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.

MOBILE HOME AND/OR SECONDARY RESIDENTIAL STRUCTURE
PLEASE RETURN TO ZONING BOARD OF APPEALS 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.**

2010 DEADLINE DATES

Early Filing Date	Late Filing Date	Hearing Date
November 17*	November 24	January 13, 2010
December 15*	December 23	February 10
January 12*	January 19	March 10
February 16*	February 23	April 14
March 16*	March 23	May 12
April 13*	April 20	June 9
May 18*	May 25	July 14
June16*	June 23	August 11
July 13*	July 20	September 8
August 17*	August 24	October 13
September 14*	September 21	November 10
October 12*	October 19	December 8

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 BOARD OF APPEALS 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

MOBILE HOME AND/OR SECONDARY RESIDENTIAL STRUCTURE - CHECK LIST

The following information is required. **Failure to provide all required information 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 CASES
Mobile home applications and/or secondary residential structure applications	**$600.00 (early filing)** **$750.00 (late filing)**	**$500.00 (early filing)** **$650.00 (late filing)**

(not qualifying as administrative approvals - ask staff for more details)

____ **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.**

____ **"Mobile Home Terms and Conditions Agreement" form properly signed** (if applicable)

____ **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**
2. Abutting **streets** and alley rights-of-way
3. Proposed **mobile home and 10' x 10' storage building** (if applicable)
4. Existing and/or proposed **structures** (showing setbacks from property line)
5. Existing and/or proposed **parking areas and driveways** (2 spaces for each dwelling unit)
6. Proposed **walls and/or fences**
7. Proposed **landscaping** (see Landscaping Ordinance) **Must be a detailed plan showing size, number, location, & name of plants, trees, shrubs, etc.**

____ **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.

METROPOLITAN SHREVEPORT ZONING BOARD OF APPEALS
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 Zoning Board of Appeals 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 cases are subject to a 10-day appeal period** and are not final until the appeal period is over. Please note, this 10-day period usually falls on a weekend, and all appellants are given to 5 P.M. the following Monday to file an appeal. **In case of an appeal, the request is not final until the Governing Body has taken action** (City Council for City Cases, Parish Commission for Parish Cases). This final approval typically takes an additional 6 weeks to 2 months.

! **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 Board of Appeals 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, i.e., 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:_____

SPECIAL EXCEPTION REQUEST:

____ Church Use ____ Mobile Home ____ Secondary Residential Structure ____ Lounge

____ Package Liquor ____ Package Beer ____ Package wine & beer ____ Tavern (beer only)

____ *Restaurant with Liquor & Beer sales ____ *Restaurant with Beer sales only

* Please Note - Restaurant use requires that a minimum of 60% of total restaurant sales shall be from the sale of food with no more than 40% from the sale of alcohol and/or beer

___ Other _____

VARIANCE REQUEST:

___ Front Yard ____ Side Yard ____ Rear Yard ____ Site Area ____ Parking ____ Hours of Operation

___ Other _____

EXISTING ZONING:_____**EXISTING USE:**_____

PROPOSED USE: _____

ADDRESS OF SITE:_____
General block numbers will be sufficient for undeveloped property

ASSESSORS 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 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
MOBILE HOME AND/OR SECONDARY RESIDENTIAL STRUCTURE REQUESTS

STATE REASON FOR THIS APPLICATION (please be specific): _____

_____

_____

MOBILE HOME REQUESTS:

MOBILE HOME IS FOR: _____ PERSONAL USE _____ FAMILY MEMBER _____ OTHER

SIZE OF MOBILE HOME:_____ DATE OF CONSTRUCTION _____

HAS MOBILE HOME BEEN REPAIRED OR REBUILT? _____ YES _____ NO

DOES MOBILE HOME BEAR THE FEDERAL MANUFACTURING HOUSING CONSTRUCTION & SAFETY STANDARDS CODE SEAL? (found on the back left hand lower corner of mobile home) _____ Yes _____ No

