

**GUIDE  
TO  
COMPLETING THE  
SUPPLEMENTAL INFORMATION PACKET  
FOR  
NEW RESIDENTIAL SUBDIVISION DEVELOPMENT**

Please Note: The information requested in this packet is the minimum required to evaluate a proposed subdivision project. Other, additional information may be needed depending on the specific location and nature of the development.

This document is a guide to assist you in completing the SUPPLEMENTAL INFORMATION PACKET FOR NEW RESIDENTIAL DEVELOPMENT. It is very important that all information asked for be accurately and fully presented. Errors or omissions in supplying the requested information could cause substantial delays in the permitting process or even result in your application being rejected. In general, if the proposed development is for less than 5 residential units, the application should be able to be completed with information usually already on hand which was developed to construct such a development. Where more units are involved or where substantial alteration to the environment is contemplated, professional assistance in several technical fields may be necessary.

In some cases the information or calculations provided for in the application may not provide exact information on project impacts. They are intended to provide an “order of magnitude” indication which will allow the reviewing agency to identify potentially significant project impacts which may need more study or may require special attention.

Should you need assistance in completing the application or if you have any questions regarding the application or the Guide, contact:

The Coastal Management Division  
Department of Natural Resources  
617 North Third Street  
Baton Rouge, LA 70804-4487  
1-800-267-4019

A. **Administrative and Legal Information** – This section addresses the administrative and legal aspects of the residential development application. Failure to fully and accurately complete this section will result in the development, its location, and legal status not being appropriately identified.

1. **Name of Development** – *The name under which the development is being marketed or its project name in permit submissions.*
2. **Owner** – *The owner(s) of the land which is proposed for development. Provide the names of all owners and their mailing addresses.*
3. **Name of the Developer** – *If the developer or development company is not the owner, please provide the name, address and telephone number of the project manager or developer representative who will be in charge of project on a day to day basis.*
4. **Description of Development** – *Provide a generalized description of the development including type of development, number of residential units, whether they are for sale or rent, anticipated project initiation and completion dates, and any other general overview information which may be helpful in describing the type and magnitude of the project.*
5. **Location** – *Describe the location of the proposed development including the parish, block/lot/or section number, town/village or city and a street address if one exists. You must attach a site map which accurately locates the entirety of the project.*
6. **Jurisdictions providing public services to the development** – *If your project is receiving or is going to receive public services, list the public agency(ies) providing services. You must list those jurisdictions providing the following services:*

*Police*

*Fire*

*Schools*

*Waste removal or treatment*

*Emergency Services*

*General municipal services, i.e. building permits, libraries, etc.*

*Please list the services by the jurisdiction providing them.*

*For example: Lafourche School Board – school services*

7. **Type of residential units in development** – *Please identify the type of residential units which are planned for the proposed development. Make sure you identify all*

*the types. If the listed categories do not conform with your project, list and describe the type of units you propose.*

- *Single Family Detached – These are typical single homes each constructed on an independent lot of record.*
- *Single Family Townhouse – These are single family units which are attached in a group of three or more dwellings, separated from one another by common or party walls.*
- *Multi-family – Attached rental units, usually in one to three story structures containing more than 4 units. A building which contains only three units could be a triplex, four units a quadraplex.*
- *Mobile homes – Single family units which have no foundation other than wheels, blocks, skids, etc. and which can be transported from place to place. Mobile homes are often parked more or less permanently in trailer parks and may be permanently anchored in place.*
- *Elderly housing – Housing units which cater to a population of generally 65 years of age or older. Often the management of these units provide a program of specialized care.*
- *Other – Provide a description of any other type of residential units which are included in the development.*

8. **Land Use Review** – *Other than the Coastal Use Permit, what other types of permits does the project need to begin construction? Specifically indicate if the project is currently permitted under the local jurisdiction’s zoning laws, if the project needs any type of zoning variance or exception to receive a building permit. Also indicate what type of permits the project needs from health authorities, sewer or water districts, or any other type of special districts.*

9. **Alternative Sites** – *Describe any alternative sites you may have considered for the project. If there were alternative sites considered, why were they not selected? If you did not consider any alternatives to the site being applied for, state your reasons for not considering other sites. If you considered alternate development configurations for the site reflected in this application, describe them, attach drawings of the alternates, if available, and state why the alternate configuration was not chosen. (Examples could include: insufficient site design, too costly, too disruptive to the environment, etc.)*

B. **Physical/Land Planning** – This section includes a more complete description of the proposed development and characteristics of the development site. Information to be provided includes details of the project’s components, site characteristics, current infrastructure available to support the project, project improvements designed to mitigate any adverse physical impacts, etc.

