## **MPC POLICY**

Any information intended for Board review must be submitted to the MPC staff no later than 5:00 p.m. the Wednesday prior to the hearing date.

After this date and time, the MPC staff cannot accept responsibility for relaying your information to the Board. You (or your representative) must present the information to the Board at their regularly scheduled hearing.

Any requests for deferral, withdrawal, or continuance must be submitted in writing AND presented by the applicant at the hearing.

There will be no exceptions to this policy unless approved by the Executive Director.

#### **GENERAL REZONING**

PLEASE RETURN TO PLANNING COMMISSION OFFICE 505 TRAVIS STREET, ROOM 440 PHONE 318-673-6480 SHREVEPORT LA 71101

#### **IMPORTANT - PLEASE NOTE:**

\*Applicants need to make an appointment with a planner before the deadline to go over the completed application to verify that all information is correct, as only completed applications with all of the requested information will be processed on the cut-off date. Any application not having all of the requested information by 5:00 P.M. this date will not be processed. There will be no exceptions to this requirement.

#### **2013/2014 DEADLINE DATES**

Early Filing Date	Late Filing Date	<b>Hearing Date</b>
Navanah an 44*	Navarah an 40*	January 0, 0044
November 11*	November 18*	January 2, 2014
December 10*	December 17*	February 5
January 14*	January 21*	March 5
February 11*	February 18*	April 2
March 18*	March 25*	May 7
April 15*	April 22*	June 4
May 13*	May 20*	July 2
June 17*	June 24*	August 6
July 15*	July 22*	September 3
August 12*	August 19*	October 1
September 16*	September 23*	November 5
October 14*	October 21*	December 3

#### ALL CASES ARE SUBJECT TO APPEAL TO THE APPROPRIATE GOVERNING BODY

A \$250.00 filing fee is required by the governing bodies. The appeal period starts the day after the decision is made by the MPC and runs for 10 days.

CITY CASES: Appealed to the City Council - 505 Travis St., Suite 410

(4<sup>th</sup> Floor Government Plaza) - 673-5262

**PARISH CASES:** Appealed to the **Caddo Parish Commission -** 505 Travis St., Suite 110

(1st Floor Government Plaza) - 226-6596

## CONTACTS TO MAKE AFTER PLANNING COMMISSION AND/OR GOVERNING BODY APPROVAL

#### **CITY CASES & PARISH CASES:**

Obtain **Permits** - 505 Travis St., Suite 130 (1<sup>st</sup> Floor Government Plaza) 673-6100

Obtain **Certificates of Occupancy** 505 Travis St., Suite 130 (1<sup>st</sup> Floor Government Plaza) 673-6442

#### **GENERAL REZONING - CHECK LIST**

The following information is required. Failure to provide all required information by the agenda cut-off date will result in your case not being heard on the next hearing date, with no exceptions.

 <b>Application fee: PLEASE NOTE:</b> Per advertising and is <b>non-refundable</b> unless				
Ask for more details if needed.		TY CASES		RISH CASESS
	Early filing	Late filing	Early filing	Late filing
Rezoning*	600.00	750.00	500.00	650.00
MPC approval *	300.00	450.00	300.00	450.00
MPC approval (hearing required)*	500.00	650.00	500.00	650.00
Site Plan approval/revision*	500.00	650.00	300.00	450.00
Stipulation Revisions*	500.00	650.00	500.00	650.00
PUD approval *	600.00	750.00	500.00	650.00
PBG approval *(not qualifying as an	600.00	750.00	300.00	450.00
Administrative approval) ask staff for mor	e details			
* No charge if considered by MPC as part o	f another reques	t		
 Signed "Notice To Applicant" form (conta	ains important i	nformation yo	u need to know	<b>v</b> )
 Typed and properly signed "Application" See instructions for applicant's signature at	form (original & the bottom of the	<b>&amp; 1 copy)</b> application pa	ge.	

"Statement of Intent" form (original & 1 copy).

**Proof of ownership** (deed or tax notice).

If the property is owned by a corporation & not in an individual's name - also attach the page from the corporate papers stating who has the authority to sign for the corporation.

