

(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

SPECIAL EXCEPTION USE

Commercial () Residential ()

Project Information

Address/Location: _____

Business Name: (If applicable) _____

Legal Description (attach separate sheet if necessary) _____

Current Zoning: _____

Special Exception Use 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: _____ <i>Applicant or representative must be present at the hearing to represent this case.</i>
CONTACT PERSON	Name _____ Address _____ Company: _____ City/State/Zip _____ Phone: _____ Alternate Phone: _____ Fax: _____ Email: _____ <i>NOTE: All forwarding mail and notice documents will be mailed to this address only.</i>
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. Landscaping in compliance with UDC requirements
 - h. Building elevations front, side, rear and 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. Roof Pitch (for manufactured/modular home applications)

Bossier MPC Fee Schedule

Effective January 1, 2010

Unless otherwise provided below, each MPC action requires a separate individual fee.

Any application submitted after the early deadline date will be assessed a **50%** late fee.

"APPLICATIONS THAT ARE CONSIDERABLY INCOMPLETE AND /OR SUBMITTED AFTER THE LATE DEADLINE WILL BE RETURNED TO THE APPLICANT AND/OR BE PLACED ON THE MPC AGENDA FOR THE NEXT MONTH."

APPLICATION FEES

Zoning Amendments	\$500.00 for first 5 acres & 25.00 for each additional acre (Maximum\$1500.00)
Major Subdivision Plat	\$300.00 minimum & \$25.00 for each additional lot over 20.
Minor Subdivision Plat	\$200.00
Amended Plat	\$100.00
Commercial/Industrial/Multi-Family Puds	\$300.00 for first two bldgs \$25.00 for each additional bldg.
Amended Pud	\$200.00
Off-Premise Sign Review	\$200.00
On-Premise Sign Review	\$200.00
Conditional Use Approval	
Alcohol Approvals	\$500.00
Land Use Review	\$500.00
*** with a Zoning Amendment	No Charge
Telecommunication Tower	\$500.00
Temporary Use Approvals	\$50.00
Board of Adjustment Actions	
Variances	\$300.00
Special Exception Use	\$300.00
Appeal's	\$300.00
Other MPC Actions	\$200.00
"Special Call Meeting" Application Fee	\$1000.00 (minimum

Copy of Master Plan (CD)	\$10.00
(Paper)	\$25.00
Copy of Case Information/Plats	\$2.50 (per page)
Zoning Compliance Letter	\$25.00
Copy of MPC Meeting Tapes	\$25.00
Certificates of Occupancy	
Home Based	\$50.00
Commercial (City)	\$100.00
Commercial (Parish)	\$50.00
Dual Occupancy	\$50.00

The applicant or representative must be present at all applicable meetings dates including City Council and/or Police Jury meetings.

- THE PRELIMINARY HEARING (1st meeting) WILL BE WITH THE APPLICANT ONLY!
- THE PUBLIC HEARING WILL BE ADVERTISED IN THE LEGAL JOURNAL AS REQUIRED BY LAW, AND NEARBY RESIDENTS WILL BE NOTIFIED.

CONTACT INFORMATION

MPC Phone Number: (318) 741-8824

MPC Fax Number: (318) 741-8827

MPC Mailing Address:

BOSSIER CITY/PARISH METROPOLITAN PLANNING COMMISSION
620 BENTON ROAD
BOSSIER CITY, LOUISIANA 71111