CITY OF NEW ORLEANS
ONE STOP
PERMITS & LICENSES

Building/Construction
Related Permit

Date _____ **Received by**_____
Tracking Number _____

DEVELOPMENT PLAN AND DESIGN REVIEW APPLICATION

Applications must be complete and submitted in person. Faxed, emailed or incomplete applications will not be accepted.

Review time depends on the complexity of the project and can take up to 90 days.

Type of application: ○ Design Review ○ Interim Zoning Districts Appeal ○ Moratorium Appeal

Property Location _____

APPLICANT INFORMATION

Applicant Identity: ○ Property Owner ○ Agent

Applicant Name _____

Applicant Address _____

City _____ State _____ Zip _____

Applicant Contact Number _____ Email _____

PROPERTY OWNER INFORMATION

SAME AS ABOVE ☐

Property Owner Name _____

Property Owner Address _____

City _____ State _____ Zip _____

Property Owner Contact Number _____ Email _____

PROJECT DESCRIPTION

REASON FOR REVIEW (REQUIRED FOR DESIGN REVIEW)

Design Overlay District Review
- ☐ Character Preservation Corridor
- ☐ Riverfront Design Overlay
- ☐ Enhancement Corridor
- ☐ Corridor Transformation
- ☐ Greenway Corridor
- ☐ Others as required

Non-Design Overlay District Review
- ☐ Development over 40,000 sf
- ☐ Public Market
- ☐ Parking Lots with over 10 spaces or loading zones
- ☐ Wireless Antenna/Tower
- ☐ Educational Facility
- ☐ Mural Reviews
- ☐ Campus Development Plan
- ☐ CBD FAR Bonus
- ☐ Changes to Approved Plans
- ☐ DAC Review of Public Projects
- ☐ Others as required

ADDITIONAL INFORMATION

Current Use _____ Proposed Use _____

Square Number _____ Lot Number _____ Permeable Open Space (sf) _____

Zoning District _____ Local Historic District/Landmark _____

New Development?	Yes ○	No ○	Addition?	Yes ○	No ○	Tenant Width	_____
Existing Structure(s)?	Yes ○	No ○	Renovations?	Yes ○	No ○	Building Width	_____
Change in Use?	Yes ○	No ○	Existing Signs?	Yes ○	No ○	Lot Width (sf)	_____
New Sign(s)?	Yes ○	No ○	Lot Area (sf)	_____		BuildingArea (sf)	_____

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DEVELOPMENT PLAN AND DESIGN REVIEW APPLICATION

REQUIRED ATTACHMENTS (One paper copy and one digital copy)

1. SITE PLAN

- ○ North arrow, scale, and date of plan
- ○ Location, dimensions, and area of permeable open space
- ○ 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, and parking and loading areas with dimensions and total area (sf)
- ○ Location and dimensions of buildings and structures, including total floor area and distance from property lines
- ○ Location of refuse storage locations
- ○ Proposed right-of-way improvements including sidewalks and plantings, and pedestrian walkways
- ○ Fence location, height, and materials

2. FLOOR PLAN

- ○ Indicating the dimensions and square footage of proposed development
- ○ Room use
- ○ Location of all walls, doors, and windows
- ○ Location of all plumbing fixtures
- ○ Location of major appliances/mechanical equipment
- ○ Stairway location
- ○ Firewall location (if applicable)

3. ARCHITECTURAL ELEVATIONS

- ○ Architectural elevations of easch side of the proposed structure drawn to scale indicating height, architectural elements, materials, colors, and textures proposed for any structures.

4. LIGHTING PLAN

- ○ Location of all exterior lighting, including those mounted on poles and walls
- ○ Types, style, height, and the number of fixtures
- ○ Manufacturer's illustrations and specifications of fixtures

5. SIGNAGE PLAN

- ○ Proposed Signage with overall height, width, and materials
- ○ Building Elevation (including building width and height)
- ○ Site plan showing the location of all proposed detached sign(s) along with setback dimensions.

6. LANDSCAPE PLAN

- ○ Name and address of professional who prepared the plan. Landscape plans shall be prepared by a registered landscape architect licensed by the Louisiana Horticulture Commission
- ○ All landscape plans shall meet the minimum requirements of site plans
- ○ Legend defining all symbols, patterns, and abbreviations used
- ○ Location, quantity, size, name, and condition (both botanical and common) of all existing and proposed plant materials and trees.
- ○ Description of all tree preservation measures on-site and in the public right-of-way
- ○ Width, depth, and area of landscaped area(s)
- ○ Proposed right-of-way improvements and pedestrian walkways

Planting proposed in the right-of-way must have Parks and Parkways approval

7. PHOTOS

- ○ Photographs of the subject site and/or building

8. NARRATIVE

- ○ Narrative addressing compliance with applicable Comprehensive Zoning Ordinance requirements and design goals

9. COLOR ELEVATIONS/RENDERING (DAC ONLY)

- ○ Color elevations and/or renderings are required for projects that trigger review by the Design Advisory Committee

FEES

Design Review	$225
Moratorium Appeals	$1,000