%) percent of units within the TND.
 1. In areas devoted to mixed residential uses:
 - a. The number of single-family attached and detached units permitted shall be 5-8 dwelling units per net acre.
 - b. The number of multi-family units shall be 8-40 dwelling units per net acre.
 - c. The number of secondary dwelling units shall not be comprised of more than 20% of the total number of single-family attached and detached units.
 2. In mixed-use areas:

- a. The number of single-family attached and detached units shall allow 5-8 dwelling units per net acre plus an additional number of units not to exceed ten (10%) percent
- b. The number of multi-family dwelling units shall be 8-40 dwelling units per net acre plus an additional number of units not to exceed ten (10) dwelling units or ten (10%) percent whichever is greater
- c. The total ground floor area of non-residential development uses, including off-street parking areas, shall not exceed twenty-five (25%) of the TND

g. Common Open Space Requirements

- 1. A minimum of 20% of the gross acreage of the TND must be Common Open Space
- 2. 90% of lots within areas devoted to mixed residential uses shall be within approximately ¼ mile of common open space
- 3. 25% of common open space should be dedicate as parkland

h. Indicate all phases of the proposed TND on the plans

_____ 8.

General Description

- a. A general description of the proposed TND shall include the following:
 - 1. The total acreage involved in the project.
 - 2. 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 TND. This may be satisfied by a reference to all authorized uses within an existing zoning classification.
 - 3. Number of office/commercial buildings.
 - 4. The total number of residential units proposed for the project.
 - 5. 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>)
 - 6. The total square footage of office/commercial/industrial buildings proposed for the project.
- b. Submit drawings or renderings indicating the general architectural themes, appearances and representative building types.
- c. 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 TND.
- d. A statement indicating what proposed arrangements are made with the appropriate agencies for the provision of needed utilities to and within the TND, 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).

- e. A statement indicating how the proposed TND complies with the Master Plan and its components and the goals and policies for development of the City of Central.
- f. A statement indicating the sequencing and time schedule of construction.
- g. **Notes:** (shall be placed on the plans)
 - 1. Conditions, covenants, and restrictions for all the property within a TND Conditional Use Permit shall be filed in the Parish records by the Owner before a Lot is sold and/or a Building permit is issued.
 - 2. In addition to other terms and conditions acceptable to the applicant, the conditions, covenants, and restrictions must create one (1) or more property owners Association with mandatory membership for each property Owner, governed by Articles of Incorporation and Bylaws, which shall:
 - a. be organized by the applicant and operated with a financial subsidy from the applicant before the sale of any lots within the TND
 - b. provide for the conditions and timing of transferring control of the Association from the applicant to the property Owners
 - c. be responsible for maintenance of insurance and taxes on all Common Open Space, enforceable by liens placed on the Association by the Parish, as provided in the Association Bylaws
 - d. at all times, cause all Owners to have Access to the Common Open Space within the TND
 - e. establish architectural standards that are in conformity with the requirements of this ordinance which shall be subject to review and approval by the Board of Directors of the Association or the Architectural Control Committee, as described below
 - f. create an Architectural Control Committee to review development for compliance with the design standards to issue certificates of approval and to review and approve the development's architect, designer, and/or other professionals contributing to the development
 - g. provide for the ownership, development, management and maintenance of private open space (except plazas owned by individual property owners) community parking facilities, community meeting hall, and other common areas
 - h. provide for a maintenance program for all property within the TND, including landscaping and trees within the streetscape
 - i. require the collection of assessments from members in an amount sufficient to pay for its functions; and
 - j. be effective for a term of not less than fifty (50) years
 - 3. **Disabled Accessibility.** Sidewalks shall comply with the applicable requirements of the Americans with Disabilities Act.

_____9.

Studies Required

- a) A conceptual traffic impact study of the TND 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 TND. 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 TND Final Development Plan stage.
- b) Stormwater Management Plan (SMP).
 - I. Drainage Impact Analyses. The applicant should conceptually indicate on a map the methods proposed for handling offsite discharge of storm water. Three sets (one set submitted directly to the Zoning Commission office and two sets submitted directly to the Department of Public Works). All sets shall be stamped by the Zoning Commission Office.
 - II. 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. Three sets (one set submitted directly to the Zoning Commission office and two sets submitted directly to the Department of Public Works). All sets shall be stamped by the Zoning Commission Office.

_____ 10. **Pre-Application Conference** completed

_____ 11. **Applicant shall hold a Public Workshop for residents of the area in which the project is proposed to be located.**

_____ 12. **Prints**
Six (6) full size prints of required plans; Two (2) reduced size prints of required plans – 11 x 17.

_____ 13. **A-15-A Application for TND Preliminary Plan**

_____ 14. **Electronic .pdf submittal (CD Rom, floppy disc, or e-mail)**

_____ 15. **Application Fees for TND Preliminary Plan Approval**