



** APPLICANT OR A REPRESENTATIVE MUST BE PRESENT AT THE HEARINGS TO REPRESENT THE CASE**

APPLICATION FEE	(FOR OFFICE USE ONLY)	CASE # _____
PAID: _____	BOARD OF ADJUSTMENT	
DATE: _____	<u>APPEAL</u>	
(for Conditional Uses, except Alcohol)		
COMMERCIAL []	RESIDENTIAL []	
APPLICATION FILED _____	ACTION ON CASE	
PRELIMINARY HEARING _____	MPC _____	
PUBLIC HEARING _____	CITY/PARISH _____	

APPLICANTS' NAME _____

MAILING ADDRESS _____ PHONE _____

CITY/STATE/ZIP _____

APPLICANT IS: PROPERTY OWNER OPTION HOLDER REPRESENTATIVE

The above named applicant confirms that he or she has the means and ability to develop this proposed project: _____

Applicant's Signature

Date

1. ADDRESS OF SITE (parcel or assessment numbers will be sufficient for undeveloped property)

2. LEGAL DESCRIPTION OF PROPERTY

3. EXISTING ZONING _____

4. VARIANCE REQUEST _____

5. PRESENT USE OR LAST KNOWN USE _____

6. NAME, ADDRESS, AND INTEREST OF EVERY PERSON OR FIRM REPRESENTED BY APPLICANT IN THE APPLICATION _____

7. STARTING DATE _____ COMPLETION DATE _____

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:

Property Owner's Signature

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, (within 10 days of an MPC decision) to the Executive Director in the Planning & Zoning Office of the MPC for placement on the BOA Agenda to be heard at the next scheduled meeting.
2. Site Plans: (2 copies – 11 x17 max. size)
 - a. Drawings must have north arrow and scale shown.
 - b. Drawing of tract with all dimensions.
 - c. All existing (that will remain) 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, front, side & rear, if applicable
3. Drainage Plan (2 copies 8 1/2" x 11") or a letter from the Parish/City engineer indicating approval of the drainage plan, if applicable.
4. Vicinity Map: Size 8 1/2" X 11" - one (1) copy
5. Legal Description/Address
6. 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.
7. Detailed letter of Intent
8. Other documentation pertinent to the request.