



CLASS II, SUBDIVISION, SPECIAL USE PERMIT PROJECT NARRATIVE GUIDANCE

The following items are required within a Project Narrative for determination of a complete application. The Project Narrative must correspond to a provided Site/Plot Plan/Plat per the following criteria:

1. Site/Plot Plan/Plat: to meet criteria set forth within the Site Plan Checklist or Surveyor’s Checklist

Property Info and Proposal

1. Name(s) of the property owner(s) and, as applicable, business owner(s), and land use agent.
2. Location of subject property (address, parcel number(s), section/township/range).
3. Total acreage of subject parcel(s).
4. Existing and historic use(s) upon subject parcel(s).
5. Proposed use(s) of subject parcel.
6. If commercial: Proposed building size (intensity), hours of operation, and other key operating information.
7. If residential: Number of lots proposed and range/average lot size (area/acreage).

Water

1. Demand Estimate Tables: Estimate existing and proposed (upon build-out of project) water demands for indoor and outdoor uses. See LPLUC Section 82-186(b) for required values. If a well or water system is shared with other users, all users’ specified demands must be included. Estimation of water demands may require applicant obtain qualified professional assistance (i.e. Professional Civil Engineer).

Tables 1 and 2. Water Demands on Subject Parcel/Project Site

Provide two (2) Tables - one for Existing Demands and the other for Proposed Demands

Water Use	Description/Notes	No. of Units	Daily water use per unit (gpd)	Total Demand (gpd)
Total				

2. Identify existing water source and water system improvements serving the subject parcel.
3. Identify proposed water source for the proposed use/project.
4. Identify whether the water source or treatment is to be shared with any other users or parcel(s). If so, further describe.
5. Provide production capacity of identified water source.
6. Provide water quality of the identified water source.

7. Reference any permits or taps needed to verify legal use of proposed water source.
8. Identify proposed water system improvements associated with the new use/project.

Sanitary Sewer

1. Identify existing and proposed (upon build-out of project) sanitary sewer demands (may correspond to water demands; identify whether this is the case)
2. Identify existing sanitary sewer system serving the subject parcel.
3. Identify proposed sanitary sewer system for the proposed use/project.
4. Identify whether the sanitary sewer system is to be shared with any other users or parcel(s). If so, further describe.
5. Provide the capacity of the existing/proposed sanitary sewer system.
6. Reference any permits or taps needed to verify legal use of the proposed sanitary sewer system.
7. Identify proposed sanitary sewer system improvements associated with the new use/project.

Access/Traffic

1. Identify the intended/designed route to the project from the nearest state highway or county road.
2. Provide the existing and proposed (upon build-out of project) traffic demands associated with the subject parcel. If the parcel contains multiple uses, each use must to be included with provided demands. Estimation of traffic demands may require applicant obtain qualified professional assistance (i.e. Professional Civil/Traffic Engineer).

Tables 3 and 4. Onsite Traffic Demands

Provide two (2) tables - one for Existing Onsite Demands and the other for Proposed Onsite Demands

Traffic Uses	Description/Notes	No. of Units	ADT Per Unit	Total ADT
Total				

Traffic Uses includes categories such as single family homes, employees, customers, service vehicles, etc.

*Average Daily Trip (ADT) counts entrances and exits separately. For Example, service delivery drop-off = 2 ADT

** Single Family Home generates 8 ADT

***ADT are generally considered over a week-long period when the use is active

3. Identify whether an emergency or secondary access is needed (based on the requirement of LPLUC Section 102-101, respectively containing 200 or 800 units upon a dead-end road). If so, identify the alternative access.
4. If the parcel does not take direct access from a county road or state highway, identify any easements in place granting access to the subject parcel/project. Include easement widths and associated recordation reception number(s).
5. Identify any neighboring parcels obtaining access across the subject parcel. If any exist, include easement widths and associated recordation reception number(s).

6. Provide the number of existing and proposed parking spaces associated with subject project, as well as the dimensions and design of such spaces.

Drainage

1. Identify the manner in which stormwater generally flow(s) relative to the subject parcel/project.
2. Identify any irrigation ditches upon the subject parcel/project.
3. Identify drainage improvements and measures being proposed, based on new roads and/or areas of anticipated disturbance.

Buffering & Compatibility

1. Identify landscaping measures being proposed to mitigate any visual impacts of the proposed project.
2. Identify measures any proposed to mitigate noise, light, dust and other possible impacts of the proposed project.
3. Identify manner in which solid waste will be addressed along with the proposed project.

District Plan

1. Identify the applicable District Plan land use designation(s) of the subject parcel.
2. Identify how the proposed use is consistent with this designation.
3. Explain how the District Plan public benefit criteria are being met.
 - a. District Plans: <http://lpccds.org/cms/One.aspx?portalId=1942050&pageId=9149762>