

ZONING DESIGNATION (WBR OCPD) FORM #003b)

Name: _____

Address: _____

Map & Parcel # _____ Zoning District _____

Proposed Use(s): _____

By signing here, I certify that the use(s) listed above are true; correct and thoroughly accurate to the best of my knowledge

Applicant Signature

Date

The proposed use(s) stated above:

- Is/Are ALLOWED in said zone district
- Is/Are NOT ALLOWED in said zoning district. (*See WBR Code of Ordinances for additional information*)

/s/ Kevin Durbin, Zoning Administrator

By: _____
Community Planning & Development
Office

Date: _____

(If a **grandfathered-in** legal non-conforming Use, then applicant must read and sign this acknowledgement.)

I certify that the business listed on the form has been in "continual operation" (no cessation of business activity for six or more consecutive months) at the address listed on this form since August 1998 (prior to the adoption of the Parish zoning ordinance). I further certify that I have read Parish Code 111-79 and that I understand that if this business is extended or enlarged, then it will need to be rezoned.

Signed _____
Date _____

(If a "Home Occupation" please read (the Home Occupation definition and sign statement below) ;

"I certify that I have read, understand, and intend to comply with the definition of "Home Occupation" as given in Section 26-48 of the West Baton Rouge Parish Code."

Signed: _____ Date: _____

**WEST BATON ROUGE PARISH GOVERNMENT
OFFICE OF COMMUNITY PLANNING & DEVELOPMENT (OCPD)
INITIAL APPLICATION REQUIREMENTS ON COMMERCIAL BUILDING PERMITS**

Signed acknowledgements (**BEFORE PERMIT CAN BE ISSUED**):

- (1) I acknowledge I am aware that if my proposed project has access to a "State Highway" then I must obtain a "driveway permit" from the Louisiana Department of Transportation and Development.

X

The following items (if applicable) must be submitted to the WBR OCPD before a building permit can be issued:

- PERMIT APPLICATION**
- ADDRESS OF PROPERTY** E-911 OFFICE 225-346-1577
- SEWER APPROVAL** WBR PARISH HEALTH UNIT 225-342-2650
OR WBR UTILITIES DEPARTMENT 225-336-2406
 - Temporary Permit Final Permit
- GREASE TRAP ACKNOWLEDGEMENT**
ALL **COMMERCIAL FOOD ESTABLISHMENTS & STRIP MALLS** MUST SIGN A GREASE TRAP FORM ACKNOWLEDGING THAT THEY MET WITH THE PARISH CHIEF BUILDING OFFICIAL TO DISCUSS GREASE TRAP CONSTRUCTION / LOCATION
- COPY OF BUILDING PLANS FOR REVIEW** TO BE RETAINED BY THE WBR OCPD
 - Structural Calculations
 - Geotech Report and Soil Testing (If Required by Building Official or Chief Inspector)
- SITE PLAN REVIEW** Section 1 (Date) _____ Section 2 (Date) _____ Section 3 (Date) _____
 - APPROVED PLAT OF PROPERTY.** OBTAINED FROM WBR CLERK OF COURT 225-383-0378
 - PLOT PLAN**
 - COMPLIANCE WITH FIRE HYDRANT REQUIREMENTS**
- Flood Zone: A / AE / X**
ENGINEER'S ELEVATION CERTIFICATE IF PROPERTY IS IN FLOOD ZONE A & AE
THIS INCLUDES A REFERENCE LEVEL CERTIFICATE BASED ON "CONSTRUCTION DRAWINGS", VALID DURING COURSE OF CONSTRUCTION & A POST CONSTRUCTION CERTIFICATE WHEN CONSTRUCTION IS COMPLETE.
(PLEASE NOTE: Final approval will be withheld until the Post Construction Certificate is submitted.)
 - Pre-Construction Post-Construction (MUST SUBMIT BOTH)
- REGISTERED & LICENSED CONTRACTORS**
P/E/M PERMITS TO BE PULLED SEPARATELY FROM BUILDING PERMIT
 - General Contractor: _____
 - Plumbing Contractor: _____
 - Electrical Contractor: _____
 - Mechanical Contractor: _____
- APPROVAL OF STATE FIRE MARSHALL** 225-925-3650
- APPROVAL OF DHH** 225-342-2650
- DEQ-SWPPP Approval** **Submittal of SWPPP for small construction sites (1 to 5 acres) PLUS Submittal of received Notice of Intent by LaDEQ for larger construction sites (5+ acres) Receipt of transmittal of Notice of Intent (NOI) to LaDEQ (email read receipt, certified mail receipt or some other type of receipt)"**
- UTILITIES (gas, garbage, water, sewer) DEPOSIT RECEIPT.** Issued by the WBR Utilities Department 225-336-2406
- OCCUPATIONAL LICENSE & SALES TAX APPLICATION** WBR Revenue Department 225-336-2408
- ADULT USE BUSINESSES** (Including, but not limited to bookstores, "strip clubs", adult novelties, adult movies, etc.) **MUST FIRST OBTAIN AN "ADULT USE PERMIT" FROM THE OFFICE OF COMMUNITY PLANNING & DEVELOPMENT** (See Office Coordinator) BEFORE APPLYING FOR A BUILDING PERMIT OR A CERTIFICATE OF OCCUPANCY

