

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

AMENDED PLAN UNIT DEVELOPMENT (PUD)

Residential _____ Commercial _____

Project Information

Business or Subdivision Name/Title: _____

Legal Description (attach separate sheet if necessary)

Current Zoning: _____

Total Acreage: _____

Total Number of Buildings: _____

Amendment Request: _____

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, 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”) & (1 copy – 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 - 11” x 17” max. size**) 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
 5. 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 online at www.bossierparishassessor.org.

**AMENDED PLANNED UNIT DEVELOPMENT
SUBMITTAL DOCUMENTS**

- 1) APPLICATION
- 2) PUD CHECKLIST
- 3) PROPOSED (NEW) SITE PLAN – FULLY DIMENSIONED
- 4) ORIGINAL SITE PLAN
- 5) LANDSCAPING PLAN
- 6) DRAINAGE PLAN
- 7) PARKING PLAN
- 8) ELEVATIONS OF BUILDINGS
- 9) PHOTOMETRIC PLAN (IF APPLICABLE)
- 10) LEVEE BOARD – NOTIFICATION DENOTING IMPACT OF DEVELOPMENT TO LEVEE (IF APPLICABLE)

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