

Site Plan Review Requirements Checklist

1. Show all property lines.
2. Provide north arrow and Scale.
3. Provide Street name.
4. Note any existing or proposed servitudes and the type of servitude.
5. Written permission/approval must be obtained from the appropriate Parish Department or utility company if hard surface pavement is to be located within a servitude.
6. Provide dimensions from the property line to edge of public roadway or back of curb along edge of public roadway on _____. Verify these dimensions with either a survey that clearly delineates the distance between the curb line of the street and the property line where sight triangles are required, or a certified notarized affidavit that is signed by the owner, applicant, or applicable design professional stating that the dimensions provided to the parish are true and correct.
7. Please provide a copy of the survey of the subject property stamped by a registered land surveyor. The survey shall show all existing improvements, servitudes, the names of the nearest streets, a North arrow, and the scale must be included on survey. Dimensions must be legible.
8. Note the type of paving (asphaltic or concrete) that is either existing or proposed. Crushed limestone is never an acceptable surface.
9. Show the location(s) of all grassy areas between the property line and the edge of the street. This includes 1 ft. of grass between the property line and the back side of the sidewalk.
10. Show the location of existing trees in the public right-of-way. No existing trees in the right-of-way will be removed without the approval of the Jefferson Parish Department of Parkways Division.
11. Provide a landscaping plan or list of plant materials only if CPZ Off-site improvements are required.
12. Show any proposed fence or structure abutting a public right-of-way (no portion of the fence or its foundation may encroach into the public right-of-way). If gates are proposed, approval from Traffic Engineering is required.
13. This development must comply with the requirements of the Commercial Parkway Overlay Zone (CPZ). Compliance may require modification to the proposed site layout. Please contact the Planning Department (736-6335) for further information.
14. This development must comply with the requirements of the Commercial Parkway Pedestrian Zone (CPZ-PED). Compliance may require modification to the proposed site layout. Please contact the Planning Department (736-6335) for further information.
15. This development must comply with the requirements of the Mixed Use Corridor District (MUC). Compliance may require modification to the proposed site layout. Please contact the Planning Department (736-6335) for further information.
16. This development must comply with the requirements of the Fat City District (FC-1, 2 or 3). Compliance may require modification to the proposed site layout. Please contact the Planning Department (736-6335) for further information.
17. This development must comply with the requirements of the Fairfield Overlay District (FOD). Compliance may require modification to the proposed site layout. Please contact the Planning Department (736-6335) for further information.
18. This development must comply with the requirements of the Old Bucktown Mixed-Use Districts (OBM 1 or 2). Compliance may require modification to the proposed site layout. Please contact the Planning Department (736-6335) for further information.
19. Provide dimension from a side property line to the edge of the driveway parallel to the property line upon which the driveway crosses.
20. Provide elevations at the front property line, street side of sidewalk, and top of street curb or edge of roadway at each of the following locations: Left side property line, right side property line, as well as the left side, right side, and center of driveway. Also, at 15 ft. intervals along the sidewalks.
21. Provide the proposed slope of the apron. It may not exceed 5% with a 2% cross slope for the sidewalk.
22. Provide width of driveways along and parallel to the property line. The standard 2 way driveway apron must be 25' wide.
23. Provide width of driveways at the back of curb or edge of roadway. This should be 35 ft. when accounting for mandatory 5' flares.
24. Provide dimensions of any radii or flare in feet. These are required to be 5' unless special circumstances allow for larger ones.

