

Application Fee: _____

Paid: _____

Date: _____

MPC ACTION: _____

BOSSIER CITY-PARISH METROPOLITAN PLANNING COMMISSION

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

PLANNED UNIT DEVELOPEMENT

Residential _____ Commercial _____

Project Information

Business or Subdivision Name/Title: _____

Legal Description (attach separate sheet if necessary)

Current Zoning: _____

Total Acreage: _____

Total Number of Buildings: _____

Proposed Use Request: _____

Present or Last Known Use: _____

Name, address, and interest, of every person or firm represented by the applicant in the application:

| | |
|----------------|---|
| APPLICANT | Name _____ Company: _____ Address _____ City/State/Zip: _____ Phone: _____ Fax: _____ Applicant or representative must be present at the hearing to represent this case. |
| CONTACT PERSON | Name _____ Address _____ Company: _____ City/State/Zip _____ Phone: _____ Alternate Phone: _____ Fax: _____ Email: _____ NOTE: All forwarding mail and notice documents will be mailed to this address only. |
| PROPERTY OWNER | Name _____ Address _____ City/State/Zip: _____ Phone: _____ |

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.

Applicant(s) Signature

Print Name

Date

Property Owner(s) Signature

Print Name

Date

INSTRUCTIONS FOR FILING APPLICATIONS

1. Applications must be filled out completely and signed by the applicant & the property owner.
2. Submit fee. (see latest adopted fee schedule)
3. Site Plan: **(1 copy – 18”x 24”) & (1 copy – 11” x 17”)**

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.
4. Parking Plan: Show required number of off-street parking spaces drawn and numbered.
 - a) Show dimensions of maneuvering areas and type of paving
 - b) Dimension parking spaces
 5. Landscaping: (multi-family, commercial or industrial)
Follow requirements outlined in Article 13 of the Unified Development Code.
 - a) Indicate number & species of trees & shrubs and their location.
 - b) Show compatibility buffers if applicable, screening walls and/or fences.
 - i. Include height of fence/wall
 - ii. Include type of fence/wall
 6. Color Building Elevations: front, sides, rear
 - a) Indicate Height
 - b) Indicate type of exterior material(s)
 7. Dumpster: Include dumpster elevation
 - a) show dumpster location on the site plan
 - b) Height
 - i. Note: Dumpster enclosure must be two (2) feet taller than the dumpster but not taller than ten (10) feet.
 - c) Indicate type of masonry material and color
 - d) Indicate gate materials
 8. Exterior Lighting Plan: (new construction – 1 copy – 11” x 17” & 18” x 24” max. size) An outdoor lighting plan must be submitted whenever outdoor lighting is to be installed.
 - a) Scale drawing of the site with all outdoor lighting fixture locations identified

- b) Include lamp type and size
 - c) Include light pole and fixture elevation
 - d) Include photometric plan
9. Drainage Plan: (new construction – 1 copy - 11” x 17” max. size) or a letter from the Parish/City Engineer indicating approval of the drainage plan
 10. Vicinity Map: Size **8 1/2” X 11” or 8 1/2” X 14” – 1 (one) copy**
 11. Provide a typed list of property owners within 300 feet of subject property
 12. Levee Board Approval: Submit letter of approval from the Levee Board if the property is adjacent to a Levee Board Easement or Control Area.
 13. Louisiana Department of Transportation (LA DOT): If access is located on a State Road, a “Request for Revaluation Permit” must be **submitted and approved** by LADOT. Submit a copy of the approval letter.