



Zoning Amendment Submittal Checklist

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 (commercial or industrial)
 - g. Dimensions of maneuvering areas and type of paving (commercial or industrial)
 - h. Show compatibility buffers, screening walls and/or fences (multi-family, commercial or industrial)
 - i. Landscaping (multi-family, commercial or industrial)
Follow requirements outlined in the UDC Development Packet:
Indicate number & species of trees & shrubs and their location
3. Building Elevations: front, sides, rear (color)
 - a. Height (both existing and proposed)
 - b. Floor Plan
 - c. Indicate type of exterior material(s)
 - d. Indicate dumpster location, type of masonry material and height
4. Drainage Plan or a letter from the Parish/City Engineer indicating approval of the drainage plan.
5. Vicinity Map
6. Metes & Bounds Legal Description of the property.
7. Furnish a **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. Letter of Intent – The applicant shall submit a written statement of the nature and reason for the amendment.
9. Development Schedule: Submit a development schedule of the proposal.

10. Application Fee. (see Bossier City – Parish MPC fee schedule)
 - a. An invoice will be forwarded to the applicant.