

**(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

**TEMPORARY USE**

Project Information

Name of Event /Activity: \_\_\_\_\_

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

Address/Location: \_\_\_\_\_

Legal Description (attach separate sheet if necessary)

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

Temporary Use Request: \_\_\_\_\_

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

Starting Date: \_\_\_\_\_ Ending Date: \_\_\_\_\_

Present Use: \_\_\_\_\_

Name, address, and interest, of every person or firm represented by the applicant in the application:

<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: _____ Email: _____ <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 & the property owner, and appropriate fees must be paid.
2. Site Plan: Fully Dimensioned **(1 copy – 11” x 17”)**
  - a. The Site Plan should indicate the temporary use location, building, and landscaping while providing the distance, in feet from the property line.
3. Vicinity Map: Size 8 1/2” X 11” or 8 1/2” X 14” – 1 (one) copy
4. Legal Description/Street Address
5. Letter of Intent
6. Photographs of Site/Use/Building

## 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>
-------------------------

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>
----------------------------

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