

(OFFICE USE ONLY)

CASE # \_\_\_\_\_

Application Fee: \_\_\_\_\_

MPC ACTION: \_\_\_\_\_

Paid: \_\_\_\_\_

Date: \_\_\_\_\_

# BOSSIER CITY-PARISH BOARD OF ADJUSTMENTS

620 Benton Rd.

Bossier City, LA 71111

Phone: 318-741-8824 Fax: 318-741-8827

## BOARD OF ADJUSTMENT ACTION REQUEST

Special Exception Use \_\_\_\_\_ Variance \_\_\_\_\_ Appeals \_\_\_\_\_

### Project Information

Address/Location: \_\_\_\_\_

Business Name: (If applicable) \_\_\_\_\_

Legal Description (attach separate sheet if necessary)  
\_\_\_\_\_  
\_\_\_\_\_

Current Zoning: \_\_\_\_\_

BOA Request: \_\_\_\_\_

Present/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: _____ <p style="text-align: center; color: red;">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;">NOTE: All forwarding mail and notice documents will be mailed to this address only.</p>
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 paid for **all** cases. The application and all required information must be submitted to the commission.
2. Site Plan: **(1 copy – 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. Building elevations (all sides, to include height)
3. Vicinity Maps: Size **8 1/2” X 11” or 8 1/2” X 14” – 1 (one) copy**
4. Legal Description
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 at the Parish Courthouse.
6. Letter of Explanation
7. Photos (if applicable)
8. Carport Cover Applications
  - a) submit list of building materials.
  - b) submit photos of “like” carport covers in the neighborhood and/or near vicinity.
9. Manufactured/ Modular Home Applications
  - a) submit photos of front, side and rear of the home.
  - b) submit roof pitch