1. **Development Composition** – List, by type of residential unit and by number of bedrooms each unit will contain, the total number of units requested in the application and the year those units are expected to be ready for sale or rent.

*For example: If you are building 50 single family detached homes and 25 will have 3 bedrooms and be ready for sale in 2003 and 25 will have 4 bedrooms and be ready for sale in 2004, you should list them as follows:*

Single Family Detached	No. of Units	Year
2 Bedroom	0	
3 Bedroom	25	2003
4 Bedroom	25	2004
5 Bedroom	0	

*Do the same for each type of residential unit you are building. If you are building a type of residential unit not listed on the application, describe the type of unit under the Other category and give a similar description of the number of bedrooms and schedule.*

2. **Development Composition (Other than residential)** – If the proposed development contains uses other than residential uses please describe them in this section including measurements of their magnitude. For instance, if the proposed development contains a small convenience store, give the size of the store in square feet, the land area the store covers (including parking area) in square feet, and the types of products sold in the store. (All uses in a proposed development must be shown in attached site plans.) If the development contains a small marina or boat launching ramps, list the number of boat slips or ramps which are being provided.
3. **Development Timing** – In this section you are asked to provide a comprehensive schedule of the timing of the proposed development. For instance you should identify the number of years from the current year to the anticipated beginning of construction. You should also identify the year(s) when phases of the proposed development (residential and otherwise) are expected to come on the market. A final projection year when all the units or uses are expected to be completed and occupied must also be listed.
4. **Site Characteristics** – The purpose of this section is to comprehensively describe the proposed development site.
  - a. **Total development site size in acres** – List the total number of acres which are included in the permit request.

- b. Overall gross density – For the total development site (the answer provided in 4.a.), how many residential units per acre are being requested. Divide the total number of units by the total number of acres. This yields the overall gross density. It should be listed as units per acre. For example: If you have 10 acres of land and you are building 20 residential units (exclude other types of uses) you have a overall gross density of 2.0 units per acre.
- c. Permitted gross density – What is the overall maximum gross residential density permitted by prevailing government land use regulations. This information will be found in local land use codes such as a zoning ordinance. If you are confused contact the local land use regulatory body (in many instances a planning commission) and describe your project and location and ask for maximum gross residential density as provided for in the zoning district where your project is located. To answer question A.8. you should already know the appropriate zoning district.
5. **General description of the development site** – Please provide a general description of the development site including surrounding roadways, water bodies, existing terrain and existing land uses on the site. You must include a site map which shows the location of the project and any existing site features such as buildings, levees, transmission towers or bulkheads. Please attach appropriate maps or surveys to the application.
6. **Identify physical development limitations** – List any development limitations which the site contains and the number of acres occupied by those limitations.
- For instance:
- List the amount of the site occupied by wetlands, streams or other water bodies.
  - List any designated historic sites or known archaeological areas. (If you have questions about particular structures on the property, contact the State Historic Preservation Office and inquire as to whether they are officially designated historic structures or landmarks).
  - List any known easements or development restrictions burdening the property.
  - List the flood plain designation according to FEMA maps.
7. **Utilities** – Indicate what utilities are currently provided to the development site and what utilities must be extended to the development site. Indicate which companies provide these utilities.
8. **Roadways** – Indicate (usually with a map) how the development site is currently served by roadway access. Indicate on the map or on the site plan what new roadways must be constructed to facilitate the development.

**C. Housing Market Need Information** – This section, you are asked to supply information necessary to judge market need for your project. The accompanying Guide explains where you can obtain the requested market data. If your project involves the development of 25+ units, it may be advisable to obtain professional advice and assistance. The questions in this section are based on information you should already know or which can be easily gathered from your public library, Chamber of Commerce, planning or economic development agency or via the Internet. At the end of this section, a filled-out sample set of questions is provided to help you answer the Supplemental Information questions.

