

Application Fee: _____

CASE # _____

Paid: _____

MPC ACTION: _____

Date: _____

BOSSIER CITY-PARISH METROPOLITAN PLANNING COMMISSION

620 Benton Rd.
Bossier City, LA 71111
Phone: 318-741-8824 Fax: 318-741-8827

CONDITIONAL USE

Alcohol ____ Master Development Plan ____ Telecommunication Tower ____ Small Cell ____ Parking ____

On-Premise Sign Review ____ Off-Premise Sign Review ____ Architectural Review ____ Landscaping ____

Other: _____

Project Information

Business Name: _____

Address(es) of subject property: (parcel or assessment number(s) will be sufficient for undeveloped property)

Application

Request: _____

Legal Description (attach separate sheet if necessary)

Current Zoning: _____

Proposed/ Hours of Operation: _____

Present or Last Known Use: _____

APPLICANT	Name _____ Company: _____ Address _____ City/State/Zip: _____ Phone: _____ Fax: _____ <p style="text-align: center; color: red; font-size: small;">Applicant or representative must be present at the hearing to represent this case.</p>
CONTACT PERSON	Name _____ Address _____ Company: _____ City/State/Zip _____ Phone: _____ Alternate Phone: _____ Fax: _____ Email: _____ <p style="text-align: center; color: red; font-size: small;">NOTE: All forwarding mail and notice documents will be mailed to this address only.</p>
PROPERTY OWNER	Name _____ Address _____ City/State/Zip: _____ Phone: _____

Applicant(s) Signature

Print Name

Date

Property Owner(s) Signature

Print Name

Date

Alcohol Application Submittal Requirements

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 for New Construction: **(1 copy – 11"x17" 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)
3. Provide a letter of Intent.
 - a. Include name and type of business
 - b. Hours of operation
 - c. Sales intent (low or high content)
 - d. Include whether this will be new construction or an existing suite or building.
 4. Floor Plan: **(1 copy – 11"x17" max. size)**
 5. Vicinity Map: Size **8 1/2" X 11" or 8 1/2" X 14" – 1 (one) copy**
 6. Legal Description
 7. 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.
 8. Provide a list of all public playgrounds, schools, bonafide churches, synagogues, public parks and public library's within a 300' radius on the proposed business that intends to sell alcohol.

Masterplan Development Submittal Requirements

The master plan shall be in sufficient detail to explain the development concept and shall include the following submittal documents.

1. Applications must be filled out completely and signed by the applicant and/or the property owner.
2. Submit Fee. (see fee schedule)
3. Masterplan: **(1 copy – 11”x17” max. size)**
 - a. Drawings must have north arrow and scale shown.
 - b. Drawing showing tract with all dimensions.
 - c. All existing or proposed rights-of-way including streets, and alleys.
 - i. Islands for dedicated subdivision signage shall also be shown.
 - d. Dimensions of existing and proposed entrances and exits.
 - e. Required number of off-street parking spaces drawn and numbered. (residential pud)
 - f. Dimensions of maneuvering areas and type of paving.
 - g. Show locations of buffers, screening walls and/or fences.
 - i. Include type and height.
4. Vicinity Map: **Size 8 1/2” X 11” or 8 1/2” X 14” – 1 (one) copy**
5. Letter of Intent.
6. Legal description of development area.
7. Provide a development phasing schedule including the sequence for each phase. Include;
 - a. Total acreage (approximate) in each phase and gross density of each phase.
 - b. Include pools, clubhouses, playgrounds, etc. that are to be installed. (if applicable)
8. Provide a letter referencing the source of water and sewer.
9. Boundary map.
10. 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 or website.
11. Supply previously approved master plan (if applicable) and show amendments and justification.

- a. Note: Amended Master Plans and PUD's – A major change to the PUD must be approved by at least 51 percent of the property owners of either the area of the lots involved in the change or within a 300' radius of the area proposed for the change.
 - i. A major change is defined as any change of the Planned Unit Development such as, but not limited to, changes in lot sizes, increases of buildable lot density, reduction of open space requirements and any changes to street standards or alignments approved as part of the Master Plan.
12. Any other documentation necessary to permit satisfactory review under the requirements of these and other applicable regulations as required by the Executive Director.

Telecommunication Tower Submittal Requirements

1. Applications must be filled out completely and signed by the applicant and/or the property owner.
2. Submit Fee. (see fee schedule)
3. Vicinity Map: **Size 8 1/2" X 11" or 8 1/2" X 14" – 1 (one) copy**
4. Letter of Intent.
5. Legal description of development area.
6. A site plan drawn to a measurable scale showing the metes and bounds and existing features of the site including existing structures, roads, trees, and other significant natural features.
7. A map identifying the applicant's existing telecommunications facilities within the MPC jurisdiction.
 - a. The map shall include an illustration of the estimated coverage area for all existing and proposed antenna sites for the applicant and/or service provider.
8. A letter to the Executive Director stating that the system, including the antennas and associated equipment, conforms to the radiofrequency radiation emission standards adopted by the FCC.
9. If warranted by the project (as determined by the MPC), the applicant may also be asked to provide:
 - a. A letter explaining the site selection process including information about other sites that were considered and reasons for their rejection. In addition, carriers may be asked to demonstrate that facilities have been designed to attain the minimum height required from a technological standpoint for the proposed site.
 - b. Visual impact demonstrations using photo-simulations, story poles, elevations or other visual or graphic illustrations to determine potential visual impact including proper coloration and blending of the facility with the proposed site (number of copies, if applicable, to be determined by the Executive Director).
 - c. A landscape plan that shows existing vegetation, indicating any vegetation proposed for removal, and identifying proposed planting by type, size, and location.

