

CITY OF SHREVEPORT FEE WORKSHEET FOR THE UDC

Fees must be paid in full at the time of submittal

I. ADMINISTRATIVE EXCEPTION TO ZONING	
• Administrative Exception to Zoning.....	350.00
II. APPEALS	
• Special Use Permit Appeal	
○ Appeal to Parish Commission (Applicants Only).....	250.00
○ Appeal to Parish Commission (Aggrieved Party Only).....	No Fees
• Administrative Special Use Permit Appeal	
○ Appeal to Parish Commission (Applicants Only).....	250.00
○ Appeal to Parish Commission (Aggrieved Party Only).....	No Fees
• Administrative Decision Appeal	
○ Appeal to the Zoning Board of Appeals.....	650.00
○ Appeal to Parish Commission (Applicants Only).....	250.00
○ Appeal to Parish Commission (Aggrieved Party Only).....	No Fees
• Special Exception Use Appeal	
○ Appeal to Parish Commission (Applicants Only).....	250.00
○ Appeal to Parish Commission (Aggrieved Party Only).....	No Fees
• Temporary Use Permit Appeal	
○ Appeal to Parish Commission (Applicants Only).....	250.00
○ Appeal to Parish Commission (Aggrieved Party Only).....	No Fees
• Zoning Board of Appeals Decision Appeal	
○ Appeal to Caddo Parish District Court (Applicants Only).....	Contact Caddo Parish District Court for fees
○ Appeal to Caddo Parish District Court (Aggrieved Party Only).....	Contact Caddo Parish District Court for fees
III. CERTIFICATE OF OCCUPANCY	
• Commercial Certificate of Occupancy.....	125.00
• Home-Based Certificate of Occupancy.....	75.00
• Temporary Certificate of Occupancy.....	75.00
• Property Occupied without a Valid Certificate of Occupancy.....	250.00
IV. CODE TEXT AMENDMENT	
• Non-Governmental/Non-Municipal Entity.....	500.00
• Governmental / Municipal Entity.....	No Fees
V. FAÇADE REVIEW	
• Minor Façade Improvements to Existing Buildings.....	250.00
VI. HISTORIC PRESERVATION	
• Certificate of Appropriateness.....	50.00
• Certificate of Demolition.....	50.00
• Determination of No Material Effect Buildings.....	50.00
VII. NEIGHBORHOOD PARTICIPATION PLAN	
• Neighborhood Participation Plan.....	50.00
VIII. MAP FEES	
• Single Plotted Zoning Map (36" x 36").....	20.00
• Set Plotted Zoning Maps.....	190.00
• Single Zoning Map on CD (.pdf format).....	10.00
• Set of Zoning Maps on CD (.pdf format).....	30.00
• Any Prepared Map Ready to Plot.....	15.00
• Custom Map - Base fee.....	20.00
○ Per Hour Fee (after the first hour).....	20.00

Office of the MPC

505 Travis Street | Suite 440 | Shreveport, LA | 71101
 phone 318-673-6480 | fax 318-673-6454

IX. PLANNED UNIT DEVELOPMENTS

- **Base Application Fee Plus**.....1000.00
 - Per Acre Fee (after first 5 acres – maximum)..... 50.00
- **Site Plan Review**..... 650.00
 - Per Acre Fee (after first 5 acres – maximum)..... 50.00
- **Amend Ordinance Stipulations**..... 650.00

X. PRE-APPLICATION CONFERENCE (PAC)

- **Pre-Application Conference (PAC)**..... No Fees

XI. RENTAL DWELLING UNIT REGISTRATION

- **Certificate of Registration**
 - Initial Registration (per unit)..... 35.00
 - Registration Renewal (per unit)..... 30.00
 - New Rental Dwelling Unit Construction..... No Fees
 - Failure to Register a Rental Dwelling Unit..... 70.00
 - In addition to registration fee, a failure to register fine will be imposed..... 75.00
- **Certificate of Compliance** No Fees
- **Inspection**
 - For each inspection, after the second inspection100.00
 - Missed inspection appointment / rescheduling fee (property fee)..... 25.00

XII. REZONING

- **Base Fee**..... 500.00
 - Per Acre Fee (in addition to base fee – maximum total fee of \$1,300.00)
 *applies to only properties in exceeding one acre).....50.00

XIII. SHORT-TERM RENTAL PROPERTY PERMIT

- **Type “A”**150.00
- **Type “B”** 150.00
- **Renewal**150.00

XIV. SIGN PERMIT

- **A-Frame Sign**..... 60.00
- **Attention Getting Device**.....200.00
- **Billboard (New or Major Structural Modifications or Change in the Number of Faces)**.....500.00
- **Billboard (Face Change)**..... No Fees
- **Billboard (New Electronic)**.....500.00
- **Billboard Annual Review (Pre Billboard)**.....25.00
- **Canopy Sign (50 sf Or Less)**.....60.00
- **Canopy Sign (51 sf Or More)**..... 80.00
- **Electronic Message Sign**.....200.00
- **Free Standing/Monument**.....200.00
- **Marquee Or Roof Sign**.....150.00
- **Projecting Sign**.....60.00
- **Public Information Event Sign**.....150.00
- **Scoreboard**.....200.00
- **Wall Sign Or Awning Sign, Banner Exhibition Sign (60 sf or Less)**..... 35.00
- **Wall Sign Or Awning Sign, Banner Exhibition Sign (61 sf to 120 sf)**.....55.00
- **Wall Sign Or Awning Sign, Banner Sign (121 sf to 250 sf)**..... 75.00
- **Wall Sign, Or Awning Sign, Banner Exhibition Sign (any size larger than 251 sf)**.....110.00
- **Sign Installed Without A Permit** Fees Double

