



Site Plan Review Existing Developments Procedures and Checklist

Revised 12.19.2023

Important Information regarding Site Plan Review

- In accordance with city zoning ordinances, a site plan shall be required for all townhouse, multifamily, non-residential construction (including mixed use), planned unit developments and other uses as outlined in Article 6: Use Standards. The introduction of a new use to an existing site may also require site plan approval.
- Obtaining site plan approval does not guarantee issuance of a building permit. Additional review by the City or Parish will be required.
- Prior to any site plan application being accepted, a Pre-Application Meeting and Pre-Application Conference **is mandatory for all applicants**. Please call (318) 673-6480 to schedule an appointment with a MPC Planner.
- After an applicant has attended the Pre-Application Conference, they must make an appointment in order to submit a site plan application.
- **Conceptual Site Plans will not be accepted as a formal site plan submittal. Applications must meet all requirements. Incomplete site plan applications will NOT be accepted.**

The following information is provided to assist in the preparation and submittal of an application for Site Plan Review for a property within the physical area of Caddo Parish, Louisiana that falls within the jurisdiction of the Metropolitan Planning Commission's planning area, but outside of the corporate limits of the City of Shreveport. The request will be considered and reviewed by MPC Staff. A final decision will be made administratively by the Executive Director.

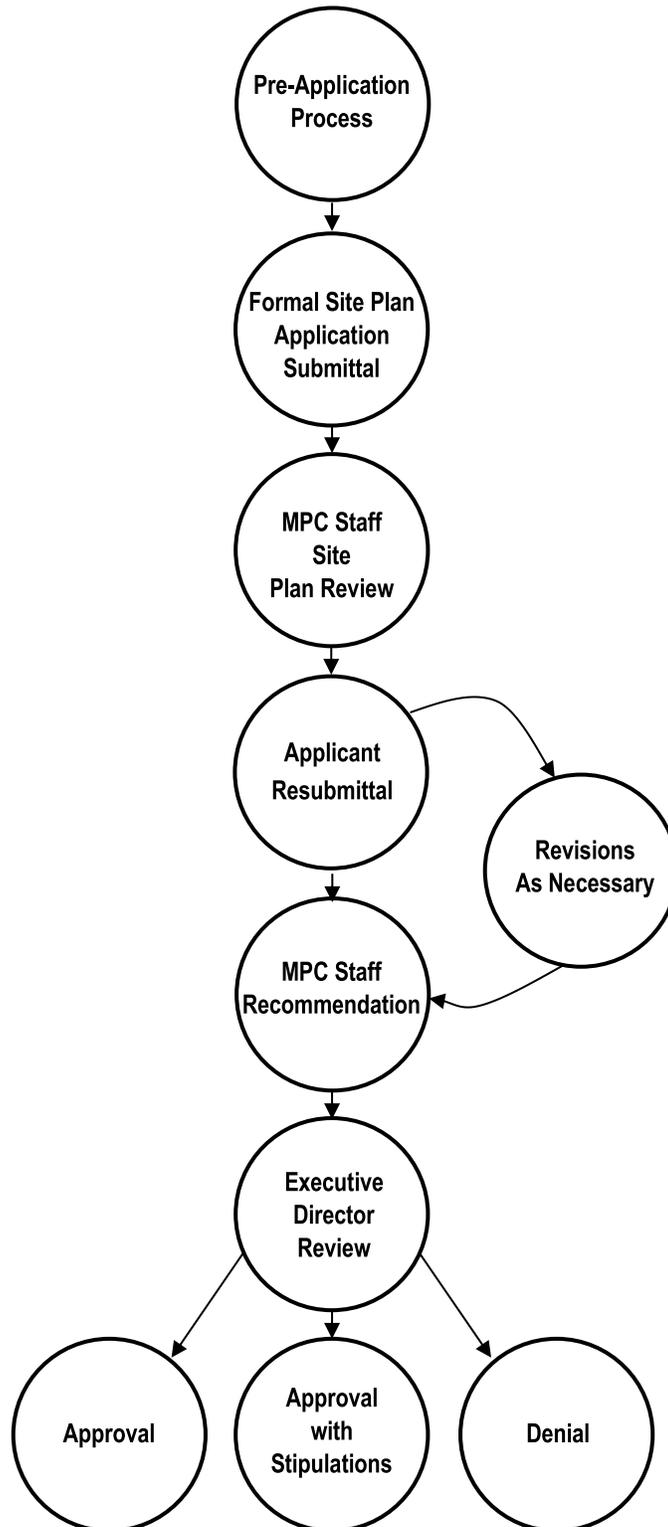
1. ***Pre-Application Submittal Process***— **Prior to filing an application for Site Plan Review, it is required that the applicant complete the pre-application review process.** Submittal forms for a pre-application review are available through the MPC website (www.shreveportcaddompc.com).
2. ***Application Filing***— After the applicant has completed all pre-application procedures, a site plan application can be submitted to the MPC, provided the applicant provides all of the required information described on the Site Plan Checklist. It shall be the responsibility of the applicant to ensure the accuracy and completeness of the request. **Incomplete applications will NOT be accepted.**
3. ***MPC Staff Review***— Once a complete application is received and processed, the submitted information will be reviewed by the Planner and routed to appropriate Parish staff and agencies for review and comment. After this review, all comments are then returned to the applicant. All comments and concerns from all reviewing bodies should be addressed in a revised site plan as necessary. Upon resubmittal, the staff review process will continue. In some cases, it **may be** necessary to have several resubmittals before moving the request forward in the process.
4. ***MPC Staff Recommendation***— Once all staff comments have been addressed, the assigned Planner will prepare a report describing and evaluating the proposed project and making a recommendation for action.
5. ***Executive Director Review***— The Executive Director, taking into consideration the staff recommendation, will approve, approve with modifications and/or stipulations, or deny the request.
6. ***Inactive Cases***— If the MPC has completed all appropriate reviews and no activity has occurred for the processing of the application on behalf of the applicant for at least ninety (90) days, the application will be considered inactive, deemed to be withdrawn, and the file will be closed. Thirty (30) days prior to the inactive date, the MPC will notify the applicant of the impending action. The applicant may submit a written request for the application to remain active along with an explanation all inactivity to the originally assigned Planner.