WHAT IS THE SOURCE OF WATER _____SOURCE OF SEWER?_____

IF SEPTIC TANK - HAS IT BEEN APPROVED BY THE HEALTH DEPARTMENT? _____
(CADDO PARISH HEALTH DEPARTMENT APPROVAL IS REQUIRED FOR ALL SEPTIC TANKS)

If you wish to waive any of the requirements (see terms and conditions sheet) please check the appropriate space:

_____ Provision of 100 square foot storage building

_____ Hard-surfacing of driveway (other than the apron, which requires hard-surfacing)

_____ Other:_____

PLEASE STATE REASON FOR WAIVER OF REQUIREMENT:_____

_____

_____

SECONDARY RESIDENTIAL STRUCTURE:

IS SECOND STRUCTURE A MOBILE HOME? _____ NO _____YES (fill out section above)

OCCUPANT OF PRIMARY STRUCTURE:_____

OCCUPANT OF SECONDARY STRUCTURE:_____

WHAT IS THE SOURCE OF WATER?_____ SOURCE OF SEWER? _____

IF USING SEPTIC TANK: _____ 2 tanks (1 for each unit) _____ 1 tank for both units

IF SEPTIC TANK - HAS IT BEEN APPROVED BY THE HEALTH DEPARTMENT? _____

(CADDO PARISH HEALTH DEPARTMENT APPROVAL IS REQUIRED FOR ALL SEPTIC TANKS)

MOBILE HOME TERMS AND CONDITIONS AGREEMENT

The Metropolitan Shreveport Zoning Board of Appeals under the authority of Section VII (C) (6) (c) of the Zoning Ordinance of the City of Shreveport and Caddo Parish, has placed the following standard set of conditions upon the consideration of all applications for a Special Exception for the placement of a mobile home on property located in the City or Parish.

Upon approval of my application to the Zoning Board of Appeals for a Special Exception Use to place a mobile home on property located at

_____ _____

(address of property) (property owner's name)

I do hereby agree that I will fully comply with the following terms and conditions in moving the mobile home onto the property in question.

1. Approval is granted for occupancy as applied for.

   ☐ Personal Use ☐ Family Member ☐ Other

2. Provision of a separate auxiliary storage building having a minimum of 100 square feet of floor area.

3. Skirting of the unit on front and both ends.

4. Provision of adequate tie-downs to satisfy insurance requirements.

5. Driveway and parking for two cars to be surfaced with asphalt, concrete, or other suitable paving material approved by the Board which provides an adequate all weather driving surface, and is compatible with other development in the area.

6. Approved drainage plan.

7. Appropriate permits to be obtained from the Office of Zoning Enforcement prior to the placement of the unit on the site.

I further agree that I will fully comply with the above terms and conditions within ninety (90) days of issuance of City Building Permit or Parish Zoning Certificate, with failure to comply causing my case to be reconsidered by the Zoning Board of Appeals, which has the authority to revoke the Special Exception Use approval following notice to me and the opportunity for a hearing.

It is further agreed that the mobile home, the required improvements, and the property in general will be continuously maintained in good condition so as to present a healthy, neat and orderly appearance.