"Gray boxes" are for Staff Use Only

WBR Office of Community Development Form OCPD #004d
COMMERCIAL PERMIT APPLICATION



I. Applicant, Owner and Project Information

Project Address:	City:	State:	Zip:
APPLICANT Name:	Email:		
Primary Contact #:	Secondary Contact #:		
General Contractor:	Email:		
Primary Contact #:	Secondary Contact #:		
Tenant Company's Name:	Email:		
Primary Contact #:	Secondary Contact #:		
LAND OWNER Name:	Email:		
Primary Contact #:	Secondary Contact #:		

II. Description of Project and Permit

Type of Commercial Permit Being Applied For: <input type="checkbox"/> New <input type="checkbox"/> Accessory <input type="checkbox"/> Renovation <input type="checkbox"/> Addition	Type of Sewer: <input type="checkbox"/> Private <input type="checkbox"/> Parish	Type of Structure: <input type="checkbox"/> Metal <input type="checkbox"/> Wood <input type="checkbox"/> Steel <input type="checkbox"/> Brick/Stucco
Type of Foundation: <input type="checkbox"/> Slab <input type="checkbox"/> Post-Tension Slab <input type="checkbox"/> Spread/Mat Footings <input type="checkbox"/> Piers	List all existing structures on property:	
Approximate Cost of Proposed Work:	Describe work to be performed:	
Total Square Footage:	Architect, Engineer or Surveyors:	
General Contractor:	Parish Registration Up-to-Date? <input type="checkbox"/> YES <input type="checkbox"/> NO	
Plumbing Contractor:	<input type="checkbox"/> YES <input type="checkbox"/> NO	
Electrical Contractor:	<input type="checkbox"/> YES <input type="checkbox"/> NO	
Mechanical Contractor:	<input type="checkbox"/> YES <input type="checkbox"/> NO	

III. Applicant Certification

I certify that I have provided the information on this application (other than information in the "gray boxes") and that I have reviewed ALL of the information on this form (including the information in the "gray boxes"). I further certify that the information I have provided is true and correct to the best of my knowledge and that I have read and understand the laws of West Baton Rouge Parish as related to the development of my property (including, but not limited to Zoning and Site Development regulations). I am aware that any false or misleading information on this form, or any violation of Parish property development laws could result in legal action taken against me or others by West Baton Rouge Parish:

Signature **Print Name** **Date**

OFFICE USE ONLY

IV. Multi-Agency Coordination

Estimated cost:	Total building permit fee:	Date paid:		
Permit ID:	Municipality:	Date Initiated:		
Is there a record of a "Parish-approved plat"?	Subdivision:	Reviewer Notes (attach additional sheets if necessary):		
Tract:	Lot:	Lot size (sq. ft.):		
Current Zoning:	Family or Minor Affidavits Rec'd?	Proposed Occupancy:	Does proposal comply with the Parish's zoning requirements?	Does property comply with the Parish's subdivision requirements?
Map & Parcel Number:	Flood Zone:	BFE:	Req'd Floor Elec:	If alcoholic beverages and/or video poker are involved, has this been permitted by the Parish Council?
Reviewed by DHH or PARISH?	Reviewed by State Fire Marshall?	Permits Req'd: ___ Elec? ___ Plumb? ___ Mech?		

Check list for Site Plan Review

Applicant _____ **Contact #** _____ **FEE 40.00**

Meeting with Planning Department/Date presented _____ Municipality _____

Date returned for corrections _____ **Corrections returned to office** _____

Buildings permit # _____ Rezoning/Special Use request # _____

Current Zoning _____ Flood Zone _____ Size of Building _____ sq ft

If Variance is requested, scheduled for BOA Meeting _____

Section 111-139 an approved, valid final site plan shall be required prior to the approval of any construction plan and permit for development. (5) Final site plan approval is separate and distinct from other permits and approvals as may be required by the parish and other regulatory agencies. Approvals of a final site plan shall not affect other applicable regulations concerning development and land use. The approval of a final site plan shall be effective for a period of two years from the date of approval.