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SITE PLAN REVIEW PROCESS





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SITE PLAN SUBMITTAL CONTENT REQUIREMENTS

Once an applicant has completed the required pre-application procedures, the applicant can proceed with formal site plan review, which includes submitting the following items:

1. **Application.** A complete and signed application containing all information relative to a site plan.
2. **Completed Site Plan Checklist.** Failure to provide all requested information on the site plan checklist may result in a significant delay in your application submittal. **A copy of the completed checklist is required with your application submittal.**
3. **Ownership Documents.** An owner of real property is someone who has a legal or equitable interest in the property. Proving ownership interest in property requires providing documentation. Examples include a warranty deed, a deed of trust, a Mortgage Note, Satisfaction of Mortgage Letter, Tax Assessor report, or Tax Certificate.
4. **Site Plan(s).** Site Plan requirements are provided on the Site Plan Checklist.
5. **Authorizing Resolution.** If necessary.



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SITE PLAN APPROVAL STANDARDS REQUIREMENTS

The following items will be evaluated during all site plan reviews per Caddo Parish Ordinance:

1. Conformity with the regulations of this Code, and any other applicable regulations within the Code of Ordinances, and the Master Plan and other adopted land use policies.
2. The location, arrangement, size, design and general site compatibility of structures, lighting, and signs to ensure:
 - Efficient use of land that responds to the existing off-site utilities and service conditions in order to minimize the demand for additional municipal services, utilities, and infrastructure.
 - Compatibility with, and mitigation of, any potential impact upon adjacent property.
 - Illumination designed and installed to minimize adverse impact on adjacent properties.
 - Signs in conformance with the Caddo Parish Unified Development Code.
3. Landscape and the arrangement of open space or natural features on the site should:
 - Create a desirable and functional open space environment for all site users, including pedestrians, bicyclists, and motorists.
 - Preserve unique natural resources, including measures to preserve and protect existing healthy plantings.
 - Design drainage facilities to promote the use and preservation of natural watercourses and patterns of drainage.
 - Utilize plant materials suitable to withstand the climatic conditions of the region and microclimate of the site. The use of species native and naturalized to Louisiana that is in the UDC's Tree and Plant Palette.
 - Use of screening to minimize the impact of the development on adjacent uses and impact of incompatible uses and certain site elements, and creating a logical transition to adjoining lots and developments.
4. Circulation systems and off-street parking designed to:
 - Provide adequate and safe access to the site for motor vehicles as well as alternate modes of transportation, including pedestrians, bicyclists, and public transit users.
 - Eliminate dangerous traffic movements.
 - Minimize curb cuts by using cross-access servitudes and shared parking.
 - Clearly define a network of pedestrian connections in and between parking lots, street sidewalks, open spaces, and structures that is visible, identifiable, and safe.
5. Design standards are intended to demonstrate:
 - Caddo Parish's character, built environment, quality of life and community image through clearly articulated design goals and policies, design guidelines and minimum design standards.
 - Encourage and reward high quality development, while discouraging less attractive and less enduring alternatives.
 - Minimize adverse impacts of vehicular circulation to existing neighborhoods and to the surrounding physical environment.
 - Enhance and protect the security and health, safety and welfare of Caddo Parish residents.
 - General appearance, massing and scale and building materials utilized that demonstrate general compatibility with the aesthetics of the neighborhood where the development is located. Such considerations as building scale, massing, and materials shall be compared to the property in the immediate vicinity.

