

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

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

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

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

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

**HAUGHTON  
METROPOLITAN PLANNING COMMISSION  
118 W. McKinley Avenue  
Haughton, LA 71037  
Phone: 318-615-5095 or 318-949-9401**

**ZONING AMENDMENT**

**Project Information**

Project Name: \_\_\_\_\_

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

Legal Description (attach separate sheet if necessary)

Existing Zoning: \_\_\_\_\_ Proposed Zoning: \_\_\_\_\_

Zoning Use Request: \_\_\_\_\_

Total acreage of subject property: \_\_\_\_\_

Present or last known use: \_\_\_\_\_

<b>APPLICANT</b>	Name: _____ Company: _____ Address: _____ City/State/Zip: _____ Phone: _____ Fax: _____ <b>Applicant or representative must be present at the hearing to represent this case.</b>
<b>CONTACT PERSON</b>	Name _____ Address _____ Company: _____ City/State/Zip _____ Phone: _____ Alternate Phone: _____ Fax: _____ Email: _____ <b>NOTE: All forwarding mail and notice documents will be mailed to this address only.</b>
<b>PROPERTY OWNER</b>	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(s), and all associated fees must be paid. All required information must be submitted to the MPC by the applicable deadline.
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. Building Elevations: front, sides, rear  
Heights (both existing and proposed)  
Floor Plans  
Indicate type of exterior material(s)  
Indicate dumpster location and type of masonry material
3. Drainage Plan (**new construction – one (1) copy**) or a letter from the Parish/City Engineer indicating approval of the drainage plan.
4. Vicinity Map: Size **8 1/2" X 11" – one (1) copy.**
5. Metes & Bounds Legal Description of the property.
6. Furnish a **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 or online at [www.bossierparishassessor.org](http://www.bossierparishassessor.org).
7. Letter of Intent – The applicant shall submit a written statement of the nature and reason for the amendment.
8. Development Schedule: Submit a development schedule of the proposal.

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## ZONING SUBMITALS CHECKLIST

- 1) APPLICATION (**must have original property owner(s) signature**)
- 2) SITE PLAN
- 3) DRAINAGE PLAN
- 4) VICINITY MAP
- 5) TYPED LIST OF PROPERTY OWNERS WITHIN 300 FEET
- 6) LEGAL DESCRIPTION
- 7) LETTER OF INTENT
- 8) DEVELOPMENT SCHEDULE
- 9) FEE

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