



101 West Lee Street Leesville, LA 71446  
(337) 239-2444

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## **Site Plan Requirements**

The site plan shall contain, as a minimum, the following items or information. The Applicant will provide department's additional information as needed. This document is intended to help the applicant give the correct amount of information in their site plan to each of the Departments thus, expecting the length of the time site plan review process.

The Site Plan should be submitted to the Planning Department with 4 sets of plans that include the following items:

### **PLANNING – CARTER MARIA THOMPSON**

- Total land area, preferably with a survey or plat showing north arrow
- Building location
- Existing zoning
- Zoning of adjacent parcels
- Existing and proposed topography of existing land and impervious areas shown
- Elevations of all existing and proposed streets, alleys, utilities, sanitary and stormwater sewers, and existing buildings and structures
- All existing and proposed impervious surface area
- Natural or artificial watercourses
- Limits of floodplains, if applicable
- All existing and proposed slopes, terraces, or retaining walls
- All existing and proposed stormwater drainage structures or features
- All stormwater structures/features immediately upstream and downstream of the site
- Erosion siltation controls plans
- Drainage calculations when required
- Drainage easement when required
- Demonstrate how the property will handled stormwater run-off and where a retention/detention will be located or details for a vault retention system
- Commercial properties show ingress/egress and turn radiuses
- Show parking spaces, as well as handicapped spaces with van accessible area if required
- Show where decorative landscaping will be located
- Show building and accessory structure setbacks
- Show architectural rendering, or examples of material that will be used for the building
- Show where sidewalks will be located

- If commercial property show traffic circulation and an estimate of traffic per day to location
- If a buffer is required, show vegetative buffer and what type and where plants will be located within that buffer

## **FIRE DEPARTMENT – DWAIN LAWSON**

- A full set of building plans that contains a minimum of the square footage/height/construction type of the structure
- The locations of doors, windows, utilities, fire alarms, sprinklers, kitchens, storage spaces, etc. (A complete floor plan of the building)
- The plans for the parking area and locations of all entrances/exits to and from the street level
- The Louisiana State Fire Marshals office will be the final authority in determining what shall be required with any new construction.
- The building will comply with NFPA 1 Fire Code and NFPA 101 Life Safety Code
- Building construction type
- Primary use of the building/occupancy class
- Available access by fire apparatus; must be within 50 feet
- Turning radius of access roads/parking areas, minimum of 50' turning radius for Ladder Apparatus
- Available access by fire personnel; an uninterrupted path of access/flow to and from the building
- Size or square footage of the building
- Maximum height of the building
- Needed fire flow for the building without contents
- Location of the nearest three fire hydrants and the available flow volume of each for the past three years
- Will the needed fire flow exceed the available flow in the area
- Will the location require additional fire hydrants; must be within 300 feet of a usable fire hydrant
- Location of electrical utilities and main disconnect
- Location of natural gas utilities and main disconnect
- Location of sprinkler system controls/shutoff
- Location of Fire Department Connections for use with the sprinkler system
- Are all Fire Department Connections within 50 feet of a usable fire hydrant
- Location of the fire alarm panel
- Location of all central air and heating units; overhead and/or ground units
- Location and remoteness of all exits/egress points
- Location of any hazardous materials storage sites; inside and outside
- Location of any compressed air gas cylinders
- Location of any commercial kitchen equipment and extinguishment systems
- Location of all portable fire extinguishers and size of each unit

## **ENGINEER – MARK MCCARTY**

- Adjacent Property Zoning
- Traffic
- Drainage
- Traffic & drainage again
- Potable water

- Sanitary sewer
- For non-residential developments to provide an estimate of daily traffic to the development, and a traffic study may be required at the discretion of the planning commission
- Demonstrate water retention and detention
- For potable water and sanitary sewer provide an estimate of daily or monthly potable water usage. This could be waived for residential development.
- Detail drawings of the proposed sewer and water connections may be required.

## **PUBLIC WORKS – CODY WESTLAKE**

- Where the property will tie into water and sewer