

On-Premise Sign Review Submittal Documents

1. Completed Property Owner Certification with required submittal documents.
2. Vicinity Map
3. Letter of Intent.
 - a. Explain, in detail, the need for on-premise sign review.
4. On-Premise Sign Review Request
 - b. Describe the sign
 - c. Total number of on premise signs
 - d. Dimensions of the requested sign
 - e. Static or Digital
5. Site Plan
 - a. Drawing 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, utility easements, and curb cuts (driveways).
 - e. Identify sign location with dimensions from the property lines.
6. Sign elevations – fully dimensioned
7. Vicinity Map
8. Legal Description
9. 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.
10. Application Fee. (see Bossier City – Parish MPC fee schedule)
 - a. An invoice will be forwarded to the applicant.