



CITY OF NEW ORLEANS CITY PLANNING COMMISSION

Application for Site Plan Review & Moratorium Appeals

All plans submitted in support of an application shall include the following information:

1. Site plans should be prepared at a scale of not more than fifty (50) feet to one (1) inch.
2. The name of the project, firm and individuals associated with the plan.
3. The north point, scale, zoning classification and date drawn.
4. Location of Utilities: The location and sizes of sanitary and storm sewers, water mains, culverts, and other underground utilities and structures in or near the project.
5. Bounding streets & Off-street parking: Vehicular use area square footage, location, number, and size of spaces, aisles and curb cuts. Include off-street loading areas and parking for the disabled.
6. New Construction: Building elevation, height of all proposed buildings and structures. Setback from property line (include photos of the proposed site), construction material and colors.
7. Existing Construction: Building elevations, location, height, dimensions and setback from property lines, include color photos.
8. Landscaping: Include location, height, scientific & common name, quantity, statistic chart (schedule), and fencing (include material to be used).
9. Signage: General location, dimension, height, and orientation of proposed signs.
10. Exterior lighting: Location, type, height and number.
11. Floor Area & Open Space: Tabulation of the total gross area in square feet or acres of the project site and the floor area in square feet of any building(s) in the proposed development.
12. Barrier free access plan for disabled people.

PLEASE NOTE: All drawing must allow 2" X 4" space for administrative approval (6" X 3" for all other approval) in the lower right-hand corner for CPC stamp indicating final approval.



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Applicant Name:		Telephone No.:
Site Address:		Secondary No.:
Mailing Address: (if different from site address)		Facsimile No.:
Current Use:		E-mail Address:
Proposed Use:		
Reason for Review: (state which Overlay District property is located, the Ordinance Number or the section of the CZO which requires review)		
Zoning District:	Base Map:	Historic District:

To be completed by CPC Staff:		
Planner:	Date Received:	Fee Received:
Deadline:	Other Items:	
Comments:		

This form should be used for:

- Urban Corridor Overlay Districts – U.C. Urban Corridor, Eastern New Orleans Renaissance Corridor (ENORC), Highway Urban Corridor, Inner-City Urban Corridor
(See Article 10 of the CZO to determine specific boundaries)
- Downtown Design Review, Lower St. Charles Ave. Design Review
(See relevant sections of the CZO to determine specific boundaries)
- CBD developments creating aggregate floor area of 50,000 square feet or more.
- Adult Day Care Centers (Section 11.14.1.h)
- Colleges in LI Districts (Section 11.36.3.a)
- Mast or façade-mounted cellular antenna installations in certain districts (Sections 11.55.2.1, 11.55.3.A.1)
- Retail uses greater than 25,000 square feet in area (Big Box Reviews)
- Appeals of the Outdoor General Advertising Sign Regulations (Billboard Appeals)
- Moratorium Appeals (please cite Ordinance Number establishing Moratorium)

The following must be submitted with the Application (as outlined in Section 16.7)

1. Site plans prepared at a scale of not more than fifty (50) feet to one (1) inch which contain the information as listed on the CPC’s Development Plan Requirement Sheet and in Section 16.7.2.1 of the CZO.
 - Proposed: Site plan, Landscape plan, Floor plan, Signage
2. Fee (\$225) – payable to “City of New Orleans” by personal or business check, money order or cash.