XV. SITE PLAN

- Preliminary Site Plan 250.00
- Final Site Plan, Plus (if applicant submitted a preliminary site plan) 400.00
 - Per Acre Fee (in addition to base fee – maximum total fee of \$1,300.00)
 *applies to only properties in exceeding one acre)..... 50.00
- Final Site Plan, Plus (if applicant did not submitted a preliminary site plan)..... 650.00
 - Per Acre Fee (in addition to base fee – maximum total fee of \$1,300.00)
 *applies to only properties in exceeding one acre)..... 50.00
- Administrative Site Plan Modification..... 100.00

XVI. SMALL PLANNED UNIT DEVELOPMENTS

- Base Fee..... 750.00
 - Per Acre Fee..... 50.00
- Amend Ordinance Stipulations..... 650.00

XVII. SPECIAL EXCEPTION USE

- Special Exception Use Base Fee..... 350.00
- Administrative Special Exception Use Base Fee..... 350.00

XVIII. SPECIAL USE PERMITS

- Special Use Permit Base Fee..... 750.00
 - Special Use Permit Site Plan Review..... 650.00
 - Per Acre Fee (in addition to Special Use Permit Site Plan Review base fee – maximum total fee of \$1,300.00)
 *applies only to properties exceeding one acre..... 50.00
- Administrative Special Use Permit Base Fee..... 750.00
 - Administrative Special use Permit Site Plan Review..... 650.00
 - Per Acre Fee (in addition to Special Use Permit Site Plan Review base fee – maximum total fee of \$1,300.00)
 *applies only to properties exceeding one acre..... 50.00

XIX. SUBDIVISION APPLICATION

- Preliminary Plat
 - Base Fee..... 300.00
- Final Plat/Re-Plat
 - Base Fee, Plus..... 300.00
 - Per Lot fee (in addition to the base fee- maximum total fee of \$1,300.00)..... 20.00
- Revised Plat / Including Lot Combinations
 - Base Fee..... 300.00

XX. TEMPORARY USE APPROVALS

- Batch Plant / Rock Crushing Facility of Borrow Pit..... 350.00
- Farmers Market..... 50.00
- Seasonal Sales
 - Garage Sales..... No Fee
 - All Other Seasonal Sales (Christmas Lighting/Decor Sales, Christmas Tree/Pumpkin Patch, Crawfish Sales, Fireworks Sales, Live Plant Sales, Roadside Produce Stands or Portable Beverage Service Facility) 50.00
- Other Temporary Use (i.e. Food Truck Vendor, Temporary Outdoor Entertainment, Temporary Outdoor Sales, Temporary Outdoor Container, etc.) 50.00

XXI. VARIANCE

- Residential Variance to Zoning..... 350.00
- Commercial /Industrial Variance to Zoning..... 500.00
- Other Variances..... 450.00

XXII. WAIVER OF LANDSCAPE REQUIREMENTS

- Wireless Communication Towers Review..... 350.00

Office of the MPC

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XXIII. WIRELESS TELECOMMUNICATIONS

Small Wireless Facility

- **New Facility**
 - Application Processing Fee..... 2,000.00
 - Application Resubmittal Fee, First Resubmittal..... No Fees
 - Application Resubmittal Fee, Subsequent Resubmittal..... 350.00
 - Permit (WTFP) -One-Time Fee per Facility..... 1,500.00
- **Batched New Facility**
 - Batched Submittal – First individual application contained in a batched submittal 2,000.00
 - Additional Individual Applications contained in a Batched Submittal – \$200 for each additional application..... 200.00
 - Application Resubmittal Fee, First Resubmittal..... No Fees
 - Application Resubmittal Fee, Subsequent Resubmittal..... 350.00
 - Permit (WTFP) -One-Time Fee per Facility..... 1,500.00
- **Non –Section 6409(a) Modifications (Substantial Change)**
 - Application Processing Fee..... 2,000.00
 - Application Resubmittal Fee, First Resubmittal..... No Fees
 - Application Resubmittal Fee, Subsequent Resubmittal..... 350.00
 - Permit (WTFP) -One-Time Fee per Facility..... 1,500.00
- **Section 6409(a) Modifications (Non-Substantial Change)**
 - No Application and No Fees required. Notice of Section 6409(a) Modifications is required..... No Fees
- **Routine Maintenance**
 - No Application and No Fees required..... No Fees
- **Attachment to City-Owned Poles and Structures**
 - Annual rate to place a small wireless facility on a City-owned pole or other City-owned structure..... 50.00

Macro Tower

- **New Facility**
 - Application Processing Fee..... 2,000.00
 - Application Resubmittal Fee, First Resubmittal..... No Fees
 - Application Resubmittal Fee, Subsequent Resubmittal..... 350.00
 - Permit (WTFP) -One-Time Fee per Facility..... 1,500.00
- **Non –Section 6409(a) Modifications (Substantial Change)**
 - Application Processing Fee..... 2,000.00
 - Permit (WTFP) -One-Time Fee per Facility..... No Fees
- **Section 6409(a) Modifications (Non-Substantial Change)**
 - No Application and No Fees required. Notice of Section 6409(a) Modifications is required..... No Fees
- **Routine Maintenance**
 - No Application and No Fees required..... No Fees

XXII. ZONING INTERPRETATION AND VERIFICATION

- Zoning Interpretation..... 125.00
- Zoning Verification Letter..... 75.00