

Alcohol Submittal Documents

1. Completed Property Owner Certification with required submittal documents.
2. Site Plan for New Construction: *(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)
3. Provide a letter of Intent
 - a. Include name and type of business
 - b. Hours of operation
 - c. Sales intent (low or high content)
 - d. Include whether this will be new construction or an existing suite or building.
4. Floor Plan
5. Vicinity Map
6. Legal Description
7. Color photos of location (identify front, sides and rear)
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. Provide a list of **ALL** public playgrounds, schools, bonafide churches, synagogues, public parks and public library's within a 300' radius of the proposed business that intends to sell alcohol.
10. Application Fee. (see Bossier City – Parish MPC fee schedule)
 - a. An invoice will be forwarded to the applicant.