



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

APPLICATION FEE	(FOR OFFICE USE ONLY)	CASE # _____
PAID: _____		
DATE: _____	BOARD OF ADJUSTMENT	
	<u>VARIANCE</u>	
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 to the commission.
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 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. Drainage Plan (2 copies 11 x 17 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. Letter of explanation from applicant for this request.