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25. No barrier curbs are allowed along the sides of the apron from the sidewalk to the edge of the street.
26. Note existing type of roadway and type of curb. You may reference the exact driveway detail from sheet SPR-1. Please be aware that detail "A" may not be used on major roadways. (Please note that all driveway aprons must be concrete. If an asphalt driveway apron exists, it must be replaced with concrete at this time.)
27. Provide location of any and all utilities and/or obstructions within the private limits of the site and to extend 5' on both sides of the property including but not limited to the following: a. Power poles with anchor bolts for guy wires; b. Fire hydrants; c. Telephone pedestals/Junction boxes; d. Street light standard bases; e. Any signs; f. Any driveways or sidewalks; g. Locate and note any other potential conflicts.
28. Provide elevations/inverts of all existing and proposed drainage structures in Parish right of way and on private property unless a full drainage plan is required by the Department of Engineering.
29. Provide locations of existing drainage structures within close proximity. This would include any ditches, drop inlets or catch-basins that may affect the placement of the driveway aprons.
30. Any drainage structures that may be affected by the proposed driveway apron must be reviewed and approved by the Department of Engineering Utilities Division.
31. The Department of Transportation and Development (D.O.T.D.) must approve driveways on state highways. Please provide a copy of the permit to Site Plan Review. Plans cannot be approved by Site Plan Review without a State permit. Plans will be verified with the State D.O.T.D.
32. Where manholes occur within concrete, show expansion joint to isolate (12" minimum away from structure on all sides).
33. Provide location of the existing or proposed sidewalk. The sidewalk must be located 1 ft. from the property line, but no closer than 2' from the back of the street curb or edge of roadway. If there is a servitude for utilities or sidewalk, the sidewalk must be located within the servitude and may be located on the property line.
34. All existing sidewalks must be replaced at this time to eliminate tripping hazards.
35. Show detectable warning surfaces at all intersections with any vehicular way including driveways and street corners. Warning surfaces must comply with new ADAAG truncated dome design.
36. Provide width of sidewalks. These must be a minimum of 5' wide, however along Veterans Blvd. they must be 6' wide.
37. Parking space layout. The proposed site plan provides _____ standard, _____ compact, _____ handicap spaces, and _____ company vehicles (if required). _____ Parking spaces are required as determined by Inspection and Code Enforcement. Required number of spaces has not yet been determined by Inspection and Code Enforcement. No parking is allowed within a sight triangle or reverse corner lot clearance area.
38. If provided, compact parking stalls must be labeled as such. A maximum of 25% of the required parking may be compact.
39. Drive thru queuing lines must meet the requirements of the Traffic Engineering Division: Be aware that the location of the required queuing line is a decision made by the property owner who will be responsible for any parking problems created by the queuing line though the travel aisle of the parking lot.
40. Provide the location of any service bays or loading zones (only if drives to overhead doors are affected).
41. Show 15 foot driveway sight triangle measured along the back of the street curb and the edge of the driveway projecting in toward private property. Depending on the angle of the driveway, the sight triangles may not necessarily be 45 degrees.
42. Show 35 foot street intersection sight triangle measured along the street edges of both streets at the corner. If there is a radius, project the street edge lines until they meet and measure 35 feet from that point. Depending on the angle of the street corner, the sight triangles may not necessarily be 45 degrees.
43. Show 15 foot reverse corner lot clearance area triangle measured along the side and rear property lines (for corner lots abutting any key lot in rear).
44. If angle parking is used, identify angle/degree (either 45 degrees or 60 degrees) of the parking stalls
45. Provide width of the parking spaces (either 8 ft. 6 in. or 9 ft. for standard size spaces and 8 ft. for compact spaces).

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46. Provide length of the parking spaces. These must agree with the width of the parking stalls (19 ft. for 8 ft. 6 in. spaces, 18 ft. for 9 ft. spaces, and 15 ft. for compact spaces). Parking spaces may overhang 2'6" beyond the face of the wheel stop or barrier curb. Dimension of overhang must be noted on the site plan.
47. Provide width of traffic aisle(s). These must agree with the width of the parking stalls (25 ft. for 8 ft. 6 in. spaces or 24 ft. for 9 ft. spaces and 22 ft. for compact spaces). If different size spaces are located on either side of the travel aisle, the larger width will be required.
48. Show location of any propose auto wheel stops. Wheel stops or 6" curbing is only required where parking abuts a public right of way or an accessible path required to comply with A.D.A. regulations.
49. Show location of 6" x 6" monolithic curbing. This continuous 6" x 6" concrete curb is required where pavement is adjacent to or fronting on the public right-of-way.
50. Show location of light standards (if applicable). Light standards may be located between two parking spaces within the first 2' of the space length.
51. If parking or access to parking is located on a separate lot of record from the primary building or use, a cross dedication agreement must be signed and notarized then recorded with the Clerk of Court. This recorded document must be submitted prior to the issuance of the building permit. Contact the Planning Department for more information.
52. Provide location of dumpster. Dumpster may not be located in the area from the front property line to the front building line and must be accessible to garbage trucks. Site plan may show future location if dumpster is not proposed to be installed at this time. If the owner decides not to provide an approvable dumpster location on the site plan, he/she must submit a notarized affidavit, recorded on the title of the property, verifying that no dumpster will EVER be located on this development.
53. The property owner is responsible for any damage to right of way improvements (including the existing sidewalks or driveways) during or after the construction of any new structure(s) or demolition of any existing structure(s). Any damage must be repaired, or improvements replaced in accordance to the Jefferson Parish Engineering standards. Please contact the department of Engineering at (504) 349-5173 or (504) 736-6793 prior to beginning any sidewalk / driveway apron construction.