11/08/2006

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 will only accept information or other documentation for record purposes only.

Any information that you desire the Board to consider after the aforementioned deadline must be presented to the Board by you (or your representative) 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.

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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 DEADLINE DATES

Early Filing Date	Late Filing Date	Hearing Date
November 13*	November 20*	January 2, 2013
December 11*	December 18*	February 6
January 15*	January 22	March 6
February 12*	February 19*	April 3
March 12*	March 19*	May 1
April 16*	April 23*	June 5
May 14*	May 21*	July 2
June 18*	June 25*	August 7
July 16*	July 23*	September 4
August 13*	August 20*	October 2
September 17*	September 24*	November 6
October 15*	October 22*	December 4

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 a decision is made and runs for 10 days.

CITY CASES: Appealed to the **City Council** - 505 Travis St., Suite 410 (4th 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: Obtain **Permits** - 505 Travis St., Suite 130 (1st Floor Government Plaza) 673-6100
Obtain **Certificates of Occupancy** 505 Travis St., Suite 130 (1st Floor Government Plaza) 673-6442

PARISH CASES: Obtain **Zoning Certificates** 505 Travis St., Suite 130 (1st Floor Government Plaza) 673-6442
Obtain **Permits** 505 Travis St., Suite 820 (8th Floor Government Plaza) 226-6930

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.**

____ **Application fee: PLEASE NOTE:** Per established withdrawal policy - filing fee is for processing and advertising and is **non-refundable** unless the case is withdrawn within the same week the case was filed. Ask for more details if needed.

	CITY CASES		PARISH 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 Administrative approval) ask staff for more details	**600.00**	**750.00**	**300.00**	**450.00**

* No charge if considered by MPC as part of another request

____ **Signed "Notice To Applicant" form**

____ **Typed and properly signed "Application" form (original & 1 copy)**
See instructions for applicant's signature at the bottom of the application page.

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

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

____ **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 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.

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

1. Property **boundary lines with dimensions**
2. Abutting **streets** and alley rights-of-way
3. Existing and/or proposed **structures with dimensions**
4. Existing and/or proposed **parking areas** and driveways **(spaces drawn & numbered)**
5. Proposed **detailed landscaping plan** (see Landscaping Ordinance), **walls and/or fencing**

IMPORTANT - PLEASE NOTE: site plans are not 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 PLOT 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

THIS IS YOUR NOTICE THAT EITHER YOU OR A REPRESENTATIVE MUST ATTEND THE PUBLIC HEARING AT 1:00 PM ON:_____(write in date found on cover page)
Failure to attend the Public Hearing may result in a delay or a denial.

The Public Hearing will be held in the **Government Plaza Chambers** which is located on the **1st Floor** of **Government Plaza**, 505 Travis Street.

OTHER IMPORTANT INFORMATION:

! 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.

! 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

Useful information in dealing with a few of the rules and regulations of other departments
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

By signing below, I hereby declare that I have read the above information and understand that either I or a representative will need to attend the aforementioned Public Hearing.

_____ _____

APPLICANT'S SIGNATURE/ACKNOWLEDGMENT Date submitted (filled in by applicant)

Staff Use Only: Application filing date (date stamped)_____

Reset Form

APPLICATION: _____ CITY CASE _____ PARISH CASE

APPLICANT'S NAME: _____

PEOPLE REPRESENTED BY APPLICANT other than self or property owner (if public information).

_____

MAILING ADDRESS FOR ALL CORRESPONDENCE:

_____ PHONE: _____
(between 8:00 & 5:00

_____ZIP CODE:_____ FAX #_____

EXISTING ZONING: **PROPOSED ZONING:** **ACCEPTABLE ALTERNATIVE:**

_____ _____ _____

MPC APPROVAL ☐ SITE PLAN ☐ PBG APPROVAL ☐ PUD APPROVAL ☐

PROPOSED USE: _____

EXISTING USE: _____

IMPROVEMENTS TO BECONSTRUCTED/REMOVED/DEMOLISHED:_____

_____

REASON FOR APPLICATION (justification for zoning change):_____

_____

_____

ADDRESS OF SITE: _____

ASSESSOR'S ACCOUNT NUMBER: _____
Found on tax notice - example; 171413-057-0047-00

LEGAL DESCRIPTION:_____

_____

_____

NAME, ADDRESS, AND SIGNATURE OF ALL PROPERTY OWNERS: **The property owner's signature is mandatory.** **ALL property owners must sign.** All property owners must sign unless one person has the power of attorney to sign for others and that power of attorney is submitted with the application. A managing partner in a corporation may sign and submit written authorization, or write "managing partner" by the signature. **If in business name or corporation, list all persons owning 5% or more. Attach separate sheet if necessary.**

_____	_____	_____
Name	Name	Name
_____	_____	_____
Address	Address	Address
_____	_____	_____
Signature	Signature	Signature

STATEMENT OF INTENT
GENERAL REZONING

APPLICANT'S NAME:_____

NATURE AND DESCRIPTION OF BUSINESS:_____

_____

_____

REASON FOR AMENDMENT: (It is public policy to amend the Zoning Ordinance only when one or more of the following conditions prevail)