Legal description of property (type on application or attach separate sheet) WARNING - it is essential that the legal description is accurate. Errors and/or omissions in description may invalidate required legal advertisement and nullify all or part of any approval.

#### SITE PLANS ARE REQUIRED FOR ALL MPC APPROVALS & "E" ZONING CLASSIFICATIONS

Site plan (3 copies) drawn to an identified scale (engineers scale preferred) & no larger than 11" X 17", showing the following: WARNING - It is essential that the site plan is to scale, accurate, and shows all the information required below or your case will be delayed.

- 1. Property boundary lines with dimensions showing all abutting streets and alley rights-of-way
- 2. Existing and/or proposed structures with dimensions
- 3. Existing and/or proposed parking areas and driveways (spaces drawn & numbered)
- 4. Proposed landscaping (see Landscaping Ordinance) Detailed plan showing size, number, location, & name of plants, trees, shrubs will be required prior to obtaining a Certificate of Occupancy
- 5. Walls and/or fencing
- 6. For new construction **Detention/drainage plan** (go to City Engineer' office for requirements and/or approval prior to submitting this application)

IMPORTANT - PLEASE NOTE: site plans are <u>not</u> required at the time of the "general rezoning". SITE PLAN APPROVAL IS REQUIRED PRIOR TO DEVELOPMENT, AND WILL TAKE A MINIMUM OF 7 WEEKS AND A FILING FEE OF \$500.(CITY) OR \$300.(PARISH) IF NOT CONSIDERED AT THE TIME OF REZONING.

A PLC	OT PLAN SHOWING THE FOLLOWING MUST BE SUBMITTED IF NOT SUBMITTING A SITE PLAN.
	PLOT PLAN drawn to an identified scale (engineers scale preferred) showing:  1. Property boundary lines with dimensions  2. Abutting streets and alley rights-of-way  3. Existing and/or proposed driveways.
	Water and Sewer availability letter: Property not served by City of Shreveport Water & Sewer shall be required to submit a letter from the appropriate agency stating that water and/or sewer is available. For

private wells or septic systems, a letter from the Caddo Health Department is required

Property located in the Cross Lake Watershed shall be required to submit letters from the Department of Water and Sewer and the Health Department stating that the proposed method of waste disposal has been approved by their respective offices.

# SHREVEPORT METROPOLITAN PLANNING COMMISSION NOTICE TO APPLICANT

	IS YOUR NOTICE THAT EITHER YOU OR A REPRESENTATIVE MUST ATTEND THE PUBLIC HEARING AT (write in date found on cover page)
	re to attend the Public Hearing may result in a delay or a denial.
	Public Hearing will be held in the <b>Government Plaza Chambers</b> which is located on the <b>1<sup>st</sup> Floor</b> of <b>Government</b> 1, 505 Travis Street.
	OTHER IMPORTANT INFORMATION:
	While not required as a part of the application process, prior to the Public Hearing, applicants may elect to provide information regarding the application to neighborhood associations, property owners and residents in the area that may be impacted by the request.
•	A Planning Commission approval is a use approval only. The applicant is still responsible for complying with all other applicable Zoning Ordinance requirements and obtaining all necessary permits and approvals from other departments or agencies. This shall include, but not be limited to the requirements of the Zoning Administrator, building permits, liquor licenses, the parish health unit, and Certificates of Occupancy.
•	To withdraw a case after it has been filed, the signature of the property owner(s) is required. If withdrawal is requested within 1 week of filing (see receipt for official filing date) your filing fee will be refunded. Fee is for processing & advertising and will not be refunded after this period.
•	All rezoning cases are recommendations only and are not final until the Governing Body has taken action (City Council for City Cases, Parish Commission for Parish Cases). Please be advised that this process typically takes from 45 to 90 days.
•	All cases are subject to appeal. See cover page for process.
•	See cover page for contacts to make after approval.
•	Subdivision covenants are private legal agreements not monitored by governmental agencies and usually take precedence over a zoning approval. It is your obligation to find out if your request is in compliance with your subdivision covenants
	<u>Useful information in dealing with a few of the rules and regulations of other departments</u> The following are illustrations only and not inclusive of all possible agency requirements.
•	Any structure given approval for a commercial use will be required to be brought up to commercial standards, ie. wiring, plumbing, handicapped accessibility, hard-surfaced parking, etc.  The City Engineering Dept. requires all driveways and parking within the City limits to be hard surfaced. Call 673-6000 to find out what surfacing material is allowed.  Caddo Parish Health Department approval is required for food sales, and for all septic tanks –
•	676-5222.  To find out if your property is in a flood plain or flood way, and the rules concerning properties in flood plains or flood ways, call City Engineering - 673-6000 or Parish Engineering - 226-6930
E	By signing below, I hereby declare that I have read the above information and understand that <u>either I or a</u>
	representative will need to attend the aforementioned Public Hearing.