3 – Site Plan - **Chapter 106** Administrative approval if not Variances are requested.

11" x 17" engineer-scaled drawing of site plan including:

- Site boundaries & dimensions, lot lines, acreage and distance to nearest cross street
- Location map, north arrow, scale, title block & site data summary table
- Topography of one foot contours or less, reference to sea level datum.
- Zoning Buffers and Greenbelt required when adjacent residential districts
Residential district means any area of land that contains one or more living units within a 500-foot radius from a point of inquiry provided that the living unit is occupied at the time of inquiry. Chapter 101
- Required for this site: Buffer _____ Rear / Side / Both Buffer requirements. A minimum eight-foot wooden fence with a maximum one-quarter-inch gap between slats, permanently maintained, shall be required in the 20-foot required setback adjacent to all residential districts. **Check individual zoning buffer requirement.**
- Greenbelt _____ A minimum ten-foot greenbelt shall be required along the front property line. No parking or structure of any kind will be permitted in this greenbelt, except for the permitted driveway access. A minimum five-foot side yard greenbelt is required from the front property line to the required building setback line.
- Min lot area required _____ has _____
- Min lot width required _____ has _____
- Min lot depth required _____ has _____
- Setbacks: front _____ side _____ rear _____ adjacent to Residential _____ AG
Other _____
- Natural features including tree masses & anticipated tree loss, drainage & creeks
- Land use onsite and adjacent properties
- Building locations, footprints, dimensions, building lines, setbacks & use
- Finished floor elevation of referenced to sea level datum Construction of **Plat Sec.111-114(c)**. For **buildings/structures site plan Sec. 111-139(a)(2)9 Elevations at one foot above the centerline of the road or two feet above surrounding ground. Shown _____.**
- Dumpster and trash compactor locations and screening.
- Proposed dedications and reservations of land for public use including (but not limited to): rights-of-way, easements, parkland, open space, drainage ways, floodplains, and facility sites.
- Screening walls, fences, living screens, retaining walls, headlight screens, and service area screens. And service area screens, including height and type of construction and/or planting specifications.
- Landscaping and open space areas with dimensions and total square footage (separate landscape plans required)
- Water and sanitary sewer mains and service lines with sizes, valves, fire hydrants, manholes, and other structures onsite or immediately adjacent to the site specified.
- **DEQ-SWPPP** Submittal of SWPPP for small construction sites (1 to 5 acres) PLUS Submittal of received Notice of Intent by LaDEQ for larger construction sites (5+ acres) **You will need this before any building permits will be issued. Receipt of transmittal of Notice of Intent (NOI) to LaDEQ (email read receipt, certified mail receipt or some other type of receipt)"**
- If pavement is covering utility servitude, is there an Acknowledgement of Servitude Encroachment?
- **Commercial/industrial structures 10,000 square feet or larger total shall require a double barrel fire hydrant, if water lines of not less than six inches available, within 300 feet of the proposed building. Any building that proposes an addition that will cause **its total area** to exceed the aforementioned requirements shall comply fully with this section. Location of these hydrants will be specified by the authority having jurisdiction.106-93**
- For Informational purposes (sewer), how many employees do you expect to employ?
- Inlets, Culverts, and other drainage structures onsite and immediately adjacent to the site.
- Deed Restrictions reviewed by the property owner?
- If Variances were given on Final Plat, are they listed on this site plan?

Chapter 106-132-POS-C-RV update of 11/14/2018 **Phases** _____

- Minimum size: 5 acres, 200ft frontage on publicly maintained highway, street or road.
- Density ten campsites per acre
- Setbacks 30ft front, side and rear (100ft if adjacent to Residential Zoning District)
- Buffer adjacent to residential within required setback, evergreen landscaping and solid board fencing (not less than eight feet in height) to screen from view within 500ft. surrounding. Existing or future residences.