**1. Specify a Primary Market Area (PMA)** – *the Primary Market area (PMA) is the geographic zone from which you expect to draw 80% or more of your buyers. It can be a whole metropolitan area, a parish or parishes, city, group of Zip Codes, or a group of Census Tracts. Before choosing a PMA you should consider the following:*

- *What zone best describes from where you expect to draw 80% or more of your buyers?*
- *Are necessary market factors information available to fit that zone (i. e. be sure that Census and other data are available to match the boundaries you select)*
- *Is the zone the right size?*
- *Does the zone include your most important competitors?*
- *Is the zone a logical area, self-contained by physical barriers or recognizable boundary lines?*

*While the PMA can be based on your own judgement and experience, you can rely on others. Your lender, mortgage banker, realtor, utility company, or school board can be a source of information. **Be sure that US Census and other data are available to match your PMA boundaries.** Generally speaking, for your PMA it is best to choose one or more of these pre-set zones which most closely matches the zone from which you believe 80% of your customers will come. If the Census tracts coincide with building permit jurisdictions or Multiple Listing Service (MLS) zones they would be an excellent choice.*

*General sources of information: Census data is usually stored in The Federal Documents section of your nearest library, and also on-line at <http://www.census.gov>, an Internet address of the U.S. Bureau of the Census. The Louisiana Electronic Assistance Program (LEAP) also provides market facts through links to universities, data centers and libraries. For example, much of the data in the Sample came from a web site at Northeastern Louisiana University (NLU), a part of LEAP. The site is <http://leap.nlu.edu/multiparish/htm>. The “Annual Survey of Buying Power” by Sales and Market Management magazine provides Louisiana population, household income and other data at the metro area, city and parish levels. Copies are available at libraries and Chambers of Commerce. For employment data, an excellent source is the Louisiana Department of Labor on the web at <http://www.idol.louisiana.gov>.*

## 2. Quantify growth in the PMA

- a. Indicate the change in the number of households in the PMA from 1990-2000 – Change in the number of households is a good indicator of market need. A household is one or more persons occupying the same living quarters. The US Census provides a reliable household count for all levels of analysis down to the Block Group level. (Again, this information is currently available at your library, Chamber of Commerce or planning agency for 1990. Another site for 1990 information alone is <http://venus.census.gov/cdrom/lookup> . If the Census has not released 2000 household information for your area, check the “Annual Survey of Buying Power” magazine referred to earlier. Commercial suppliers are also available - check their ads in American Demographics.)
- b. Change in the Civilian Labor Force from 1990-2000 – Growth or shrinkage on the Civilian Labor Force is a strong indicator of market need. The size of the local civilian labor force is available at many geographic levels from the US Census. (Parish and area employment data are available through the LA Dept. of Labor at PO Box 94094, Baton Rouge, LA 70804-4094, or through their Internet site at <http://www.LAWORKS.net> . A consistent annual data series for parishes for 1990 and 2000 is also available at the web site of NLU mentioned earlier (<http://leap.nlu.edu/multiparish.htm> .)
- c. Show the type of housing covered by this application – This question asks that you specify the type of housing for which you want to develop sites. They should be the same types identified in responses to question A.7 (see definitions on page 2).
- d. Permits issued between 1990 and 2000 – Permits for residential construction are a measure of the new supply aspect of supply and demand. This information should be available from local permit office based on the C-40 report they file with the Census Bureau. (The Census Construction Division publishes this data on its web page at <http://www.census.gov/const/www/c40index.html> . There you may choose permits issued by each Metropolitan Statistical Area, which are provided year-by-year and monthly/year to day since 1980.)

## 3. Establish rate of sales by major competitors – Actual sales are strong evidence of market need. Since there are many types of market niches, the most relevant evidence may be sales made by your most effective competitors. In selecting major competitors, think about the following:

- No development competes with every single other one
- Select properties that are most similar to yours
- Be as accurate as possible in designating competitors, based upon your own knowledge and conversations with realtors or lenders

- a. *Provide a list of available developments similar in scope to the proposed development. Include the number of units sold in the last 12 months and the last 24 months, a two-year average, and the average price per unit now*
- b. *Provide the number of available but unsold units of your major competitors, and the number of new units coming available within the next 12 months.*

*(Is it feasible to report how many lots your competitors have sold this year for the past two years and at what price? The answer is yes. In Louisiana, when lots are sold and title is transferred from seller to buyer, it creates a public record available to anyone. How many lots have been sold, in what properties and at what price is available from your local permit office or parish courthouse complex where personnel in the real estate records room will help you. For information on proposed lots check with your local permit or planning office for approved subdivisions which have not yet marketed properties, or check with your local Multiple Listing Service (MLS).)*

**4. Place your sales goals in market perspective** – *In filling out this section you are called upon for a judgement. To begin, provide a forecast how many units, on average, you expect to sell this year and over the entire development period, and at what average price.*