_____ **ERROR (there is a manifest error in the Zoning Ordinance)**

_____ **CHANGE IN CONDITIONS (changing conditions in a particular area make change in the Ordinance necessary and desirable)**

_____ **INCREASE IN NEED FOR SITES FOR BUSINESS & INDUSTRY (increased need for sites in addition to sites that are available)**

_____ **SUBDIVISION OF LAND (the subdivision of land into urban building sites makes reclassification necessary and desirable)**

SQUARE FEET OF PROPERTY:_____

SQUARE FEET OF STRUCTURE(S) _____ _____ _____

PARKING SPACES REQUIRED: _____ **SPACES PROVIDED:**_____

HOURS OF OPERATION (state proposed hours) _____

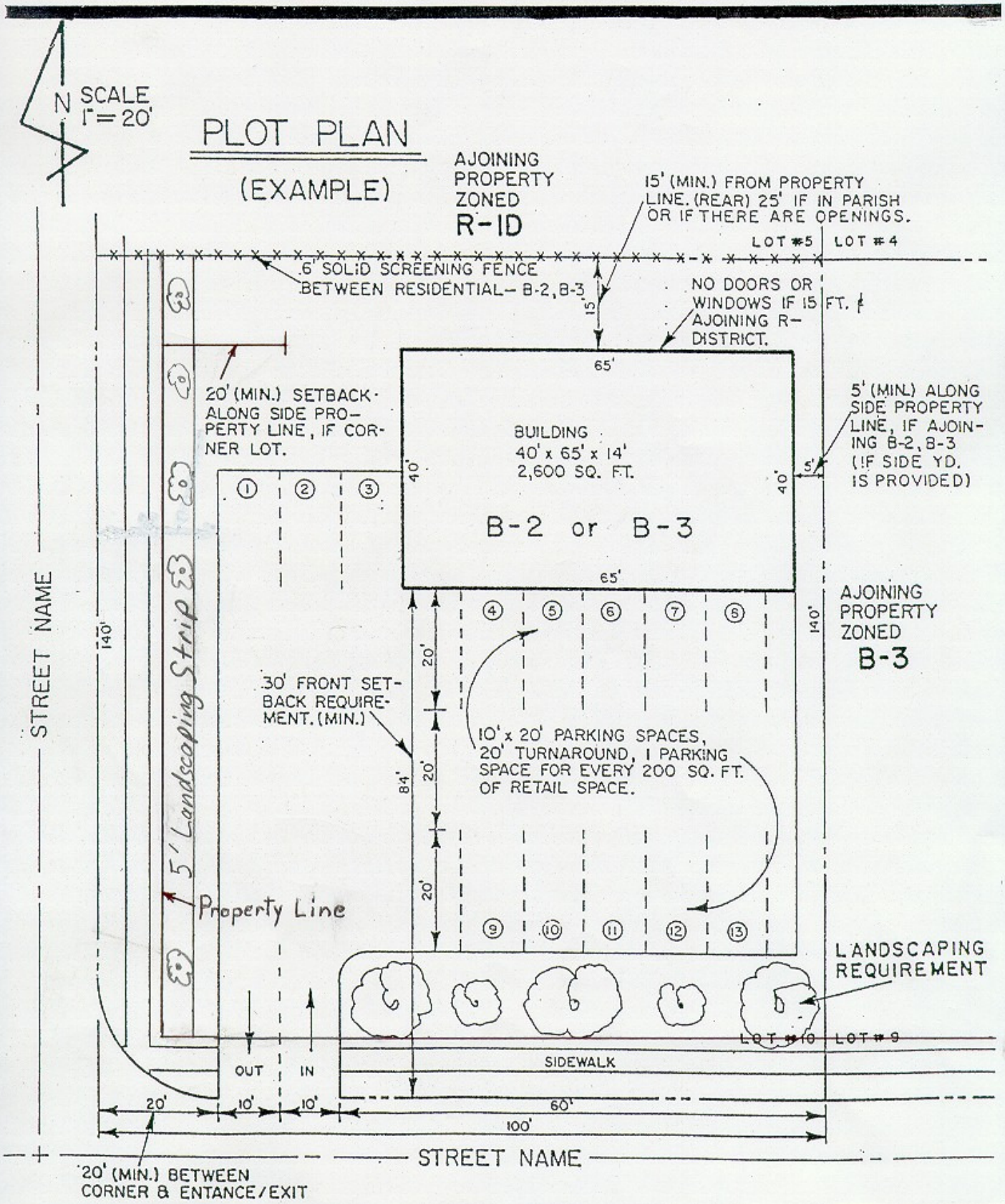
To operate beyond these hours, you will need to check "Hours of Operation" under "Variance Request" on the application page.

B-1	**7AM to 7PM,**
B-2 (within 300' of residential)	**7AM to 10PM**
B-2 (not within 300' of residential)	**7AM to 12 midnight**
B-3 hours	**7AM to 12 midnight**
SPI-3	**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?** _____

IF SEPTIC TANK - HAS IT BEEN APPROVED BY THE HEALTH DEPARTMENT? _____
Water and/or Sewer availability letter will be required see the bottom of "check list" page (second page of application packet).

IS PROPERTY IN A FLOOD PLAIN/FLOOD WAY? _____

SITE PLAN - EXAMPLE