

Application Fee: \_\_\_\_\_

Paid: \_\_\_\_\_

Date: \_\_\_\_\_

CASE # \_\_\_\_\_

MPC ACTION: \_\_\_\_\_

# BOSSIER CITY-PARISH METROPOLITAN PLANNING COMMISSION

620 Benton Rd.

Bossier City, LA 71111

Phone: 318-741-8824 Fax: 318-741-8827

## TEMPORARY USE

### Project Information

Name of Event / Activity: \_\_\_\_\_

Name of Business: \_\_\_\_\_

Address/Location: \_\_\_\_\_

Legal Description (attach separate sheet if necessary)

Current Zoning: \_\_\_\_\_

Temporary Use Request: \_\_\_\_\_

Proposed Hours of Operation: \_\_\_\_\_

Starting Date: \_\_\_\_\_ Ending Date: \_\_\_\_\_

Present Use: \_\_\_\_\_

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

<b>APPLICANT</b>	Name _____ Company: _____ Address _____ City/State/Zip: _____ Phone: _____ Fax: _____ <b>Applicant or representative must be present at the hearing to represent this case.</b>
<b>CONTACT PERSON</b>	Name _____ Address _____ Company: _____ City/State/Zip _____ Phone: _____ Alternate Phone: _____ Fax: _____ Email: _____ <b>NOTE: All forwarding mail and notice documents will be mailed to this address only.</b>
<b>PROPERTY OWNER</b>	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 & the property owner, and appropriate fees must be paid.
2. Site Plan: Fully Dimensioned **(1 copy – 11” x 17”)**
  - a. The Site Plan should indicate the temporary use location, building, and landscaping while providing the distance, in feet from the property line.
3. Vicinity Map: Size 8 1/2” X 11” or 8 1/2” X 14” – 1 (one) copy
4. Legal Description/Street Address
5. Letter of Intent
6. Photographs of Site/Use/Building