*For Example:*

Your Development Name	Anticipated lot sales this year	Over the total Development Period	
		Sales per Year	Average price
Skyline Wood	12	15	\$35,000

- a. *Divide your expected first year sales (chart from Question C.4) by the average annual change in households (Question 2.a). The answer should be expressed as a percentage. (In the sample, the developer expects 12 sales the first year, equivalent to 5% of the average annual increase in households.)*
- b. *Divide your expected first year lot sales (chart from Question C.4) by the annual number of permits issued in the PMA (Question C.2.d). The answer should be expressed as a percentage. (In the sample, the developer states that he expects to sell 12 lots the first year.)*
- c. *Divide your expected first year sales (chart from Question C.4) by the total number of units sold by your competitors in the past 12 months (Question C.3.a). The answer should be expressed as a percentage. (In the sample, five competitors sold 76 lots in the past 12 months, while he expects to sell 12 during the next 12 months.)*
- d. *Divide your expected first year sales (chart from Question C.4) by the **average** number of sales per major competitor in the past 12 months (the average is the total number of units sold by competitors in the last 12*

months divided by the total number of competitors in Question C.3.a). The answer should be expressed as a percentage. (In the sample, five competitors sold 76 lots in the last 12 months, an average of 15, although individual results varied. The applicant's expected 12 sales are somewhat less than the average, and far below the 21 sold by the top competitor.)

- e. Divide your expected average sales per year (chart from Question C.4) by the combined average monthly sales of your major competitors during the past 24 months. (Question C.3.a two year total divided by the number of major competitors). The answer should be expressed as a percentage. (In the sample, the developer expects to average 15 sales per year over his total development period, while 5 competitors during the past 24 months averaged 15.6 sales per year.)
  - f. Divide your average lot price (chart from Question C.4) by the average lot price of your major competitors (chart from Question C.3.a). The answer should be expressed as a percentage. (In the sample, the developer expects his lot prices to average \$35,000, whereas his competitor's average \$35,852 within a range of \$30,000 to \$45,000. Is expected average price is thus 98% of the competitive average.)
  - g. Divide the competitors unsold inventory of lots (chart from Question C.3.b) by the number of lots sold in the last 24 months. The answer should be expressed as a percentage. (In the sample, a total of 52 completed, unsold competitive lots are on the market, and an additional 105 are expected to be competed during the next 12 months. Under a worst-case scenario, projected unsold inventory could go as high as 157.)
  - h. Divide the competitors unsold inventory of lots (chart from Question C.3.b) by the average monthly rate of sales during the past 12 months. To get average monthly rate of sales during the past 12 months divide the total number of units sold in the last 12 months (from Question C.3.a) by 12 (months in a year). The answer should be expressed as the number of months the inventory should last. (In the sample, the inventory of 52 unsold lots among five competitors compares with their combined average monthly rate of 6.3 sales per month (76/12) during the past 12 months. At that rate, with no new lots added, the current unsold inventory in as 8.25 months supply at the past rate.)
5. **Explain the public need for your development** – Public need is a broader concept than market need, and if there is a public need over and above market need, this part of the supplemental packet provides an opportunity to identify that public need. This section provides the opportunity for you to present the reasons why you think your development is needed in the PMA. Any documentation (i. e. letters of interest from buyers and/or realtors, agreements to purchase, etc.) that supports your position should be provided as attachments along with your information packet.

## Sample Housing Market Information Survey

1. **Primary Market Area (PMA)**                      Erwin Parish, LA

2. **Growth in the selected PMA**

a. Change in the number of households in the PMA from 1990 - 2000			
1990	2000	Change 1990 - 2000	Average Annual Change 1990 - 2000
22,847	25,200	2,353	235

SOURCE: <http://venus.census.gov/cdrom/lookup>

b. Change in the civilian labor force in the PMA from 1990 - 1999			
1990 Total	1999 Total	Change 1990 - 1999	Average Annual Change 1990 - 1999
28,180	34,135	5,955	596

SOURCE: <http://www.LAWORKS.net>

c. Types of housing covered by this proposal (check all that apply)	
<input checked="" type="checkbox"/>	Single Family Detached
<input type="checkbox"/>	Single Family Townhouse
<input type="checkbox"/>	Multiple Family
<input type="checkbox"/>	Mobile Homes or Manufactured Homes
<input type="checkbox"/>	Housing for the Elderly
<input type="checkbox"/>	Other _____

d. Permits issued in the PMA from 1990 - 1999 for these types of units	
Single Family Detached	606
Single Family Townhouse	0
Multiple Family	0
Mobile Home or Manufactured Home	0
Housing for the Elderly	0
Other _____	