Should any applicant have any questions regarding these standards, please contact a MPC staff member at (318) 673-6480.



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SITE PLAN REVIEW CHECKLIST REQUIREMENTS FOR EXISTING DEVELOPMENTS

In an effort to keep the site plan legible, the applicant may submit separate sheets of the following required information for MPC staff review: Failure to provide all requested information by the applicant will result in an incomplete application and may significantly delay the review process. **Incomplete applications will not be accepted.**

TO BE COMPLETED BY APPLICANT			TO BE COMPLETED BY STAFF
GENERAL REQUIREMENTS			
<ul style="list-style-type: none"> Site Plan. To be delivered <u>ELECTRONICALLY</u>. 11" x 17" hardcopies may also be provided. 	<input type="checkbox"/>		<input type="checkbox"/>
<ul style="list-style-type: none"> Line Type. Plan is to be clear and legible. Use a variety of line types and line weights. Do not use grey-scale shading; use stipple shading only. Do not screen information. 	<input type="checkbox"/>		<input type="checkbox"/>
<ul style="list-style-type: none"> Title Block. Title block shall be in the lower, right-hand corner of the plan. The title block shall contain plan type; (subdivision name, lot and block designations, if platted); gross acreage, city, parish, and state name; survey and abstract name; and date of preparation. 	<input type="checkbox"/>		<input type="checkbox"/>
<ul style="list-style-type: none"> Scale. The site plan shall be of a scale not greater than one inch (1") equals twenty feet (20') and not less than one inch (1") equals fifty feet (50') and of such accuracy that MPC Staff can readily interpret the site plan. The plan shall show dimensions of all site improvements proposed. 	<input type="checkbox"/>		<input type="checkbox"/>
<ul style="list-style-type: none"> North Arrow. Provide north arrow, graphic scale, and written scale in close proximity to each other. Orient plan so that north is to the top or left-hand side of the sheet. 	<input type="checkbox"/>		<input type="checkbox"/>
<ul style="list-style-type: none"> Owner. Name and address of property owner, developer, and designer near the title block. 	<input type="checkbox"/>		<input type="checkbox"/>
<ul style="list-style-type: none"> Property Boundaries / Servitudes. Show current and proposed property lines and all servitudes (utility, drainage, access, railroad, etc). May use aerial photography and similar means to determine approximate distances and boundaries of the property. Indicate site complies with all applicable dimensional standards. 	<input type="checkbox"/>		<input type="checkbox"/>
<ul style="list-style-type: none"> Adjacent Properties. Show all adjacent property zoning. 	<input type="checkbox"/>		<input type="checkbox"/>
<ul style="list-style-type: none"> Building(s). Show location and dimensions of all existing and proposed buildings or structures, gross building area (square feet), number of stories, and building height (in feet to tallest element of the building as described in ordinance). If this project includes an addition, clearly show the addition different from the existing building. Provide general building dimensions. Include distances between structures. 	<input type="checkbox"/>		<input type="checkbox"/>
<ul style="list-style-type: none"> Setbacks. Indicate all building setbacks (front, side, and rear) from all property lines with a dashed line. When located in applicable zoning district, indicate build-to lines as referenced in Article 4. 	<input type="checkbox"/>		<input type="checkbox"/>
<ul style="list-style-type: none"> Vicinity Map. Provide a vicinity map in the same orientation of the plan showing subject property, a north arrow, scale (or labeled "not to scale"), existing platted lot lines and streets, and existing boundaries and zoning for all property located within 600' of the boundaries of the subject property. An internet based aerial map is acceptable. 	<input type="checkbox"/>		<input type="checkbox"/>
<ul style="list-style-type: none"> MPC Signature Line. Add an area in the lower, right-hand corner for Executive Director signature line and date. 	<input type="checkbox"/>		<input type="checkbox"/>
<ul style="list-style-type: none"> Revised Site Plan. If revised site plan, state purpose of revision in Site Plan Application. 	<input type="checkbox"/> N/A	<input type="checkbox"/>	<input type="checkbox"/>
FIRE PREVENTION			
<ul style="list-style-type: none"> Site Access. Site plan detailing fire truck access to proposed buildings. Site Plan should also include fire truck access to within 150' of all portions of ground floor of proposed building(s). Applies only when existing access is removed and/or replaced with a new access. 	<input type="checkbox"/> N/A	<input type="checkbox"/>	<input type="checkbox"/>
GRADING AND STORMWATER REQUIREMENTS			
<ul style="list-style-type: none"> Stormwater Management. Indicate storm water controls on plan. Show and label approximate size and location of detention ponds. Note the approximate size and location of any subsurface systems. It is not the intent for these systems to be verified through a land survey. Stormwater calculations are not required at the time of site plan review, but will be required at the time of permitting. 	<input type="checkbox"/> N/A	<input type="checkbox"/>	<input type="checkbox"/>



