

(OFFICE USE ONLY)

Application Fee: _____

Paid: _____

Date: _____

CASE # _____

MPC ACTION: _____

BOSSIER CITY-PARISH METROPOLITAN PLANNING COMMISSION

620 Benton Rd.
Bossier City, LA 71111
Phone: 318-741-8824 Fax: 318-741-8827

MINOR PLAT

Residential _____ Subdivision _____ Commercial _____ Street Dedication/
Abandonment _____ Planned Unit Development _____

Project Information

Subdivision Name/Title: _____

Legal Description (attach separate sheet if necessary)

Current Zoning: _____

Total Acreage: _____

Total Number of Proposed Lots: _____

Plat Request: _____

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 property owner, and fees must be paid for **all** cases. The application and all required information must be submitted to the commission.

2. Minor Plats (2 lots or fewer): **2 copies – 11” x 17”**
 - a. Drawings must have north arrow and scale shown.
 - b. Drawing shows tract/lot(s) with all dimensions, and building setback lines.
 - c. Indicate adjacent property with tract and/or lot numbers
 - d. Indicate proposed lot lines, including location within a larger tract, if applicable
 - e. All existing or proposed rights-of-way including streets, alleys, and utility easements.
 - f. Written explanation for request
 - g. Signature lines for Professional Engineer, City or Parish Engineer, MPC, and Mayor.

3. Vicinity Maps: size 8 1/2” X 11” or 8 1/2” X 14” – **1 (one) copy**

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