



EBR Planning Commission Site Plan Review

Site Plan Review is administered by the City-Parish Planning Commission. Site Plan Review involves the examination of certain site and development plans to ensure that structures and uses within East Baton Rouge Parish are properly related to the proposed site and surrounding properties. We recommend visiting the EBR Planning Commission Resource Center as a starting point for development.

Site Plan Review can alleviate problems due to poor design and incompatible land uses. The process establishes a framework where residents, developers, governmental agencies and planning professionals can communicate and resolve issues concerning the proposed site and its surrounding properties. To ensure quality development, Site Plan Review requirements include specifications on structural height, electrical/sewerage utilities, drainage, yard dimensions, traffic circulation, servitude and the location and/or orientation of the building, air conditioning units, loading facilities, and pedestrian walkways in relation to adjacent properties.

EBR Parish Planning Commission

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Review Thresholds

The Site Plan Review process now includes two separate “thresholds” for site plan approval. The thresholds are minimum size and development standards that determine if a project must go through Site Plan Review, and which process it must go through. The two thresholds are designed to speed up the application process for building permits on large-scale projects.

First Threshold

All projects equal to or in excess of the following thresholds must be submitted for Site Plan Review on a staff level:

- 1) Projects with 75 residential units, offices, shops, stores or other uses;
- 2) Buildings containing 30,000 square feet or more;
- 3) Additions to buildings of 30,000 square feet or greater in which the addition is 20 percent or more of the aggregate floor area. (If a building is 30,000 square feet, a Site Plan Review is necessary for an addition of 6,000 square feet or greater.)
- 4) Properties located in an Urban Design Overlay District (UDOD).

Second Threshold

The Public Hearing process shall be required when projects equal or exceed the following thresholds for Site Plan Review:

- 1) Projects of 100 residential units, offices, shops, stores or other uses;
- 2) Buildings containing 50,000 square feet or more;
- 3) Additions to buildings of 50,000 square feet or greater in which the addition is 20 percent or more of the aggregate floor area. (If a building is 50,000 square feet, the second threshold is met for an addition of 10,000 square feet or greater.)

Site Plans in Urban Design Overlay Districts (UDODs)

Any site plan, no matter the size, that falls within a UDOD boundary, must obtain Planning Commission staff/Commission approval. In addition to compliance with the Site Plan Checklist, UDOD Site Plans must comply with the corresponding development regulations in which the site plan falls. When conflicting information between the Site Plan Checklist and the UDOD requirements arises, the UDOD regulations will supersede any checklist or UDC regulations covered in the UDOD.

Historic Preservation, Overlay Districts and Downtown Master plans

Some properties within the DDD are listed on the National Historic Register and a demolition ordinance is in place. Spanish Town is also designated a local historic district and is subject to certain design guidelines. Please contact the Downtown Development District for more information. Downtown master plans and overlay districts that are adopted by the Metropolitan Council and serve as a guide for downtown development are also available at downtownbatonrouge.org. The Downtown Arts and Entertainment District is an overlay district and is subject to signage, outdoor seating and other aesthetic guidelines.

Public Notification and Input

In order to gain public input, Planning Commission staff notifies all property owners within 150 feet of Site Plans exceeding the second threshold. Public notification allows for the community to comment on project proposals and for the Planning Commission and its Staff to consider public input for revisions to site plans. This process of public input was chosen by the Site Plan Review Committee as an approach to resolving controversial community issues relative to land use. This process of public notification has had wide and successful use in other major cities.

Site Plan Checklist

The Site Plan Checklist was developed by the Site Plan Review Committee with assistance from the Planning Commission Staff, and local engineers and developers who were invited to participate in development of the list. Subject to the Site Plan Checklist requirements are all projects which are equal to or in excess of any of the threshold requirements previously listed. Applicants will be required to provide the requested site plan information in order to assist the Planning Commission Staff in the determination of the project's validity. The Site Plan Checklist guides applicants through the Site Plan Review process by listing all information required on or with site plans. Among required checklist items are a vicinity map, a planning summary, a legal description, drainage impact studies, a stormwater management plan, sewage treatment, existing site features, adjoining property information, proposed plan, circulation/parking, streets, elevations and landscape plan. Guidelines developed by the City-Parish Department of Public Works require a "Limited" or "Comprehensive" Traffic Impact Statement and/or fee, based on the type of development proposed.

Zoning

Zoning, as an ordinance, is the providence of the local governing authority. Metropolitan Council actions reflect recommendations of the Planning Commission and the Office of the Planning Commission. The Unified Development Code describes permitted uses by zoning district. The Office of the Planning Commission maintains maps of the City and Parish as part of the electronic Geographic Information System (GIS), indicating the current official zoning on each parcel of land. These maps are available to the public on the World Wide Web at the Planning Commission Parcel Finder Website, located online at <http://gis.brgov.com/maps/>. Rezoning request should be directly communicated and officially applied for through the City-Parish Planning Commission.

Site Plan Review Process