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SITE PLAN REVIEW CHECKLIST REQUIREMENTS FOR EXISTING DEVELOPMENTS (CONTINUED)

GRADING AND STORMWATER REQUIREMENTS (CONTINUED)			
<ul style="list-style-type: none"> Hydrologic Features. Hydrologic features include ditches, drainage swales, channels, and watercourses and plans should include low direction arrows. 	<input type="checkbox"/> N/A	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Drainage Servitude. Identify all existing and proposed drainage servitudes (both public and private). 	<input type="checkbox"/> N/A	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Floodplain and Drainage. If property is located in a flood zone, please indicate zone on plan. Refer to FEMA website at https://msc.fema.gov/portal for flood zone information. 	<input type="checkbox"/> N/A	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Finished Floor Elevation (FFE). If proposed lot is adjacent to or within a high risk flood zone (i.e. Floodzone AE, Ockley Ditch Basin, etc.), label each building's minimum finish floor elevation (1 foot above base floor elevation is recommended). 	<input type="checkbox"/> N/A	<input type="checkbox"/>	<input type="checkbox"/>
UTILITY REQUIREMENTS			
<ul style="list-style-type: none"> Servitude. Show reference for all existing sanitary sewer servitude and possibly water servitudes. 	<input type="checkbox"/> N/A	<input type="checkbox"/>	<input type="checkbox"/>
LANDSCAPE AND SITE REQUIREMENTS			
<ul style="list-style-type: none"> Landscaping. Show and label general locations of existing landscape areas. 		<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Sidewalks. Show and dimension sidewalks, barrier-free ramps, hike & bike trails and crosswalks. Label as existing or proposed. Label pavement construction. 		<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Existing Vegetation. Description of vegetation to be retained and removed. 	<input type="checkbox"/> N/A	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Natural Features. Location of natural features such as woodlots, marshlands, streams, rivers, lakes, drains and similar features. 	<input type="checkbox"/> N/A	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Screening. Show and label type, material and height of screening walls, fences, retaining walls, headlight screens, and/or living screens. For living screens, state plant type, size, and spacing. 	<input type="checkbox"/> N/A	<input type="checkbox"/>	<input type="checkbox"/>
VEHICULAR CIRCULATION AND PARKING REQUIREMENTS			
<ul style="list-style-type: none"> Public and Private Streets. Existing and proposed ROW must be dimensioned and labeled; along with pavement widths, curb and gutter, curb radii, and street centerlines. Label as existing or proposed. Label all existing and proposed street names. Label pavement construction (asphalt or concrete). 		<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Median Openings. Label medians and median openings as existing or proposed. Dimension distances between median openings. 	<input type="checkbox"/> N/A	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Turn Lanes. Show and dimension left turn lanes and deceleration lanes with associated storage and transition areas. Label as existing or proposed. 	<input type="checkbox"/> N/A	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Driveways. Show driveways and vehicular surface area on plan. Show the location of all opposing driveways surrounding the site. 		<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Parking Layout. Show existing and proposed parking areas, bay dimensions, aisle dimensions, and label number of spaces per tier of parking. Please provide tabular table with required and proposed parking counts. 		<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Circulation Lanes. Show and label vehicle circulation lanes, private drives, fire lanes, and driveways. Label as existing or proposed. Utilize directional arrows to show traffic flow. Dimension pavement widths, right-of-way (ROW), and/or easement widths, driveway throat widths, radii, and distances between driveways and intersecting streets. Label pavement construction (asphalt or concrete). 		<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Off-Site Parking. Show and label offsite parking and distance from primary development. If a shared parking agreement is utilized, provide documentation with application. 	<input type="checkbox"/> N/A	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Off-Street Loading. Show, label, and dimension required off-street loading spaces. 	<input type="checkbox"/> N/A	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Vehicular Stacking. Provide vehicular stacking areas, length of queue, storage space required per stacked vehicle including aisle width, stall depth, and stall width. For drive-through lanes, include all stops (menu boards, windows, etc.) and stacking. 	<input type="checkbox"/> N/A	<input type="checkbox"/>	<input type="checkbox"/>



