

(OFFICE USE ONLY)

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

MISCELLANEOUS REQUEST

Commercial () Residential ()

Project Information

Address/Location: _____

Business Name: _____

Legal Description (attach separate sheet if necessary)

Current Zoning: _____

Miscellaneous Use Request: _____

Present/Last Known Use: _____

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

APPLICANT	Name _____ Company: _____ Address _____ City/State/Zip: _____ Phone: _____ Fax: _____ <p style="text-align: center; color: red;">Applicant or representative must be present at the hearing to represent this case.</p>
CONTACT PERSON	Name _____ Address _____ Company: _____ City/State/Zip _____ Phone: _____ Alternate Phone: _____ Fax: _____ Email: _____ <p style="text-align: center; color: red;">NOTE: All forwarding mail and notice documents will be mailed to this address only.</p>
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. Miscellaneous includes: On-Premise Signs, Off-Premise signs, Landscaping Variances/Waivers, Telecommunication Co-Locations etc....

NOTE: Proposed Off-Premise Signs, in addition to these requirements, must also complete the Off-Premise Devise Information Sheet to submit to the MPC. This can be found in the FORMS section at www.bossiercity.org.

3. Site Plans: **(1 copy - 11" x 17" max. size)**
 - a. Drawings must have north arrow and scale shown.
 - b. Drawing showing tract with all dimensions.
 - c. All existing (that will remain) and proposed structures with dimensions of front, side, and rear yards.
 - d. Show front setback line.
 - e. All existing or proposed rights-of-way including streets, alleys, and utility easements.
 - f. Dimensions of existing and proposed entrances and exits.
 - g. For sign review show sign dimensions, structure, location & height (both existing and proposed)
 - h. For telecommunication tower show site location, foot-print dimensions and height.
 - i. For Landscaping Variances and Waivers, illustrate request.
 - j. Any additional plans or drawings as requested by MPC Staff.
4. Vicinity Map: Size **8 1/2" X 11" or 8 1/2" X 14" - one (1) copy**
5. Legal Description
6. Letter of Explanation