

(OFFICE USE ONLY)

Application Fee: _____

Paid: _____

Date: _____

CASE _____

MPC ACTION: _____

HAUGHTON MPC
BOARD OF ADJUSTMENTS

118 W. McKinley
Haughton, LA 71037
Phone: 318-615-5095 or 318-941-9409

BOARD OF ADJUSTMENT ACTION REQUEST

Special Exception Use _____ Variance _____ Appeals _____

Project Information

Address/Location: _____

Business Name: (If applicable) _____

Legal Description (attach separate sheet if necessary) _____

Current Zoning: _____

BOA Request: _____

Present/Last Known Use: _____

Name, address, and interest, of every person or firm represented by the applicant in the application: _____

APPLICANT	Name _____ Company: _____ Address _____ City/State/Zip: _____ Phone: _____ Fax: _____ Applicant or representative must be present at the hearing to represent this case.
CONTACT PERSON	Name _____ Address _____ Company: _____ City/State/Zip _____ Phone: _____ Alternate Phone: _____ Fax: _____ Email: _____ NOTE: All forwarding mail and notice documents will be mailed to this address only.
PROPERTY OWNER	Name _____ Address _____ City/State/Zip: _____ Phone: _____

The above named property owner confirms that he or she has the means and ability to develop this proposed project or agrees to such development by the applicant.

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Applicant(s) Signature

Print Name

Date

Property Owner(s) Signature

Print Name

Date

INSTRUCTIONS FOR FILING APPLICATIONS

1. Applications must be filled out completely and signed by the applicant & the property owner, and fees paid for **all** cases. The application and all required information must be submitted to the commission.
2. Site Plan: **(1 copy – no bigger than 11” x 17”)**
 - a. Drawings must have north arrow and scale shown.
 - b. Drawing of tract with all dimensions and required building setbacks
 - c. All existing (that will remain) and proposed structures with dimensions of front, side, and rear yards.
 - d. All existing or proposed rights-of-way including streets, alleys, and utility easements and driveways.
 - e. UDC required off-street parking spaces, dimensioned and numbered
 - f. Dimensions of access aisles and type of paving
 - g. Building elevations (all sides, to include height)
3. Vicinity Maps: Size **8 1/2” X 11” or 8 1/2” X 14” – 1 (one) copy**
4. Legal Description
5. Furnish typed list of the names and mailing addresses of all property owners within **300 feet** of the subject property. Property owner’s names may be obtained from the Bossier Parish Tax Assessor’s Office at the Parish Courthouse.
6. Letter of Explanation
7. Photos (if applicable)
8. Roof Pitch
 - a) for manufactured/modular home applications
9. Carport Cover Applications
 - b) need list of building materials.

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- c) need photos of “like” carport covers in the neighborhood and/or near vicinity.