



Off-Premise Sign Review Submittal Documents

1. Completed Property Owner Certification with required submittal documents.
2. Site Plan
 - 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, and curb cuts (driveways).
 - e. Identity sign location with dimensions from the property lines
3. Provide a letter of Intent
 - a. Explain, in detail, the needs for the off-premise sign review
 - b. Include credits available for use. (if applicable)
4. Off Premise Sign Request
 - a. Include height
 - b. Include number of faces
 - c. Explain if static or LED
5. Off Premise Sign elevation – fully dimensioned
6. Vicinity Map
7. Legal Description
8. 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 at the Parish Courthouse.
9. Application Fee. (see Bossier City – Parish MPC fee schedule)
 - a. An invoice will be forwarded to the applicant.