

(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

PRELIMINARY 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 Lots: _____

Proposed Use 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. Preliminary Plats: **(1 copy – 18” x 24”) & (1 copy – 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.
 - d. Include adjacent property owners
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 applicable Final Plat Hearing.**

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
- 9) BOSSIER PARISH COMMUNICATIONS DISTRICT – STREET NAME VERIFICATION APPROVAL (IF APPLICABLE)

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
- 6) BOSSIER PARISH COMMUNICATIONS DISTRICT – STREET NAME
VERIFICATION APPROVAL (IF APPLICABLE)

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 _____

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

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 or kbeard@bellsouth.net

Fax: (318) 965-2922

Office: 4601 Palmetto Rd., Benton, LA 71006

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