



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

APPLICATION FEE	(FOR OFFICE USE ONLY)	
PAID: _____		CASE # _____
DATE: _____	PLANNING COMMISSION	
	<u>AMENDED PLAT</u>	
RESIDENTIAL []	STREET DEDICATION/ABANDONMENT []	
COMMERCIAL []	SUBDIVISION []	PLANNED UNIT DEVELOPMENT []
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. LEGAL DESCRIPTION OF PROPERTY (attach separate sheet if necessary)

2. EXISTING ZONING _____

3. TOTAL ACREAGE OR SQUARE FOOTAGE _____

4. TOTAL NUMBER OF LOT(S) _____

5. PROPOSED USE/REQUEST _____

6. PRESENT OR LAST KNOWN USE _____

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

8. STARTING DATE _____ COMPLETION DATE _____

The above named property owner confirms that he/ 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 property owner, and fees must be paid for **all** cases. The application and all required information must be submitted to the commission.

2. Amended Plats: **2 copies – 11” x 17”**
 - a. Drawings must have north arrow and scale shown.
 - b. Drawing showing tract/lot(s) with all dimensions
 - c. Show surrounding lots within subdivision and /or master plan for the subdivision
 - d. Indicate lot lines to be repositioned, removed or added, including current location and proposed location clearly distinguished with dashed or solid lines
 - e. All existing or proposed rights-of-way including streets, alleys, and utility easements.

 - f. Written explanation for request to amend the plat

3. Vicinity Maps: size 8 1/2” X 11” or 8 1/2” X 14” – **1 (one) copy**

BOSSIER MPC FEE SCHEDULE
EFFECTIVE JANUARY 1, 2010

Unless otherwise provided for below, each MPC action requires a separate, individual fee.

Any application submitted after the early deadline date will be assessed a 50% late fee.

“APPLICATIONS THAT ARE CONSIDERABLY INCOMPLETE AND /OR SUBMITTED AFTER THE LATE DEADLINE WILL BE RETURNED TO THE APPLICANT AND/OR BE PLACED ON THE MPC AGENDA FOR THE NEXT MONTH.”

APPLICATION FEES

Zoning Amendments	\$500.00 for first 5 acres & 25.00 for each additional acre (Maximum \$1500.00)
Major Subdivision Plat	\$300.00 minimum & \$25.00 for each additional lot over 20.
Minor Subdivision Plat	\$200.00
Amended Plat	\$100.00
Commercial/Industrial/Multi-Family Puds	\$300.00 for first two bldgs & \$25.00 for each additional bldg.
Amended Pud	\$200.00
Off-Premise Sign Review	\$200.00
On-Premise Sign Review	\$200.00
Conditional Use Approval	
Alcohol Approvals	\$500.00
Land Use Review	\$500.00
*** with a Zoning Amendment	No Charge
Telecommunication Tower	\$500.00
Temporary Use Approvals	\$50.00
Board of Adjustment Actions	
Variances	\$300.00
Special Exception Use	\$300.00
Appeal's	\$300.00
Other MPC Actions	\$200.00
All “Special Call Meeting” Application Fees	\$1000.00 (minimum)
Copy of Master Plan (CD)	\$10.00

(Paper)	\$25.00
Copy of Case Information/Plats	\$2.50 (per page)
Zoning Compliance Letter	\$25.00
Copy of MPC Meeting Tapes	\$25.00
Certificates of Occupancy	
Home Based	\$50.00
Commercial	\$100.00

The applicant or representative must be present at all applicable meetings dates including City Council and/or Police Jury meetings.

- THE PRELIMINARY HEARING (1st meeting) WILL BE WITH THE APPLICANT ONLY!
- THE PUBLIC HEARING WILL BE ADVERTISED IN THE LEGAL JOURNAL AS REQUIRED BY LAW, AND NEARBY RESIDENTS WILL BE NOTIFIED.

CONTACT INFORMATION

MPC Phone Number: (318) 741-8824

MPC Mailing Address:

BOSSIER CITY/PARISH METROPOLITAN PLANNING COMMISSION
620 BENTON ROAD
BOSSIER CITY, LOUISIANA 71111

NOTE: FOR ALL APPLICATION DEADLINES, SEE ATTACHED SHEETS