

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.

VARIANCES & SPECIAL EXCEPTIONS
 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.**

201' DEADLINE DATES

<u>Early Filing Date</u>	<u>Late Filing Date</u>	<u>Hearing Date</u>
November 1H*	November 2E*	January 9, 2013
December 1F*	December 1I*	February 13
January 1I*	January 2G*	March 13
February 1G*	February 1J*	April 10
March 1G*	March 1J*	May 8
April 1I*	April 2H*	June 12
May 1I*	May 2F*	July 10
June 1I*	June 1G*	August 14
July 1I*	July 2H*	September 11
August 1H*	August 2E*	October 9
September 1I*	September 2I*	November 13
October 1I*	October 2G*	December 11

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

VARIANCES AND SPECIAL EXCEPTIONS - 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 CASES	
	Early filing	Late filing	Early filing	Late filing
Special Exception Uses	\$600.00	\$750.00	\$500.00	\$650.00
Special Exception Uses - liquor approvals	\$900.00	\$1,200.00	\$750.00	\$900.00
Variances	\$300.00	\$450.00	\$300.00	\$450.00
Variance in the hours of operation	\$400.00	\$550.00	\$300.00	\$450.00
Administrative Decision Appeals (not qualifying as administrative approvals - ask staff for more details)	\$500.00	\$650.00	\$500.00	\$650.00

_____ **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)
Legal descriptions of all cases involving beer/liquor shall describe all areas of the business selling beer/alcohol, including restrooms, storage, kitchens, bathrooms etc., but shall not include other portions of any other business that may be located on the same lot.
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 accurate & 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. Existing and/or proposed **structures** (showing setbacks from property line)
4. Existing and/or proposed **parking spaces drawn & numbered**
5. Existing and/or proposed **driveways**
6. Existing and/or proposed **walls and/or fences**
8. Proposed **landscaping** (see Landscaping Ordinance) **Must be a detailed plan showing size, number, location, & name of plants, trees, shrubs, etc.**

_____ **For lounges & restaurants with beer and/or alcohol only** **3 copies of floor plan** showing all areas of the site, including kitchen, restrooms, storage, pool tables, dance floor and video poker areas.

_____ **For Church requests** **3 copies of floor plan of sanctuary** showing the exact number & length of pews

_____ **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.

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)	\$500.00 (early filing)
	\$750.00 (late 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.
- ! Liquor cases will not be set up for Public Hearing until a measurement has been made to verify that the site is the appropriate legal distance from a protected use (church, school, playground, day care etc)
- ! 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) _____

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
VARIANCES AND SPECIAL EXCEPTIONS**

APPLICANT'S NAME: _____

REASON FOR EXCEPTION OR VARIANCE (be specific): _____

SQUARE FEET OF PROPERTY: _____

SQUARE FEET OF STRUCTURE(S) _____

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

PLEASE STATE YOUR PROPOSED HOURS OF OPERATION _____
(not necessary for residential uses)

THE FOLLOWING ARE THE TYPICAL HOURS OF OPERATION FOR COMMERCIAL USES

PLEASE NOTE: 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

***** PLEASE ANSWER THE FOLLOWING ONLY IF IT APPLIES TO YOUR REQUEST *****

CHURCH USE REQUESTS: (Please note: each standard pew seat is 18" wide)

Length of pews in sanctuary _____ **Total number of pews in sanctuary** _____

Total number of seats in the sanctuary _____

Please note: An interior floor plan showing total number of pews will be required. Your figures need to match the site plan submitted.

EXPANDED HOME OCCUPATION REQUESTS:

Square feet of building (or portion of residence) to be used _____

Number of employees, if any _____ **Hours of operation** _____

Is a sign requested? _____ **Please state size:** _____

SITE PLAN - EXAMPLE

PLOT PLAN

(EXAMPLE)

N
SCALE
1" = 20'

AJOINING
PROPERTY
ZONED
R-ID

15' (MIN.) FROM PROPERTY
LINE. (REAR) 25' IF IN PARISH
OR IF THERE ARE OPENINGS.