Small Cell Submittal Requirements

(TBD)

Parking Submittal Requirements

1. Applications must be filled out completely and signed by the applicant and/or the property owner.
2. Submit Fee. (see fee schedule)
3. Site Plans (**1 copy – 11"x17" 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.
 - g. Dimensions of maneuvering areas and type of paving.
 - h. Show compatibility buffers, screening walls and/or fences.
 - i. Include fully dimensioned color building elevations (front, sides and rear)
 - j. show all required landscaping
4. Provide a letter of Intent.
 - a. Include name and type of business.
 - b. Hours of operation.
 - c. Include whether this will be new construction or an existing suite or building.
 - d. Explain the need for the parking reduction or waiver.
5. Vicinity Map: Size **8 1/2" X 11" or 8 1/2" X 14" – 1 (one) copy**
 6. Legal Description
 7. 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 or website.

On-Premise Sign Review Submittal Requirements

1. Applications must be filled out completely and signed by the applicant and/or the property owner.
2. Submit Fee. (see fee schedule)
3. Vicinity Map: **Size 8 1/2" X 11" or 8 1/2" X 14" – 1 (one) copy**
4. Letter of Intent.
 - a. Explain, in detail, the need for on-premise sign review.
5. Site Plans: **(1 copy – 11"x17" 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, and curb cuts (driveways).
 - e. Identity sign location with dimensions from the property lines.
6. Sign elevations – fully dimensioned
7. Vicinity Map: **Size 8 1/2" X 11" or 8 1/2" X 14" – 1 (one) copy**
8. Legal Description
9. 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 or website.

Off-Premise Sign Submittal Requirements

1. Applications must be filled out completely and signed by the applicant and/or the property owner.
2. Submit Fee. (see fee schedule)
3. Vicinity Map: **Size 8 1/2" X 11" or 8 1/2" X 14" – 1 (one) copy**
4. Letter of Intent.
 - a. Explain, in detail, the needs for off-premise sign review.
 - b. Include credits available for use.
5. Site Plans: **(1 copy – 11"x17" max. size)**
 - c. Drawings must have north arrow and scale shown.
 - d. Drawing showing tract with all dimensions.
 - e. All existing (that will remain) and proposed structures with dimensions of front, side, and rear yards.
 - f. All existing or proposed rights-of-way including streets, alleys, and utility easements, and curb cuts (driveways).
 - g. Identify sign location with dimensions from the property lines.
6. Sign elevations – fully dimensioned
7. Vicinity Map: **Size 8 1/2" X 11" or 8 1/2" X 14" – 1 (one) copy**
8. Legal Description
9. 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 or website.

Architectural Review Submittal Requirements

1. Applications must be filled out completely and signed by the applicant and/or the property owner.
2. Submit Fee. (see fee schedule)
3. Site Plans (**1 copy – 11"x17" 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.
 - g. Dimensions of maneuvering areas and type of paving.
 - h. Show compatibility buffers, screening walls and/or fences.
 - i. Include fully dimensioned color building elevations (front, sides and rear)
 - j. show all required landscaping
4. Provide a letter of Intent.
 - e. Include name and type of business.
 - f. Hours of operation.
 - g. Include whether this will be new construction or an existing suite or building.
 - h. Explain the need for architectural review.
 5. Vicinity Map: Size **8 1/2" X 11" or 8 1/2" X 14" – 1 (one) copy**
 6. Legal Description
 7. 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 or website.

Landscaping Submittal Requirements

1. Applications must be filled out completely and signed by the applicant and/or the property owner.
2. Submit Fee. (see fee schedule)
3. Site Plans (**1 copy – 11"x17" 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.
 - g. Dimensions of maneuvering areas and type of paving.
 - h. Show compatibility buffers, screening walls and/or fences.
 - i. Include fully dimensioned color building elevations (front, sides and rear)
 - j. show all required landscaping
4. Provide a letter of Intent.
 - i. Include name and type of business.
 - j. Hours of operation.
 - k. Include whether this will be new construction or an existing suite or building.
 - l. Explain the need for landscaping reduction or waiver.
 5. Vicinity Map: Size **8 1/2" X 11" or 8 1/2" X 14" – 1 (one) copy**
 6. Legal Description
 7. 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 or website.