SOURCE: <http://www.census.gov/const/www/index.html>

**3. Rate of sales by major competitors:**

<b>a. Major Competitors Rate of Sales</b>				
Name of Competitor	No. sold last 12 months	No. sold last 24 months	Two-year average	Average price now
a. Green Valley	15	36	18	\$32,000
b. Oak Lanes	21	37	19	\$35,000
c. H Meadow	8	20	10	\$40,000
d. Woodville	14	30	15	\$45,000
e. Belton	18	32	16	\$30,000
Total	76	155	78	\$35,852 (avg)

SOURCE: Courthouse records

<b>b. Competitor Inventory</b>			
Name of Competitor	Unsold Inventory	New Inventory in next 12 months	Competitive Supply in next 12 months
a. Green Valley	7	10	17
b. Oak Lanes	12	15	27
c. H Meadow	5	15	20
d. Woodville	10	20	30
e. Belton	18	20	38
	0	25	25
Total	52	105	157

SOURCE: Courthouse records

**4. Sales goals and market perspective:**

Proposed Development Name	Anticipated sales this year	Over the total Development Period	
		Sales per Year	Average price
Skyline Wood	12	15	\$35,000

a.	Projected first year sales versus average annual change in households (1990 - 2000)	5%
b.	Projected first year sales versus average annual number of permits issued in PMA for type of housing proposed in C.2.d	8%
c.	Expected first year sales versus total number of sales by major competitors listed in C.2.a	16%

d.	Expected sales the first 12 months versus average number of sales per major competitor in past 12 months	78%
e.	Expected average sales per year over entire development period versus average annual sales per major competitor during the last two years	19%
f.	Average proposed unit price versus average price of major competitor unit price	98%
g.	Number of competitive units unsold plus those planned for next 12 months versus number of units sold in the past 24 month	101%
h.	Number of months the current unsold competitive inventory should last at the combined average monthly rage of sales during the past 12 months as reported in C.3.a	8.25

**5. Explain how you believe there is a public need for your development in the Coastal Zone of Louisiana:**

- This development would serve a public need as good new homes are needed for incoming executives from businesses newly located within the PMA.
- This development would provide recreational opportunities, not sufficiently available in this PMA. A two acre park and playground, and community building are part of the proposed development.
- This development would serve a different segment of market need, in terms of price, product, location and amenity that is not now sufficiently available in the PMA. Homes would average \$175,000. Homes of this quality are not now sufficiently available in the PMA. There also is not a similar development that offers the type of homes proposed in conjunction with a park and community center.
- The proposal provides a public benefit in that the Parish (the PMA) is making a strong effort to promote new economic development and has expressed a need for executive quality housing to serve this public purpose.
- Provide any other relevant information that supports the public need for your proposed development

**D. Social Impacts** – The information provided in this section will be used to evaluate the proposed development’s impacts with regard to the need for schools, libraries and other public facilities and services.

1. **What is the current population of the parish and the PMA** – *This information is available from the US Census at previously mentioned web sites or from your local planning or economic development agency.*
2. **What is the projected population of the development project in the year of the final build out of the project** – *This is calculated by listing the type of unit, the number of those units and by multiplying the number of units by a population unit estimate form that type of unit. For example:*

<i>Type of unit</i>	<i>No., of units</i>	<i>x</i>	<i>Persons per unit</i>	<i>+ Population</i>
<i>Single Family</i>	<i>25</i>		<i>3.77</i>	<i>94</i>

*Utilize the following people per unit standards in completing the population projection:*

<i>Type of unit</i>	<i>Persons per Unit</i>
<i>Single Family Detached</i>	<i>3.77</i>
<i>Multiple Family</i>	<i>2.15</i>
<i>Mobile Home</i>	<i>2.1</i>
<i>Elderly</i>	<i>1.7</i>
<i>SOURCE: The American Housing Survey</i>	

3. **Estimate of school age children generated by proposed development** – *Using the multipliers outlined below, estimate the number of school age children generated by the proposed residential development. (Note: These factors are national averages. If the school district in which the proposed development resides has derived local demographic multipliers, these multipliers should be used in place of the national averages.)*

<i>Type of Unit</i>	<i>Factors of School Children</i>		
	<i>K-6</i>	<i>7-8</i>	<i>9-12</i>
<i>Single Family</i>	<i>0.686</i>	<i>0.252</i>	<i>0.200</i>
<i>Multiple Family</i>	<i>0.173</i>	<i>0.070</i>	<i>0.063</i>
<i>Mobile Home</i>	<i>0.173</i>	<i>0.070</i>	<i>0.061</i>

