

INSTRUCTIONS FOR FILING APPLICATIONS

1. Applications must be filled out completely and signed by the applicant & the property owner, and fees must be paid for **all** cases. The application and all required information must be submitted to the commission.
2. Site Plan: **(1 copy – 18”x 24”) & (2 copies – 11” x 17” max. size)**

If the project is over 3000 Sq. Ft., the Site Plan must be stamped by a professional of record.
 - 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. Required number of off-street parking spaces drawn and numbered (commercial or industrial)
 - g. Dimensions of maneuvering areas and type of paving (commercial or industrial)
 - h. Show compatibility buffers, screening walls and/or fences (multi-family, commercial or industrial)
 - i. Landscaping (multi-family, commercial or industrial)
Follow requirements outlined in the UDC Development Packet:
Indicate number & species of trees & shrubs and their location
 - j. Building Elevations: front, sides, rear
Heights (both existing and proposed)
Indicate type of exterior material (s)
Indicate dumpster location and type of masonry material
3. Drainage Plan (new construction – 1 copy) or a letter from the Parish/City Engineer indicating approval of the drainage plan
4. PUD Check List
5. Vicinity Map: Size **8 1/2” X 11” or 8 1/2” X 14” – 1 (one) copy**
Larger Maps – **1 (one) copy – 18” x 24”**
6. Legal Description of Property

METROPOLITAN PLANNING COMMISSION

PLANNED UNIT DEVELOPMENT CHECKLIST

Manufactured Housing _____ Site Built _____
Public Streets _____ Private Streets _____

<u>Requirements</u>	<u>Yes</u>	<u>No</u>
*Asphalt or Concrete Street	_____	N/A
*Curb & Gutters	_____	_____
*Sidewalks	_____	_____
*Streetlights	_____	_____
*Central Sewer	_____	_____

Typical Lot Width _____

Typical Lot Depth _____

Track Size _____

Setbacks: Front _____ Side _____ Rear _____

Common Area (in acres) _____

Off-Street Parking (quantity) _____

Density (lots per acre) _____

*All of these features are required in subdivisions in the City and Village Development areas located within the Parish as depicted by the Comprehensive Plan. However, developers have an alternative to the curb and gutter requirements on lots of (1) acre or larger in the Parish *outside* of the Village Development areas.

I, the undersigned applicant for subdivision approval, do hereby agree to comply with all subdivision regulations as defined by the Bossier City-Parish Metropolitan Planning Commission.

Signature

Date

**BOSSIER MPC FEE SCHEDULE
EFFECTIVE JANUARY 1, 2010**

Unless otherwise provided 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

**PLANNED UNIT DEVELOPMENT
SUBMITTAL DOCUMENTS**

- 1) APPLICATION**
- 2) PUD CHECKLIST**
- 3) SITE PLAN – FULLY DIMENSIONED**
- 4) LANDSCAPING PLAN**
- 5) DRAINAGE PLAN**
- 6) PARKING PLAN**
- 7) ELEVATIONS OF BUILDINGS**