



**\*\* APPLICANT OR A REPRESENTATIVE MUST BE PRESENT AT THE HEARINGS TO REPRESENT THE CASE\*\***

APPLICATION FEE _____	(FOR OFFICE USE ONLY)
PAID: _____	CASE _____
DATE: _____	<b>PLANNING COMMISSION</b>
<b><u>PLANNED UNIT DEVELOPMENT</u></b>	
<b>RESIDENTIAL { }</b>	<b>COMMERCIAL { }</b>
APPLICATION FILED _____	ACTION ON CASE _____
PRELIMINARY HEARING _____	MPC _____
PUBLIC HEARING _____	CITY/PARISH _____

APPLICANTS' NAME \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_ PHONE \_\_\_\_\_

CITY/STATE/ZIP \_\_\_\_\_

APPLICANT IS:    PROPERTY OWNER    OPTION HOLDER    REPRESENTATIVE

**The above named applicant confirms that he or she has the means and ability to develop this proposed project:** \_\_\_\_\_

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

1. ADDRESS OF SITE (parcel or assessment numbers will be sufficient for undeveloped property)

\_\_\_\_\_

2. LEGAL DESCRIPTION OF PROPERTY

\_\_\_\_\_

3. EXISTING ZONING \_\_\_\_\_

4. PROPOSED USE/REQUEST \_\_\_\_\_

\_\_\_\_\_

5. PROPOSED HOURS OF OPERATION \_\_\_\_\_

6. PRESENT OR LAST KNOWN USE \_\_\_\_\_

\_\_\_\_\_

7. NAME, ADDRESS, AND INTEREST OF EVERY PERSON OR FIRM REPRESENTED BY APPLICANT IN THE APPLICATION \_\_\_\_\_

\_\_\_\_\_

8. STARTING DATE \_\_\_\_\_ COMPLETION DATE \_\_\_\_\_

**The above named property owner confirms that he/ she has the means and ability to develop this proposed project or agrees to such development by the applicant:**

\_\_\_\_\_  
Property Owner's Signature

\_\_\_\_\_  
Date

## INSTRUCTIONS FOR FILING APPLICATIONS

1. Applications must be filled out completely and signed by the applicant & the property owner, and fees must be paid for **all** cases. The application and all required information must be submitted to the commission.
2. Site Plan: **(1 copy – 18”x 24”) & (2 copies – 11” x 17” 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)
  - i. Landscaping (multi-family, commercial or industrial)  
Follow requirements outlined in the UDC Development Packet:  
Indicate number & species of trees & shrubs and their location
  - j. Building Elevations: front, sides, rear  
Heights (both existing and proposed)  
Indicate type of exterior material (s)  
Indicate dumpster location and type of masonry material
3. Drainage Plan (new construction – 1 copy) or a letter from the Parish/City Engineer indicating approval of the drainage plan
4. PUD Check List
5. Vicinity Map: Size **8 1/2” X 11” or 8 1/2” X 14” – 1 (one) copy**  
Larger Maps – **1 (one) copy – 18” x 24”**
6. Legal Description of Property

## **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.”**

<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
All “Special Call Meeting” Application Fees	\$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	\$100.00

**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 Mailing Address:

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

NOTE: FOR ALL APPLICATION DEADLINES, SEE ATTACHED SHEETS

**PLANNED UNIT DEVELOPMENT  
SUBMITTAL DOCUMENTS**

- 1) APPLICATION**
- 2) PUD CHECKLIST**
- 3) SITE PLAN – FULLY DIMENSIONED**
- 4) LANDSCAPING PLAN**
- 5) DRAINAGE PLAN**
- 6) PARKING PLAN**
- 7) ELEVATIONS OF BUILDINGS**