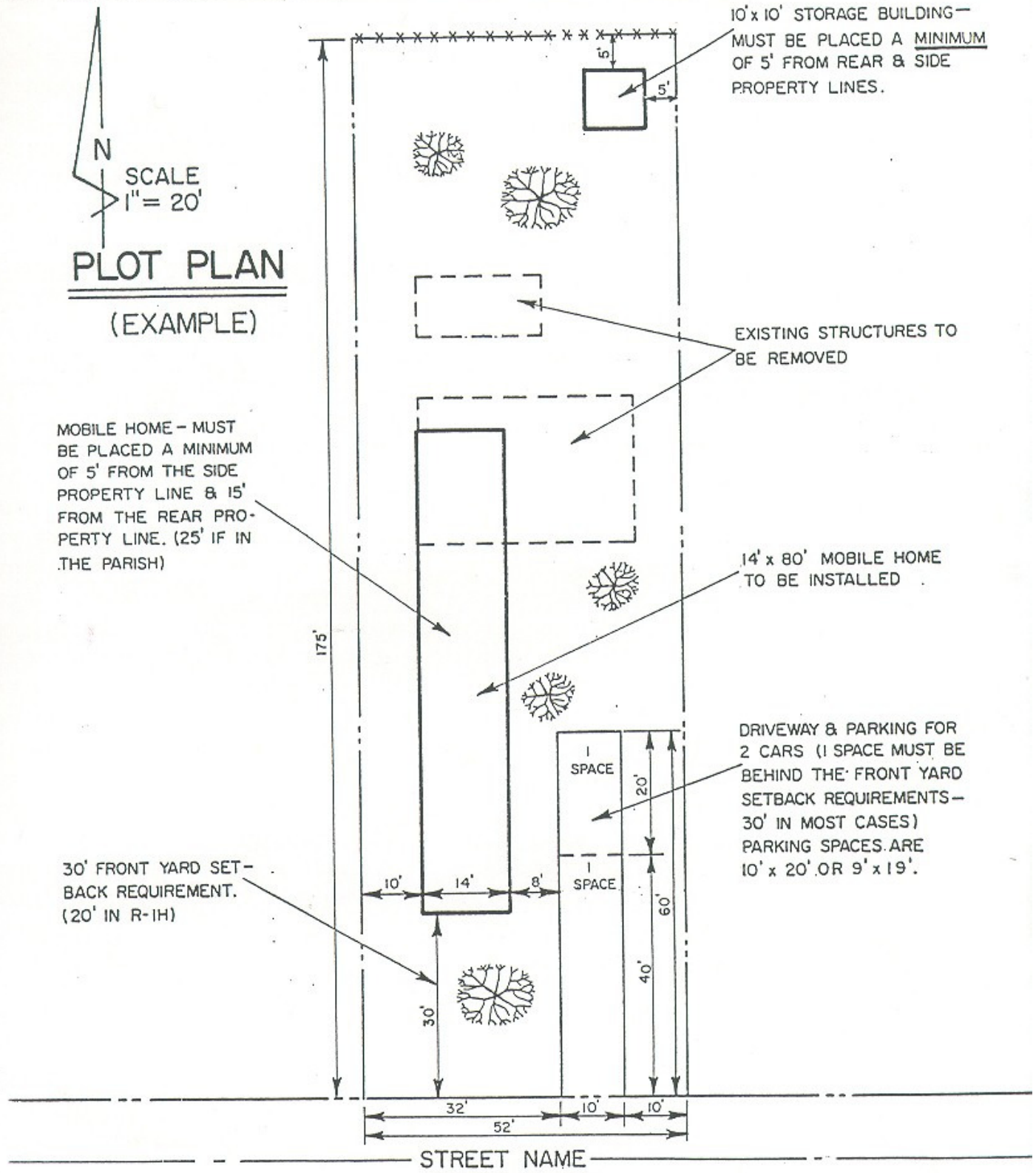
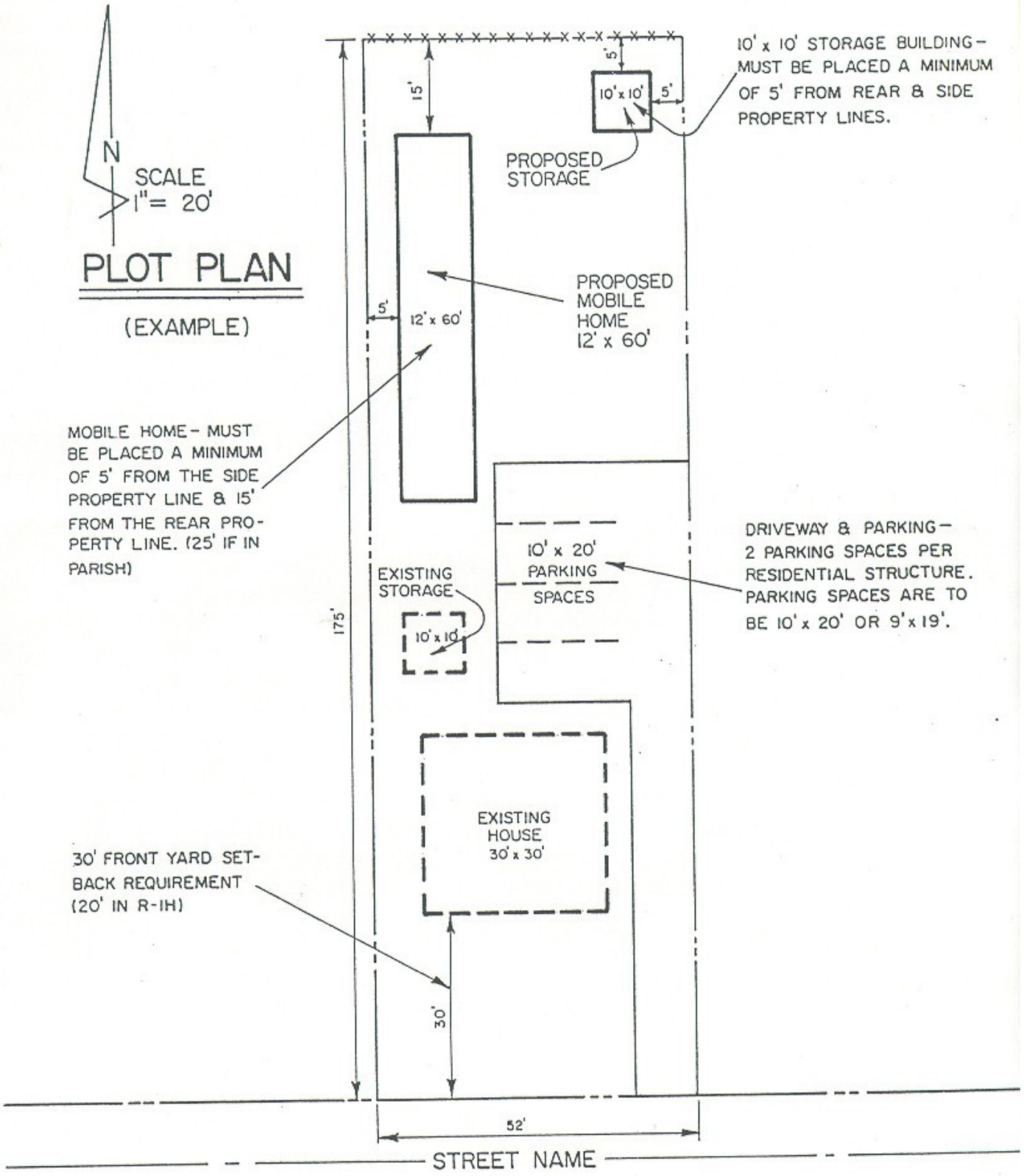
_____ _____

Property owner's signature Date

_____ _____

Occupant's signature: Date

MOBILE HOME


N
SCALE
1" = 20'
PLOT PLAN
(EXAMPLE)
10' x 10' STORAGE BUILDING — MUST BE PLACED A MINIMUM OF 5' FROM REAR & SIDE PROPERTY LINES.
5'
5'
EXISTING STRUCTURES TO BE REMOVED
MOBILE HOME - MUST BE PLACED A MINIMUM OF 5' FROM THE SIDE PROPERTY LINE & 15' FROM THE REAR PROPERTY LINE. (25' IF IN THE PARISH)
14' x 80' MOBILE HOME TO BE INSTALLED
175'
DRIVEWAY & PARKING FOR 2 CARS (1 SPACE MUST BE BEHIND THE FRONT YARD SETBACK REQUIREMENTS — 30' IN MOST CASES) PARKING SPACES ARE 10' x 20' OR 9' x 19'.
1 SPACE
1 SPACE
20'
60'
40'
30' FRONT YARD SET-BACK REQUIREMENT. (20' IN R-1H)
10'
14'
8'
30'
32'
10'
10'
52'
STREET NAME

SECONDARY RESIDENTIAL STRUCTURE