



**\*\* 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>PRELIMINARY PLAT</u></b>	
RESIDENTIAL [ ]	STREET DEDICATION/ABANDONMENT [ ]	
COMMERCIAL [ ]	SUBDIVISION [ ]	PLANNED UNIT DEVELOPMENT [ ]
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. LEGAL DESCRIPTION OF PROPERTY (attach separate sheet if necessary)  
\_\_\_\_\_
2. EXISTING ZONING \_\_\_\_\_
3. TOTAL ACREAGE OR SQUARE FOOTAGE \_\_\_\_\_
4. TOTAL NUMBER OF LOTS \_\_\_\_\_
5. PROPOSED USE/REQUEST \_\_\_\_\_
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 and property owner, and fees must be paid for **all** cases. The application and all required information must be submitted to the commission.
2. Preliminary Plats: **(1 copy – 18” x 24”) & (2 copies – 11” x 17”)**
  - a. Drawings must have north arrow and scale shown.
  - b. Drawing showing tract/lot(s) with all dimensions, including building setbacks
  - c. All existing or proposed rights-of-way including streets, alleys, and utility easements.
3. Contour Map showing drainage
4. Vicinity Maps: size 8 1/2” X 11” or 8 1/2” X 14” – **1 (one) copy**
5. Typed list of adjoining property owners including names and addresses. Property owner’s names may be obtained from the Bossier Parish Tax Assessor’s Office at the Parish Courthouse or the satellite office on Benton Road next to the Chamber of Commerce building.
6. Copy of Subdivision Covenants
7. A completed MPC Checklist (available in MPC office) and signed by the applicant must be submitted with Planned Unit Development and Subdivision Plat applications.
8. **Final Plat (original) with all revisions and signatures must be submitted to MPC Office before the deadline for the Final Plat Hearing. A DWG file must also be submitted to the MPC at this time. It can be submitted by email or on some form of digital storage.**

# SUBDIVISION APPROVAL SUBMITTAL DOCUMENTS

- 1) APPLICATION
- 2) PLAT
- 3) COVENANTS
- 4) DRAINAGE PLAN
- 5) SUBDIVISION CHECKLIST
- 6) PARISH - NOTIFICATION TO SCHOOL BOARD OF DEVELOPMENT PLANS
- 7) PARISH – FIRE DISTRICT LETTER NOTING IMPACT OF DEVELOPMENT
- 8) LIST OF ADJACENT PROPERTY OWNERS

# PLANNED UNIT DEVELOPMENT (PUD) SUBMITTAL DOCUMENTS

- 1) APPLICATION
- 2) IF RESIDENTIAL – SAME DOCUMENTATION AS SUBDIVISION  
PLATS
- 3) IF COMMERCIAL
  - a. APPLICATION
  - b. SITE PLAN-FULLY DIMENSIONED
  - c. DRAINAGE PLAN
  - d. BUILDING ELEVATIONS
  - e. LANDSCAPING PLAN
- 4) PUD CHECKLIST
- 5) LIST OF ADJACENT PROPERTY OWNERS

# METROPOLITAN PLANNING COMMISSION

## SUBDIVISION DEVELOPMENT CHECKLIST

Commercial	_____	Residential	_____
Manufactured Housing	_____	Site Built	_____
Public Streets	_____	Private Streets	_____

	Yes	No
*Asphalt or Concrete Street	_____	N/A
*Curb & Gutters	_____	_____
**Open Ditch Drainage	_____	_____
*Sidewalks	_____	_____
*Streetlights	_____	_____
*Central Sewer	_____	_____

<u>Utilities</u>	<u>City</u>	<u>Private</u>
*Water Supply	_____	_____
*Sewer Supply	_____	_____

\*All of these features are required in subdivisions in the City and Village Development areas located within the Parish as depicted by the Comprehensive Plan. However, developers have an alternative to the curb and gutter requirements on lots of (1) acre or larger in the Parish *outside* of the Village Development areas.

**I, the undersigned applicant for subdivision approval, do hereby agree to comply with all subdivision regulations as defined by the Bossier City- Parish Metropolitan Planning Commission.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# METROPOLITAN PLANNING COMMISSION

## PLANNED UNIT DEVELOPMENT CHECKLIST

Manufactured Housing \_\_\_\_\_ Site Built \_\_\_\_\_  
Public Streets \_\_\_\_\_ Private Streets \_\_\_\_\_

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<u>Requirements</u>	<u>Yes</u>	<u>No</u>
*Asphalt or Concrete Street	_____	N/A
*Curb & Gutters	_____	_____
*Sidewalks	_____	_____
*Streetlights	_____	_____
*Central Sewer	_____	_____

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Typical Lot Width \_\_\_\_\_

Typical Lot Depth \_\_\_\_\_

Track Size \_\_\_\_\_

Setbacks: Front \_\_\_\_\_ Side \_\_\_\_\_ Rear \_\_\_\_\_

Common Area (in acres) \_\_\_\_\_

Off-Street Parking (quantity) \_\_\_\_\_

Density (lots per acre) \_\_\_\_\_

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**I, the undersigned applicant for subdivision approval, do hereby agree to comply with all subdivision regulations as defined by the Bossier City-Parish Metropolitan Planning Commission.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# Bossier Parish Communications District

## Street Name Verification Approval

Under the guidelines for Bossier Parish addressing plan, all new street names must be verified by this office to avoid duplication. Street names requested shall be listed below and submitted to the Bossier Parish Communications District for review.

Submission for approval may be made by mail, e-mail, fax or in office.

Requesting Contact Name and Agency:

Name \_\_\_\_\_

Agency \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_

Fax Number \_\_\_\_\_

New Street Names requested:

_____	Approved	Denied
_____	Approved	Denied
_____	Approved	Denied
_____	Approved	Denied

\_\_\_\_\_  
Signature

Bossier Parish Communications Administrative

Mail: P.O. Box 847, Benton, LA 71006

E-mail: [jwgould@bellsouth.net](mailto:jwgould@bellsouth.net) or [kbeard@bellsouth.net](mailto:kbeard@bellsouth.net)

Fax: (318) 965-2922

Office: 4601 Palmetto Rd., Benton, LA 71006

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**BOSSIER MPC FEE SCHEDULE**  
**EFFECTIVE JANUARY 1, 2010**

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Unless otherwise provided for 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