For Example: A 100 unit single family subdivision would be expected to generate the following number of children:

$$\begin{array}{rcl}
 \text{K-6} & 100 \times 0.686 & = 69 \\
 \text{7-8} & 100 \times 0.252 & = 25 \\
 \text{9-12} & 100 \times 0.200 & = \underline{20} \\
 & & \text{114 Total Children}
 \end{array}$$

List the number of new school classrooms which will be required as a result of the total children generated by the proposed development. (Note: If the local school has statistics for average classroom size, use those figures in place of national averages listed below.)

National Average Classroom Size

- K-6 24 children per class
- 7-8 25 children per class
- 9-12 26 children per class

4. **Facility Impact** – Based on the total population increase generated by the proposed development (III.2), estimate the impact on the following social services. Utilizing the multipliers provided, multiply the population of the development by the factor to get the impact on various social services. (Note: The multipliers are based on national averages in The Urban Land Institute’s Development Impact handbook. If local multipliers are available use those instead of the national averages.)

Service	Pop	x	Multiplier per Person	= Add'l Service
a. Libraries	Pop	x	0.4 (sq. ft)	Square Feet
b. Police (personnel)	Pop	x	0.002 (officer)	Police Officers
c. Police (vehicles)	Pop	x	0.0006 (cars	Police Cars
d. Fire (personnel)	Pop	x	0.0016	Fire Fighters
e. Fire (vehicles)	Pop	x	0.0002	Fire Vehicles
f. EMS	Pop	x	0.0365 (calls)	Calls Generated
g. Hospital	Pop	x	0.0049 (beds)	Hospital Beds
h. <u>Open Space:</u> Playgrounds	Pop	x	0.0015	Acres Req.
Community Parks	Pop	x	0.0065	Acres Req.
i. Government (Add. Personnel Req)	Pop	x	0.0012	Personnel

- E. Economic Impact** – The information in this section is designed to reveal the economic impact of construction and on-going operation of the proposed development on the general area.
1. **Value of Project** – *What is the total value of the project at completion? Include all costs involved in developing the project, i.e. land acquisition, professional services such as engineers fees, surveyor costs, etc., construction costs, etc.*
  2. **Construction value** – *What is the total cost of construction of the project?*
  3. **Employment Impacts (Construction)** – *What is the total impact of construction activities on employment.*
    - a. *Total on-site employment during construction – List as Full Time Equivalent (FTE) positions. In general 2,000 labor hours equals one full time position.*
    - b. *Total off-site employment caused by construction – A conservative estimate is that 2 off-site Full Time Equivalents (FTEs) are created for every 1 FTE position during construction.)*
    - c. *Total employment impact – E.3.a.+E.3.b*
  4. **List the material expenditures anticipated to be used in construction** – *These materials would include such purchased items as lumber, fill, furniture, machinery, electrical equipment, etc.*
  5. **Full time jobs created** – *List the number and type of full time jobs (or full time equivalents (FTE's) if part-time employees are contemplated) which will be created by the proposed development. These could be maintenance workers, sales personnel, equipment operators, etc.*
  6. **Annual wages** – *List the total annual anticipated payroll cost for permanent employees identified in E.5 above.*
  7. **Taxes generated** – *Information on three types of taxes is requested. Property, personal property and sales taxes.*
    - a. *Real Property Tax to be paid – For single family homes take the expected sales price of each unit, multiple by the Assessment Rate (10%) and subtract \$75,000 (the Homestead Exemption). Then multiple the remainder by the number of mils which are levied against property in the parish in that location. (The number of mils can be obtained from the local tax assessor or from the general purpose government.) For other uses take the expected sales price, multiply by the Assessment Factor (10%) and then*

*multiply the remainder by the number of mils. The total of all the uses will be the total property tax expected to be paid by the development.*

*For example: ((Sales Price x Assessment Rate) - \$75,000) x Mils = Tax*

*(Note: Help with these calculations can be obtained from most parish tax assessment offices.)*

- b. Personal property tax – Apply the appropriate formula*
- c. Sales Taxes to be paid – Take the total value of materials upon which a sales tax will be paid, multiple that number by the parish sales tax rate and that will produce the total sales tax paid by the development.*

**F. Traffic Impacts** – This section concerns the road and traffic impacts of the project. For large scale projects, 50 + units, a traffic analysis performed by a traffic professional is probably necessary to answer the following questions.