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VEHICULAR CIRCULATION AND PARKING REQUIREMENTS (CONTINUED)			
<ul style="list-style-type: none"> Vehicular Storage. Show, label, and dimension open storage and vehicle storage areas including required screening and pavement construction (asphalt or concrete). Indicate main access to and from the storage area. 	<input type="checkbox"/> N/A	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Roadway Improvements. Right-of-Way or Roadway improvements must be shown on the plans. 	<input type="checkbox"/> N/A	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Sight Triangle. Sight triangles must be shown and labeled including any structures within them. Only applies if site feature is being added that could potentially obstruct view. 		<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Passage of Servitude. Show, label and dimension all passages of servitude with adjacent properties. 	<input type="checkbox"/> N/A	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> ADA Requirements. All handicap parking areas, parking spaces, striping, and ramps must be shown and labeled and must meet the placement requirements of Fire Prevention. 	<input type="checkbox"/> N/A	<input type="checkbox"/>	<input type="checkbox"/>
SOLID WASTE SERVICE REQUIREMENTS			
<ul style="list-style-type: none"> Waste Receptacles & Enclosures & Other Mechanical Equipment. Location of dumpster, as well as materials and height of method of screening. 	<input type="checkbox"/> N/A	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Auto-Turn. Provide internal traffic circulation details. Service vehicles CANNOT back onto public streets. Required when safe access is not clearly defined. 	<input type="checkbox"/> N/A	<input type="checkbox"/>	<input type="checkbox"/>
OTHER REQUIREMENTS			
<ul style="list-style-type: none"> Site Signage. Show any proposed sign locations, excluding directional signage. <u>Note: A separate sign permitting review and approval through the Zoning Administrator is required prior to the installation of any new signage.</u> 	<input type="checkbox"/> N/A	<input type="checkbox"/>	<input type="checkbox"/>
ELEVATION/FACADE INFORMATION			
<ul style="list-style-type: none"> Scale. Elevation/facade drawings can be colored or black-and-white drawings at a scale of either 3/32 inch or 1/8 inch = 1 foot, to be delivered <u>ELECTRONICALLY</u>. 11" x 17" hard copies may also be provided. 	<input type="checkbox"/> N/A	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Building Elevations. Elevation drawings for all exterior facades of the building(s) showing roofline design, wall, window, and door treatments. All building elements dimensioned (height and length). Elevations labeled "north", "east", "south", and "west" accordingly. 	<input type="checkbox"/> N/A	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Materials. All materials and finishes labeled for walls, exposed roofs, signboards, trim, and other visible parts of all buildings. 	<input type="checkbox"/> N/A	<input type="checkbox"/>	<input type="checkbox"/>

Elevation/facade drawings are not required unless building additions or new construction are proposed. However, if outside of these parameters, and elevations have already been prepared, please provide to the MPC.