



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

APPLICATION FEE _____	(FOR OFFICE USE ONLY)	CASE # _____
PAID: _____		
DATE: _____	PLANNING COMMISSION	
	<u>MISCELLANEOUS REQUEST</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 _____

3. EXISTING ZONING _____

4. PROPOSED MISCELLANEOUS 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. Miscellaneous includes: On-Premise Signs, Off-Premise signs, etc....
3. Site Plans: **(2 copies - 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. All existing or proposed rights-of-way including streets, alleys, and utility easements.
 - e. Dimensions of existing and proposed entrances and exits.
 - f. For sign review show sign dimensions, structure, location & height (both existing and proposed)
 - g. For telecommunication tower show site location, foot-print dimensions and height.
4. Vicinity Map: Size **8 1/2" X 11" or 8 1/2" X 14" - one (1) copy**
5. Legal Description
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.

OFF PREMISE ADVERTISING DEVICE PERMIT INFORMATION SHEET

The following information is needed to process your Off Premise Sign Review Application:

- 1) Property owner information (i.e., name, address, telephone number)

- 2) Applicant information (i.e., name, address, telephone number)

- 3) Type of Sign (i.e., single face, side-by-side, back to back, V-Type or other) _____

- 4) Color of Sign Pole _____

- 5) Type of Construction (Steel, Monopole or I-Beams, please provide a structural drawing of sign)

- 6) Type of Sign Face (i.e. Vinyl, LED, Electronic) _____

- 7) Overall Height of Sign _____

- 8) Width of Sign Face _____

- 9) Height of Sign Face _____

- 10) Square Footage of Proposed Billboard _____

- 11) Sign setback from front property line. (i.e., as measured from property line to sign face)

- 12) Sign setback from side property line. (i.e., as measured from property line to sign face)

- 13) Distance to nearest residentially zoned property (i.e., as measured from property line of residential to sign base) _____

- 14) Distance to nearest off premise billboards _____

- 15) Zoning district where sign will be located _____

- 16) Will any portion of sign be located on or projecting over a building _____

- 17) Will the proposed billboard be located within 1000 ft of the Arthur Ray Teague Parkway _____

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