

## Amended Masterplan Submittal Requirements

The masterplan shall be in sufficient detail to explain the development concept and shall include the following submittal documents.

1. Completed Property Owner Certification with required submittal documents.
2. Completed application
3. Amended Masterplan – fully dimensioned
  - a. Drawings must have north arrow and scale shown.
  - b. All existing or proposed rights-of-way including streets, and alleys.
    - i. Islands for dedicated subdivision signage shall also be shown.
  - c. Dimensions of existing and proposed entrances and exits.
  - d. Required number of off-street parking spaces drawn and numbered. (residential pud)
  - e. Dimensions of maneuvering areas and type of paving.
  - f. Show locations of buffers, screening walls and/or fences.
    - i. Include type and height.
  - g. Highlight amendments.
4. Vicinity Map
5. Letter of Intent
6. Legal description of development area
7. Provide a development phasing schedule including the sequence for each phase to include;
  - a. Total acreage (approximate) in each phase and gross density of each phase.
  - b. Include pools, clubhouses, playgrounds, etc. that are to be installed. (if applicable)
8. Provide a letter referencing the source of water and sewer.
9. Boundary map
10. 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.
11. Supply previously approved master plan and show amendments and justification.

- a. Note: Amended Master Plans and PUD's – A major change to the PUD must be approved by at least 51 percent of the property owners of either the area of the lots involved in the change or within a 300' radius of the area proposed for the change.
  - i. A major change is defined as any change of the Planned Unit Development such as, but not limited to, changes in lot sizes, increases of buildable lot density, reduction of open space requirements and any changes to street standards or alignments approved as part of the Master Plan.
12. Any other documentation necessary to permit satisfactory review under the requirements of these and other applicable regulations as required by the Executive Director or the MPC Board.
13. Application Fee. (see Bossier City – Parish MPC fee schedule)
  - a. An invoice will be forwarded to the applicant.