SUBDIVISION APPLICATION FORM – INSIDE CITY LIMITS ONLY (Revised May 2013)

Metropolitan Planning Commission, 505 Travis Street, Suite 440, Shreveport, Louisiana 71101- Phone (318) 673-6480 - Fax (318) 673-6475

Subdivision Name: _____

Location: _____

(Section, Township, Range and Nearest Street Location)

Inside Shreveport City Limits: ☐ Yes ☐ No **Subdivision Type:** ☐ Residential ☐ Commercial ☐ Mixed Use

If answer is No this is not the appropriate form.
Please use OUTSIDE CITY LIMITS form

Recent or pending zoning case information: MPC Case Number: _____ Hearing or Approval Date: _____ Zoning Requested/Granted: _____

Total Acreage or Square Footage: _____ **Total Number of Lots:** _____

Water Supply: ☐ Shreveport City ☐ Community (Name) _____ ☐ Private Well

Sewer System: ☐ Shreveport City ☐ Community(Name) _____ ☐ Private

Engineer/Surveyor: _____ Phone: _____

Address: _____

_____ Zip Code: _____

Applicant's Name: _____ Phone: _____

Address: _____

_____ Zip Code: _____

Landowner's Name: _____ Phone: _____

Address: _____

_____ Zip Code: _____

Type of Review Requested:
(Check Appropriate Box)

☐ Preliminary Plat Review
☐ Final Plat Review
☐ Comprehensive Review (Preliminary and Final Review combined in one process)
☐ **Administrative Review**

Certification: Unless waived by the Planning Director, the Metropolitan Planning Commission requires that all applications for subdivision approval be accompanied by the following certification signed by the landowner or the landowner's authorized representative:
The undersigned hereby certifies that they are the owner of the land to be subdivided or that they have the landowner's authority to apply for approval of the above subdivision - and - further certifies that copies of the proposed subdivision plans have also been submitted to other city and/or parish public agencies and officials charged with the review and approval of the design, construction and installation of required improvements related to the development of the subdivision, such as streets, drainage, water, sewer, etc.,

Landowner's Signature: _____

(Or Authorized Representative)

Date of Application Acceptance: The date of application acceptance shall be the same as the date of the first MPC hearing in which this case is considered for action.

MPC Hearing Date:
(Determined by Staff) _____

Early Filing Fees	**Final Filing Date Fees**		**Fees Due**
Preliminary Plat - $100.00	Preliminary Plat - $200.00	**Preliminary Plat Fee**	$
Final Plat - $100.00	Final Plat - $200.00	**Final Plat Fee**	$
Lot Fee: _____ # of Lots X **$20.00** per lot = $ _____		**Lot Fee (Max $1,000.00)**	$
Administrative Approval Fee (MPC approval not required) **$150.00**		Above fees do not apply for Administrative Approval	$
		Total Fee Due	$

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.