APPLICANT'S SIGNATURE/ACKNOWLEDGMENT

Date submitted (filled in by applicant)
See receipt for date received by MPC

APPLICATION:	CITY CASE	PARISH	CASE
APPLICANT'S NAME:			
PEOPLE REPRESENTED BY AF	PPLICANT other than self or p	roperty owner (if pub	olic information).
MAILING ADDRESS FOR ALL C	ORRESPONDENCE:		
			PHONE:
			(between 8:00 & 5:00
	ZIP CODE	it	_ FAX #
EXISTING ZONING:	PROPOSED ZONIN	G:	ACCEPTABLE ALTERNATIVE:
MPC APPROVAL  S	ITE PLAN D PBG	APPROVAL	PUD APPROVAL
PROPOSED USE:			
EXISTING USE:			
IMPROVEMENTS TO BECONST	RUCTED/REMOVED/DEMO	LISHED:	
REASON FOR APPLICATION (ju	ustification for zoning change)	:	
ADDRESS OF SITE:			
ASSESSOR'S ACCOUNT NUME			
	Found on t	ax notice - example;	171413-057-0047-00
LEGAL DESCRIPTION:			
mandatory. ALL property own	ers must sign. All proper that power of attorney is su	rty owners must signubmitted with the a	The property owner's signature is n unless one person has the power of pplication. A managing partner in a by the signature
Name	Name		Name
Address	Address		Address
Signature	Signature		Signature

# STATEMENT OF INTENT GENERAL REZONING

APPLICANT'S NAME:		
REASON FOR AMENDMENT: (It is put one or more of the following conditions	ublic policy to amend the Zoning Ordinance only when s prevail)	
ERROR (there is a manifes	st error in the Zoning Ordinance)	
CHANGE IN CONDITIONS in the Ordinance necessar	(changing conditions in a particular area make change ry and desirable)	
INCREASE IN NEED FO for sites in addition to site	R SITES FOR BUSINESS & INDUSTRY (increased need es that are available)	
SUBDIVISION OF LAND ( reclassification necessary	the subdivision of land into urban building sites makes and desirable)	
SQUARE FEET OF PROPERTY:		
SQUARE FEET OF STRUCTURE(S)		
PARKING SPACES REQUIRED:	SPACES PROVIDED:	
HOURS OF OPERATION (state propose To operate beyond t Operation" under	hese hours, you will need to check "Hours of "Variance Request" on the application page.	
B-1 B-2 (within 300' of residential) B-2 (not within 300' of residential) B-3 hours SPI-3	7AM to 7PM, 7AM to 10PM 7AM to 12 midnight 7AM to 12 midnight 7AM to 9PM	
IS WATER PROVIDED BY THE CITY OF SHREVEPORT?	IF NOT - WHAT IS THE SOURCE OF WATER?	
IS SEWER PROVIDED BY THE CITY OF SHREVEPORT?	IF NOT - WHAT IS THE SOURCE OF SEWER?	
	OVED BY THE HEALTH DEPARTMENT? will be required see the bottom of "check list" page	
IS PROPERTY IN A FLOOD PLAIN/FLO	OD WAY?	

## SITE PLAN - EXAMPLE

