

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

OFF PREMISE SIGN REVIEW

Project Information

Name of Company or Business: _____

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

Legal Description (attach separate sheet if necessary)

Current Zoning: _____

Off Premise Sign Use Request: _____

Proposed/ Hours of Operation: _____

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 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: **(1 copy - 18"x24") & (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. Building elevations, front, side, & rear, including type of exterior materials
 - f. Landscaping Plan indicating species of trees & shrubs and their location on the site, including compatibility buffers in compliance with the UDC.
 - g. Indicate location of parking spaces, dimensioned and numbered as required by the UDC

3. Vicinity Map: 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 Intent