

Miscellaneous Use (Conditional Use) Submittal Documents

1. Completed Property Owner Certification with required submittal documents.
2. Site Plan - 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.
 - g. Dimensions of maneuvering areas and type of paving.
 - h. Show compatibility buffers, screening walls and/or fences.
 - i. Include fully dimensioned color building elevations (front, sides and rear)
 - j. Show all required landscaping
3. Provide a letter of explanation
4. Vicinity Map
5. Legal Description
6. Furnish typed list of the names and mailing addresses of all property owners within **300 feet** of the subject property. Property owner's names may be obtained from the Bossier Parish Tax Assessor's Office or website.
7. Provide any other documentation as required by staff.
8. Application Fee. (see Bossier City – Parish MPC fee schedule)
 - a. An invoice will be forwarded to the applicant.