

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

**CONDITIONAL USE - ALCOHOL**

Project Information

Business Name: \_\_\_\_\_

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

Type of Business: **(Circle one)** Restaurant Bar/Lounge Brewpub Liquor Store Other: \_\_\_\_\_

Alcohol Request: **(Check all that apply)** Beer \_\_\_\_\_ Wine \_\_\_\_\_ Liquor \_\_\_\_\_

Consumption shall be **(circle one)** On-Premise Consumption or Off-Premise Consumption

Legal Description (attach separate sheet if necessary)

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

Proposed/ Hours of Operation: \_\_\_\_\_

Present or Last Known Use: \_\_\_\_\_

<b>APPLICANT</b>	Name _____
	Company: _____
	Address _____
	City/State/Zip: _____
	Phone: _____ Fax: _____
<b>Applicant or representative must be present at the hearing to represent this case.</b>	
<b>CONTACT PERSON</b>	Name _____
	Address _____
	Company: _____
	City/State/Zip _____ Phone: _____
	Alternate Phone: _____ Fax: _____
<b>NOTE: All forwarding mail and notice documents will be mailed to this address only.</b>	
<b>PROPERTY OWNER</b>	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 copies – 11"x17" 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)
  
3. Floor Plan: **(1 copies – 11"x17" max. size)**
  
4. Vicinity Map: Size **8 1/2" X 11" or 8 1/2" X 14" – 1 (one) copy**
  
5. Legal Description
  
6. 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.

## Bossier MPC Fee Schedule

### Effective January 1, 2010

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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."**

<b>APPLICATION FEES</b>
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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.

<b>CONTACT INFORMATION</b>
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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