



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

APPLICATION FEE _____	(FOR OFFICE USE ONLY)	
PAID: _____		CASE # _____
DATE: _____	<b>BOARD OF ADJUSTMENT</b>	
<b><u>SPECIAL EXCEPTION USE</u></b>		
<b>COMMERCIAL</b> [ ]		<b>RESIDENTIAL</b> [ ]
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. SPECIAL EXCEPTION 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 & 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 – no bigger than 11” x 17”)**
  - a. Drawings must have north arrow and scale shown.
  - b. Drawing of tract with all dimensions and required building setbacks
  - 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 driveways.
  - e. UDC required off-street parking spaces, dimensioned and numbered
  - f. Dimensions of access aisles and type of paving
  - g. Landscaping in compliance with UDC requirements
  - h. Building elevations front, side, rear and height
3. Drainage Plan **(1 copy – 11” x 17”)** or a letter from the Parish/City Engineer indicating approval of the drainage plan.
4. Vicinity Maps: Size **8 1/2” X 11” or 8 1/2” X 14” – 1 (one) 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.
7. Letter of Intent from the applicant for this request.
8. Pictures (if applicable)
9. Roof Pitch (for manufactured home applications)

## ***EFFECTIVE JANUARY 1, 2010***

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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.”***

<b>APPLICATION FEES</b>
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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.

<b>CONTACT INFORMATION</b>
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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