



CITY OF NEW ORLEANS

CITY PLANNING COMMISSION

SITE PLAN SUBMITTAL CHECK LIST

A complete application for site plan review includes the following:

- APPLICATION**
- FEE** (\$ 225.00 made out to "City of New Orleans")
- SITE PLAN**
- LANDSCAPE PLAN**
- LIGHTING PLAN**
- ARCHITECTURAL ELEVATIONS**
- SIGNAGE**

SITE PLAN INCLUDES:

- City approval block in the lower right corner on each sheet (3" X 6" block for Conditional Uses & 2" X 4" for administrative approval)
- North arrow, scale and date of plan
- Name, address of the professional who prepared the plan
- Legend of symbols, patterns, and abbreviations used
- The entire lot(s), including area and property lines dimensioned (including gross area of the site)
- Curb-cuts, interior streets, driveways, parking areas and loading areas, square footage of the vehicular use area*
- Location of buildings and structures, including total floor area
- Location of refuse storage locations
- Proposed right-of-way, improvements and pedestrian walkways
- Print size shall not exceed 24" x 36"
- Scale no less than 50' to 1" (20' or 30' to 1" preferred), with scale identified on each sheet

* New ingress and egress points will require the approval of Public Works*

LANDSCAPE PLAN INCLUDES:

- City approval block in the lower right corner on each sheet (4" X 6" block for Conditional Uses & 2" X 4" for administrative approval)
- Locations of on-site lighting
- North arrow, scale and date of plan
- Name and address of the professional who prepared the plan
- Legend of symbols, patterns, and abbreviations used
- The entire lot(s), including area and property lines dimensioned
- Location of buildings and structures, including fencing around the perimeter of the property
- Location of refuse storage locations
- Proposed right-of-way and pedestrian walkways
- Points of access, interior streets, driveways, and parking areas
- Existing vegetation
- List of plants, including genus, species, common name, size, and quantity*
- Open space areas showing the square footage
- A note on the plan indicating that an irrigation system will be installed to maintain the landscape materials

Planting proposed in the R-O-W must have Parks and Parkways approval

LIGHTING PLAN INCLUDES:

- Location of all exterior lighting, including those mounted on poles and walls
- Type, style, height, and the number of fixtures
- Manufacturer's illustrations and specifications (cut sheets) of all proposed lighting poles and fixtures
- Indicate the pattern of illumination and direction

Lighting proposed in the R-O-W must have Public Works approval

ARCHITECTURAL ELEVATIONS INCLUDES:

- Architectural Elevations drawn to scale and dimensioned, indicating materials, colors, and textures proposed for any structures

SIGNAGE INCLUDES:

- Proposed and existing signage
- Building elevation (including building width & height)



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 Application for Site Plan Review
 & Moratorium Appeals

Property Owners Name:	Applicant Name:	Telephone No.:
Site Address:		E-mail Address:
Mailing Address: (if different from site address)		Facsimile No.:
Project Description:	Reason for Review:	
Current Use:		Proposed Use:
Square Number:	Tax Bill #:	Lot Number:
Additional Development Information: (Check Appropriate Boxes)		
New Development	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Existing Structure(s)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Change in use	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Addition	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Renovations	Yes <input type="checkbox"/>	No <input type="checkbox"/>
New Sign(s)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Existing Sign(s)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
To be completed by CPC Staff		
Planner:	Date Received:	Amount Received:
Deadline:	Other Items:	Check #:
Historic District:	Zoning District:	Zoning Base Map:

Fee (\$225) – payable to “City of New Orleans” (personal or business check, money order or cash)

This form should be used for:

- Urban Corridor, Eastern N. O. Renaissance Corridor, Hwy. Urban Corridor, Inner-City Urban Corridor
- Downtown Design Review, Lower St. Charles Ave. Design
- CBD developments greater than 50K sq. ft.
- Adult Day Care Centers
- Colleges in LI Districts (Section 11.36.3.a)
- Mast or façade-mounted cellular antenna in certain districts (Sections 11.55.2.1, 11.55.3.A.1)
- Retail uses greater than 25,000 sq. ft. (Big Box Reviews)
- Appeals of the Outdoor General Advertising Sign Regulations (Billboard Appeals)
- Regional Medical District Moratorium
- Church Waivers
- Mural Review