

Application Fee: \_\_\_\_\_

Paid: \_\_\_\_\_

Date: \_\_\_\_\_

CASE # \_\_\_\_\_

MPC ACTION: \_\_\_\_\_

**BOSSIER CITY-PARISH  
BOARD OF ADJUSTMENTS**620 Benton Rd.  
Bossier City, LA 71111  
Phone: 318-741-8824 Fax: 318-741-8827**APPEALS**

Commercial ( )      Residential ( )

**Project Information**

Address of Property Involved: \_\_\_\_\_

Business Name: (If Applicable) \_\_\_\_\_

Legal Description (attach separate sheet if necessary)  
\_\_\_\_\_

Current Zoning: \_\_\_\_\_

Briefly State Reason for Appeal (attach separate sheets if necessary)  
\_\_\_\_\_Name, address, and interest, of every person or firm represented by the applicant in the application:  
\_\_\_\_\_

|                                                                                                   |                                   |
|---------------------------------------------------------------------------------------------------|-----------------------------------|
| <b>APPLICANT</b>                                                                                  | Name _____                        |
|                                                                                                   | Company: _____                    |
|                                                                                                   | Address _____                     |
|                                                                                                   | City/State/Zip: _____             |
|                                                                                                   | Phone: _____ Fax: _____           |
| <b>Applicant or representative must be present at the hearing to represent this case.</b>         |                                   |
| <b>CONTACT<br/>PERSON</b>                                                                         | Name _____                        |
|                                                                                                   | Address _____                     |
|                                                                                                   | Company: _____                    |
|                                                                                                   | City/State/Zip _____ Phone: _____ |
|                                                                                                   | Alternate Phone: _____ Fax: _____ |
|                                                                                                   | Email: _____                      |
| <b><u>NOTE:</u> All forwarding mail and notice documents will be mailed to this address only.</b> |                                   |
| <b>PROPERTY<br/>OWNER</b>                                                                         | Name _____                        |
|                                                                                                   | Address _____                     |
|                                                                                                   | City/State/Zip: _____             |
|                                                                                                   | Phone: _____                      |

The above named property owner confirms that he or she has the means and ability to develop this proposed project or agrees to such development by the applicant.

\_\_\_\_\_  
Applicant(s) Signature\_\_\_\_\_  
Print Name\_\_\_\_\_  
Date\_\_\_\_\_  
Property Owner(s) Signature\_\_\_\_\_  
Print Name\_\_\_\_\_  
Date

## INSTRUCTIONS FOR FILING APPLICATIONS

1. Applications must be filled out completely and signed by the applicant and the property owner, and fees paid for all cases. The application and all required information must be submitted, (within 10 days of an MPC decision) to the Executive Director in the Planning & Zoning Office of the MPC for placement on the BOA Agenda to be heard at the next scheduled meeting.
2. Site Plans: (2 copies – 11 x 17 max. size)
  - a. Drawings must have north arrow and scale shown.
  - b. Drawing of 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, and curb cuts (driveways).
  - e. Building elevations, front, side & rear, if applicable
3. Drainage Plan (1 copy 8 1/2" x 11") or a letter from the Parish/City engineer indicating approval of the drainage plan. (If applicable)
4. Vicinity Map: Size 8 1/2" X 11" - one (1) copy
5. Legal Description/Address
6. 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.
7. Detailed Letter of Explanation
8. Other documentation relevant to this request.