



Amended/Minor Subdivision Submittal Documents

1. Completed Property Owner Certification with required submittal documents.
2. Amended/minor plats shall be drawn to a scale no smaller than 1 inch equals 100 feet.
 - a. Drawings must have north arrow and scale shown.
 - b. Drawing shows tract/lot(s) with all dimensions, and building setback lines.
 - c. Indicate adjacent property with tract and/or lot numbers
 - d. Indicate proposed lot lines, including location within a larger tract, if applicable
 - e. All existing or proposed rights-of-way including streets, alleys, and utility easements.
 - f. Signature lines for Professional Engineer, City or Parish Engineer, MPC, and Mayor if applicable.
3. Letter of intent
4. Vicinity Map
5. Typed list of **adjacent property** owners including names and addresses. Property owner's names may be obtained from the Bossier Parish Tax Assessor's Office or online at www.bossierparishassessor.org.
6. Application Fee. (see Bossier City – Parish MPC fee schedule)
 - a. An invoice will be forwarded to the applicant.