- 1. Access Roads** – List the main roads that provide access to the site. All abutting roads must be listed.
- 2. Average Daily Traffic** – For each of the roads that provide access list the Average Daily Traffic volume, which is a measure of the volume of traffic on a roadway over the course of a day. (This information can usually be obtained through the parish or city roads or streets department. For roads which are State highways, this information can be obtained from the State Department of Transportation and Development.)
- 3. Level of Service (LOS)** – If local or state highway departments keep level of service indicators for any of the access roads listed in F.1. above, list them. LOS indicators are usually listed A through F, with A being the best level of service and F being the worst.
- 4. Traffic Intersections** – List the nearest traffic intersections which each of the access roads intersect. If there is a LOS calculation from the roads or highway department list that as well.
- 5. Projected Traffic Increase** – What is the projected increase in traffic which will result from the proposed development? In other words how much traffic will be added to the existing roadway network because of the proposed development.

*To determine the traffic increase, take the number of residential units and multiply by the following appropriate factor(s):*

<i>Single-family</i>	<i>9.6 trips per unit</i>
<i>Elderly</i>	<i>3.3 trips per unit</i>
<i>All other residential</i>	<i>6.0 trips per unit</i>

*Then take the total number of trips generated and “assign” them to the access roads on the basis of where they are most likely to occur.*

*For example: 50% of the trips to road A, 25% of the trips to road B, 25% of the trips to road C.*

*Add these trips or volumes to the existing ADT volumes and you will have the projected traffic volumes on access roads including the proposed development. Calculate the % of traffic increase on each of the roads.*

*If there are other uses than residential development in the project, then they must be added as well. You may consult the “Highway Capacity Manual” at the LADOTD for appropriate factors depending on the actual use.*

6. **Current roadway configuration** – *For each of the access roads describe its current configuration and condition. For example, road A may have two lanes and be constructed of gravel, while road B may have four lanes and be asphalt. In addition list any roadway improvements which will be made to accommodate the traffic generated by the new development. For example, upgrading the road from gravel to asphalt, building a new access road, widening a existing road from 2 lanes to 4 lanes, etc.*
7. **Evacuation Route** – *List any access roads which are officially designated Hurricane Evacuation Routes or which intersect with officially designated Routes.*

**G. Environmental Impacts** – Information in this section concerns the various environmental impacts of the project. For large scale projects (either in area or in scope) a complete environmental assessment may be required.

1. **Identifying Environmentally Sensitive Areas** – *In this section identify, in acres, environmentally sensitive areas located on the development site.*
  - a. **Wetlands** – *Obvious wetlands must be identified. The Corps of Engineers should be contacted to undertake a complete survey of the property to identify officially designated wetlands.*
  - b. **Historic sites** – *Contact the State Historic Preservation Office to identify officially designated historic and archaeological sites. Applicant must also check with any local historic preservation agency to determine if there are designated local sites of historic or archaeological importance which may not have been designated by the state.*
  - c. **Public Facilities** – *Identify any facility owned by a public agency which may be on the property.*

- d. Lands above the 5' MSL contour – Identify any land in the project site which is five (5) feet or more above mean sea level.
2. **Endangered Species** – Consult with the LA Department of Wildlife and Fisheries and identify any known species which live(s) on or otherwise uses the property and has been identified by local, state or federal sources as an Endangered Species.
3. **Development Impacts** – Identify any proposed impacts on the list of potential impacts provided in this section. If you answer yes to any of the impacts provide full details on the nature of the impact **and describe actions being proposed to mitigate the impact**. For example: If the project requires dredging, answer yes to G.3.d. and attach information to the application which describes exactly what is to be dredged, how much will be dredged, how the fill is to be disposed of, and if disposed of on-site, the dimensions of the spoil area.
4. **Permits** – List and give the status of any permit (local, state or federal) which is required to build the project. (Note: In A.8. you were to list required land use permits. Here you are to list any other permits necessary to build the project. Such permits could include not only the Coastal Use Permit but local permits for the disposal of solid waste, permits from the State Dept. of Public Works, environmental clean up permits, etc.)
5. **Other environmental factors** – List and describe any other environmental factors, not previously identified, which might influence or be influenced by the development of the subject site.
6. **Stormwater Runoff** - Explain how stormwater runoff will be addressed and handled during the following stages of the proposed development:
- a. Site preparation and construction phases
- b. Once the project is complete

