



Temporary Use Submittal Documents

1. Completed Property Owner Certification with required submittal documents.
2. Site Plan: Fully Dimensioned
 - a. Drawings must have north arrow and scale shown.
 - b. All proposed structures with dimensions of front, side, and rear yards.
 - c. Dimensions of existing and proposed entrances and exits.
 - d. Dimensions of maneuvering areas and type of paving (commercial or industrial)
3. Vicinity Map
4. Legal Description/Street Address
5. Letter of Intent
6. Photographs of Site/Use/Building
7. 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 online at www.bossierparishassessor.org.
8. Application Fee. (see Bossier City – Parish MPC fee schedule)
 - a. An invoice will be forwarded to the applicant.