

Application Fee: \_\_\_\_\_

Paid: \_\_\_\_\_

Date: \_\_\_\_\_

CASE # \_\_\_\_\_

MPC ACTION: \_\_\_\_\_

## HAUGHTON METROPOLITAN PLANNING COMMISSION

118 W. McKinley Avenue

Haughton, LA 71037

Phone: 318-615-5095 Fax: 318-949-9401

### CONDITIONAL USE - ALCOHOL

#### Project Information

Business Name: \_\_\_\_\_

Address(es) of subject property: (parcel or assessment number(s) will be sufficient for undeveloped property)

Type of Business: \_\_\_\_\_

Alcohol Request: (Check all that apply) Low Content \_\_\_\_\_ High Content \_\_\_\_\_

Consumption: (Circle one) On-Premise Consumption or Off-Premise Consumption

Legal Description (attach separate sheet if necessary)

Current Zoning: \_\_\_\_\_

Proposed/ Hours of Operation: \_\_\_\_\_

Present or Last Known Use: \_\_\_\_\_

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.

\_\_\_\_\_  
Applicant(s) Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

Property Owner(s) Signature

Print Name

### INSTRUCTIONS FOR FILING APPLICATIONS

1. Applications must be filled out completely and signed by the applicant and the property owner, and fees paid for **all** cases. The application and all required information must be submitted to the commission.
2. Site Plans for New Construction: **(1 copy - 18"x24") & (1 copy - 11"x17" max. size)**  
  
***If the project is over 3000 Sq. Ft., the Site Plan must be stamped by a professional of record.***
  - a. Drawings must have north arrow and scale shown.
  - b. Drawing showing tract with all dimensions.
  - 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.
  - e. Dimensions of existing and proposed entrances and exits.
  - f. Required number of off-street parking spaces drawn and numbered (commercial or industrial)
  - g. Dimensions of maneuvering areas and type of paving (commercial or industrial)
  - h. Show compatibility buffers, screening walls and/or fences (multi-family, commercial or industrial)
3. Floor Plan: **(1 copy - 11"x17" max. size)**
4. Vicinity Map: Size **8 1/2" X 11" or 8 1/2" X 14" - 1 (one) copy**
5. Legal Description
6. 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.
7. Letter of Intent