- A minimum of 20 percent of the entire campsite shall be designated for recreational spaces including, but not limited to, playgrounds, trails, swimming pools, and ponds. Spaces used for offices, administrative uses and laundry buildings shall not count toward this requirement. See code for phase requirement.
- Water line and fire hydrants requirements equivalent for major sub. 800ft

Additional Requirement: The following approvals may be necessary prior to authorization for development; Preliminary or final plat or replant - Engineering plans - Traffic Impact Analysis - Landscape and irrigation plans - Tree preservations and protection plan - Façade Plan - Other approvals as required by ordinance

Chapter 106-67 Parking space requirements:

- Layout plan required / what is the purpose of Building _____
- ON STREET PARKING IS NOT ALLOWED 106-67(a)(1)
- Parking Surface type _____ must be improved 106-67(2)(e)
- Road frontage of lot _____ Allowable Driveways ____ (50ft – 1 driveway allowed, 200ft – 2 driveways allowed, More than 200ft, more driveways allowed if warranted.) 106-67(2)(e)
- Width of driveway(s) shown? _____ (a normal driveway has no impact on utility servitude, extra large could be an issue for the Utility dept-may need construction joints and an agreement to the effect)
- Office space sq ft _____ Warehouse sq ft _____ Total floor area _____
- Parking shall be off-street with access from driveways and not directly from the public streets, min of 10ft from the property line. 106-67(2)(d)
- Size 9X18 1/2, quantity Required _____ Provided _____ 106-67(2)(a)
- Handicap (12x18.5)spaces Required _____ Provided _____ location appropriate _____
- Handicap ramps, crosswalks, and loading areas with typical dimensions, access easement & offsite parking plan is to be shown and laid out. 106-67(2)(a)
- On buildings 25,000sf or more; 50' Loading area Required 12' x 35' (if required).1 loading space per 5,000sf and a Vertical Clearance of 7.5' 106-67(2)(l)
- Loading spaces provided _____ Required: none required for building less that 5,000sqft
- 106-67(2)(e) In commercial or industrial districts, access driveways to public streets shall be paved with concrete or asphalt from the street to ten (10) feet behind the property line. Parking may be gravel, limestone or other similar materials. For perpendicular parking to a public sidewalk – barrier curbing shall be installed 2'6" from sidewalk or property line. 106-67(2)(e) **Minimum Width of driveway is recommended 20'**, superseded by DOTD and the ASHTO requirements. Minimum recommended thickness of surface; 2" asphalt or 4" concrete.
- Public streets, private drives and fire lanes with pavement widths, rights-of ways, median openings, turn lanes (including storage and transition space, and driveways, (including those on or planned on adjacent property) with dimensions and radii, and surface type. 106-67
- Radius of turning area shown _____ (35' required) pg 405/2001 edition of AASHTO/ also EBR req. 25ft residential, 35ft commercial & industrial-See also Chapter 111-145(3) subject to approval by the zoning administrator
- No parking spaces will be permitted on corner lots within 30 feet of the intersection with said 30 feet to be measured from the property corner along the front and side property lines (Site Triangle)106-67(2)(f)
- Off street parking shall have access from driveways on the development site and not directly from the public street? Each parking and loading space shall have adequate drives, aisles, and turning and maneuvering areas for access and usability. These parking spaces may not be closer to the roadway edge or curb than 10ft. 106-67(2)(d) (adequate aisle space is 14" one way, 22" two way) 106-67 (2)(f)No parking spaces will be permitted on corner lots within 30 feet of the intersection with said 30 feet to be measured from the property corner along the front and side property lines. This requirement shall not be applied to boulevards, one-way streets or highways with four or more lanes.
- Compact auto space allowed 8 X17' only with 50 or more spaces. The area has to be clearly marked. 106-67(2)(c)
- Adjacent parking area / separate noncontiguous {w/n 800ft}.106-67(2)(k)
- Formula used to figure parking: _____

Chapter 106-224 Sign regulations:

- On premise sign 1sq ft for each linear ft of property frontage on the site.
- Sign not to exceed one for every 200ft of frontage.
- One sign allowed w/min. setback of 10' front & 5' side. Any and all others are required to be behind the building setback.
- Residential – allowed 1 non illuminated sign measure in no greater that 1ft by 2.5'

Chapter 105-40 (4) Sewers Impact Fee Calculation: For those businesses on Public Sewer

- Multiply base rate by resulting equivalency factor and then multiply by number designated by determined unit. _____

Superintendent and Directors comments:

Date _____ Adrian Genre _____ Concerns/No Concerns

Date _____ John Andre _____ Concerns/No Concerns

Date _____ Dane Aucoin _____ Concerns/No Concerns

Date _____ Fire Chief _____ Concerns/No Concerns

FFE ____ Parking Spaces ____ HC Spaces ____ Employees ____ update 9/30/2020