

Application Fee: _____

Paid: _____

Date: _____

MPC ACTION: _____

HAUGHTON METROPOLITAN PLANNING COMMISSION

118 W. McKinley Avenue
Haughton, LA 71037
Phone: 318-615-5095 Fax: 318-949-9401

PLANNED UNIT DEVELOPEMENT

Residential _____ Commercial _____

Project Information

Business or Subdivision Name/Title: _____

Legal Description (attach separate sheet if necessary)

Current Zoning: _____

Total Acreage: _____

Total Number of Buildings: _____

Proposed Use Request: _____

Present or 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: _____ <p style="color: red; text-align: center;">Applicant or representative must be present at the hearing to represent this case.</p>
CONTACT PERSON	Name _____ Address _____ Company: _____ City/State/Zip _____ Phone: _____ Alternate Phone: _____ Fax: _____ Email: _____ <p style="color: red; text-align: center;">NOTE: All forwarding mail and notice documents will be mailed to this address only.</p>
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

Date

INSTRUCTIONS FOR FILING APPLICATIONS

1. Applications must be filled out completely and signed by the applicant & the property owner, and fees must be paid for **all** cases. The application and all required information must be submitted to the commission.
2. Site Plan: **(1 copy – 18"x 24") & (1 copy – 11" x 17" 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)
 - i. Landscaping (multi-family, commercial or industrial)
Follow requirements outlined in the UDC Development Packet:
Indicate number & species of trees & shrubs and their location
 - j. Color Building Elevations: front, sides, rear
Height (existing, if applicable and proposed)
Indicate type of exterior material(s)
Indicate dumpster location, height, and type of masonry material
3. Drainage Plan (new construction – **1 copy - 11" x 17" max. size**)) or a letter from the Parish/City Engineer indicating approval of the drainage plan
 4. PUD Check List
 5. Vicinity Map: Size **8 1/2" X 11" or 8 1/2" X 14" – 1 (one) copy**
Larger Maps – **1 (one) copy – 18" x 24"**
 6. Legal Description of Property
 7. Typed list of property owners within 300 feet of subject property.

**PLANNED UNIT DEVELOPMENT
SUBMITTAL DOCUMENTS**

- 1) APPLICATION
- 2) PUD CHECKLIST
- 3) SITE PLAN – FULLY DIMENSIONED
- 4) LANDSCAPING PLAN
- 5) DRAINAGE PLAN
- 6) PARKING PLAN
- 7) ELEVATIONS OF BUILDINGS
- 8) LEVEE BOARD – NOTIFICATION DENOTING IMPACT OF DEVELOPMENT TO LEVEE (IF APPLICABLE)

METROPOLITAN PLANNING COMMISSION

PLANNED UNIT DEVELOPMENT CHECKLIST

Manufactured Housing _____ Site Built _____

Public Streets _____ Private Streets _____

<u>Requirements</u>	<u>Yes</u>	<u>No</u>
*Asphalt or Concrete Street	_____	N/A
*Curb & Gutters	_____	_____
*Sidewalks	_____	_____
*Streetlights	_____	_____
*Central Sewer	_____	_____

Typical Lot Width _____

Typical Lot Depth _____

Track Size _____

Setbacks: Front _____ Side _____ Rear _____

Common Area (in acres) _____

Off-Street Parking (quantity) _____

Density (lots per acre) _____

*All of these features are required in subdivisions in the City and Village Development areas located within the Parish as depicted by the Comprehensive Plan. However, developers have an alternative to the curb and gutter requirements on lots of (1) acre or larger in the Parish *outside* of the Village Development areas.

I, the undersigned applicant for subdivision approval, do hereby agree to comply with all subdivision regulations as defined by the Bossier City-Parish Metropolitan Planning Commission.

Signature

Date