LOT #5 LOT #4

6' SOLID SCREENING FENCE
BETWEEN RESIDENTIAL - B-2, B-3

NO DOORS OR
WINDOWS IF 15 FT. ±
AJOINING R-
DISTRICT.

20' (MIN.) SETBACK
ALONG SIDE PRO-
PERTY LINE, IF COR-
NER LOT.

5' (MIN.) ALONG
SIDE PROPERTY
LINE, IF AJOIN-
ING B-2, B-3
(IF SIDE YD.
IS PROVIDED)

BUILDING
40' x 65' x 14'
2,600 SQ. FT.

B-2 or B-3

AJOINING
PROPERTY
ZONED
B-3

30' FRONT SET-
BACK REQUIRE-
MENT. (MIN.)

10' x 20' PARKING SPACES,
20' TURNAROUND, 1 PARKING
SPACE FOR EVERY 200 SQ. FT.
OF RETAIL SPACE.

LANDSCAPING
REQUIREMENT

STREET NAME

140'

140'

5' Landscaping Strip

Property Line

OUT IN

SIDEWALK

LOT #10 LOT #9

20' (MIN.) BETWEEN
CORNER & ENTRANCE/EXIT

STREET NAME

20'

10'

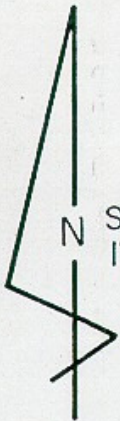
10'

60'

100'

VARIANCES & SPECIAL EXCEPTIONS

PLOT PLAN



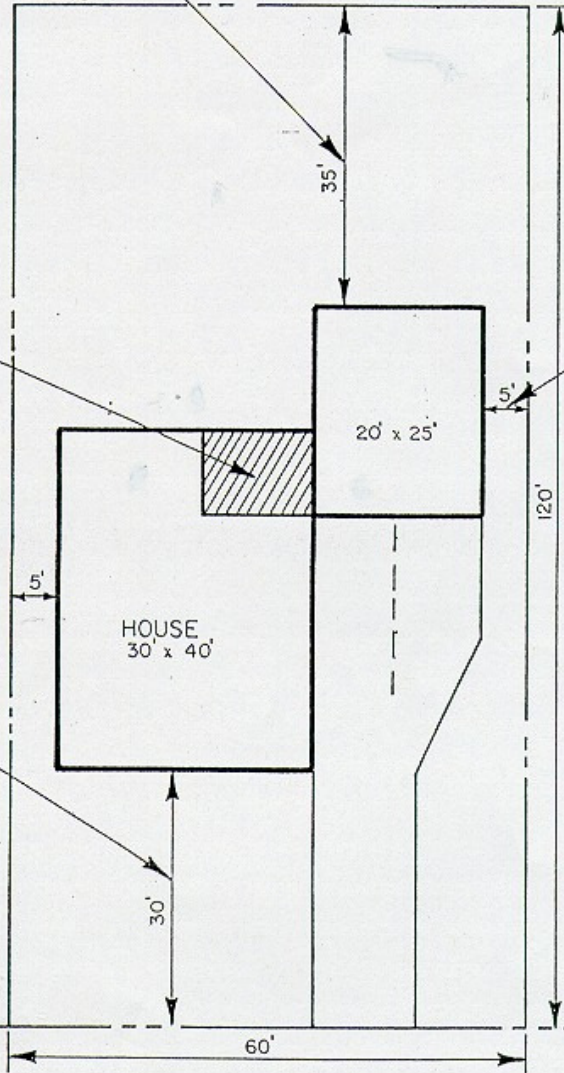
SCALE
1" = 20'

PORTION TO BE
USED FOR HOME
OCCUPATION.

30' FRONT SETBACK
REQUIREMENT

15' MINIMUM FROM REAR
PROPERTY LINE, 25' IF IN
PARISH.

5' MINIMUM ALONG
SIDE PROPERTY LINE



STREET NAME