

(OFFICE USE ONLY)

Application Fee: _____

Paid: _____

Date: _____

CASE # _____

MPC ACTION: _____

BOSSIER CITY-PARISH BOARD OF ADJUSTMENTS

620 Benton Rd.
Bossier City, LA 71111
Phone: 318-741-8824 Fax: 318-741-8827

VARIANCE

Commercial () Residential ()

Project Information

Address/Location: _____

Business Name: (If Applicable) _____

Legal Description (attach separate sheet if necessary)

Current Zoning: _____

Variance Request: _____

Explain in detail, why compliance with the Unified Development Code cannot be achieved. (attach separate sheets if necessary)

Type of Project: (**Check one**) New Construction: _____ Addition: _____ Existing: _____ Alteration: _____

Name, address, and interest, of every person or firm represented by the applicant in the application:

APPLICANT	Name _____ Company: _____ Address _____ City/State/Zip: _____ Phone: _____ Fax: _____ Applicant or representative must be present at the hearing to represent this case.
CONTACT PERSON	Name _____ Address _____ Company: _____ City/State/Zip _____ Phone: _____ Alternate Phone: _____ Fax: _____ Email: _____ NOTE: All forwarding mail and notice documents will be mailed to this address only.
PROPERTY OWNER	Name _____ Address _____ City/State/Zip: _____ Phone: _____

The above named property owner confirms that he or she has the means and ability to develop this proposed project or agrees to such development by the applicant.

Applicant(s) Signature

Print Name

Date

Property Owner(s) Signature

Print Name

Date

INSTRUCTIONS FOR FILING APPLICATIONS

1. Applications must be filled out completely and signed by the applicant and the property owner, and fees paid for **all** cases. The application and all required information must be submitted to the commission.
2. Site Plans: (1 copy – 11 X17)
 - a. Drawings must have north arrow and scale shown.
 - b. Drawing of tract with all dimensions.
 - c. All existing and proposed structures with dimensions of front, side, and rear yards.
 - d. All existing or proposed rights-of-way including streets, alleys, and utility easements, and curb cuts (driveways).
 - e. Building elevations, if applicable
3. Vicinity Map: Size 8 1/2" X 11" - one (1) copy
4. Legal Description/Address
5. Furnish typed list of the names and mailing addresses of all property owners within **300 feet** of the subject property. Property owner's names may be obtained from the Bossier Parish Tax Assessor's Office at the Parish Courthouse.