See the following *Best Management Measures and Best Management Practices* for assistance in developing site plans for runoff

## ***Best Management Measures and Practices***

### ***A. Best Management Measures***

- 1. Watershed Protection*** – *Applies to new development, re-development, new and relocated roads, highways and bridges; public officials*

*Develop a watershed protection program to:*

- Avoid, to the maximum extent practicable, converting areas particularly susceptible to erosion or sediment loss;*
- preserve areas that provide important water quality benefits and/or are necessary to maintain riparian and aquatic biota; and*
- to protect to the extent practicable, the natural integrity of water bodies and natural drainage systems, for site development, including roads, highways and bridges*

- 2. Site Development and Planning, Siting and Developing Roads*** – *Applies to all site development, including roads, highways and bridges; planners, public officials, and land managers*

*Plan, design, and develop sites to:*

- protect areas that provide important water quality benefits and/or are particularly susceptible to erosion and sediment loss;*
- limit increases of impervious areas, except where necessary;*
- limit land disturbance activities such as clearing and grading, and cut and fill to reduce erosion and sediment loss; and*
- limit disturbance of natural drainage features and vegetation*

- 3. Development Objective*** – *(Pertains to areas not covered by LPDES Phase I or II). Applies to new development, redevelopment, new and relocated roads, highways and bridges (runoff from rights-of-way); planners, public officials and land managers*

*a. Design or Performance:*

- 1. after construction has been completed and the site is permanently stabilized, reduce the average annual Total Suspended Solid (TSS) loadings by 80%*
- 2. reduce the post-development loadings of TSS so that the average annual TSS loadings are no greater than pre-development loadings;*

*b. extent practicable, maintain post-development peak runoff rate and average volume at levels that are similar to pre-development levels.*

## **B. Best Management Practices**

1. **Watershed Protection** – *Below are examples of best management practices that could be implemented to address the watershed protection management measure.*
  - a. *Avoid converting areas particularly susceptible to erosion or sediment loss to the maximum extent practicable.*
  - b. *Preserve areas that provide important water quality benefits and/or are necessary to buffer riparian and aquatic habitats.*
  - c. *Require site developments to maintain the natural integrity of waterbodies and natural drainage systems to the maximum extent practicable.*
  
2. **Site Development** – *Below are examples of best management practices that could be implemented to address the site development management measure.*
  - a. *Require erosion and sediment control plans and programs.*
  - b. *Encourage phasing or staggering of clearing and grading operations, limiting areas of soil surface disturbed at a given time.*
  - c. *Require timely vegetative stabilization, using native vegetation to the maximum extent practicable.*
  - d. *Promote minimum disturbance/minimum maintenance perspective in site clearing.*
  - e. *Set performance criteria for a particular site to preserve special features not covered by zoning.*
  - f. *Preserve natural drainage features and natural depressional storage areas, to the maximum extent practicable.*
  - g. *Minimize impervious surface area by encouraging shorter driveways, narrower sidewalks, permeable material for sidewalks and driveways, and more open green space.*
  - h. *Encourage alternative designs and maintenance strategies for impervious parking lots.*
  - i. *Reduce the hydraulic connectivity of impervious surfaces by discouraging connection of downspouts and parking lot drainage directly to storm sewers. Try to disperse drainage from impervious surfaces over lawns and other well-vegetated areas.*

- j. *Plan residential roads and streets in accordance with local subdivision regulations, zoning ordinances and other local site planning requirements. Residential road and street pavements should be designed with minimum widths.*
  - k. *When siting and developing roads, assess and establish adequate setback distances near wetlands, waterbodies, and riparian areas to ensure protection from encroachment in the vicinity of these areas.*
3. **New Development** – *Below are examples of best management practices that could be implemented to address the new development management measure.*
- a. *Develop training and education programs and materials for those involved with the design, installation, operation, inspection, and maintenance of urban runoff facilities.*
  - b. *Where site conditions allow, reduce polluted runoff with vegetative management practices such as:*
    - 1. *Vegetated filter strips,*
    - 2. *Grassed swales, and*
    - 3. *Constructed wetlands.*
  - c. *Where site conditions allow, reduce polluted runoff with structural management practices such as:*
    - 1. *Infiltration basins or trenches,*
    - 2. *porous pavement and permeable surfaces,*
    - 3. *concrete grid pavement,*
    - 4. *extended detention ponds, and*
    - 5. *wet ponds.*
  - d. *Ensure that all urban runoff facilities are operated and maintained properly.*