

Metropolitan *Planning Commission*
Shreveport | Caddo Parish

Caddo Parish ZBA Application and Checklist

Special Exception Uses and Variances

Current Planning Department

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Shreveport, LA 71101 | phone 318-673-6480

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ZONING BOARD OF APPEALS APPLICATION

Prior to any development application being accepted by the MPC, a Pre-Application Meeting is recommended for all applicants.

DO NOT WRITE IN THIS AREA-OFFICIAL USE ONLY

Date: _____ Planner: _____ Case No: _____ Application Fee: _____

PROPERTY INFORMATION

Project Name: _____ Associated Cases: _____

Project Address/Location: _____

Current Zoning District: _____ Parcel Number(s) _____

Existing Use of the Property: _____

SPECIAL EXCEPTION USE REQUEST

- | | | |
|---|--|---|
| <input type="checkbox"/> Church Use | <input type="checkbox"/> Bar / Lounge (Beer Only) | <input type="checkbox"/> Day Care |
| <input type="checkbox"/> Mobile Home | <input type="checkbox"/> Bar / Lounge (Beer and Wine Only) | <input type="checkbox"/> Drive Thru / Pick-Up Window (in B-1 and B-2) |
| <input type="checkbox"/> Secondary Residential Structure | <input type="checkbox"/> Bar / Lounge (Beer, Wine, Liquor) | <input type="checkbox"/> Cell Tower |
| <input type="checkbox"/> Package Beer Sales Only | <input type="checkbox"/> Restaurant (Beer Only) | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Package Beer and Wine Sales Only | <input type="checkbox"/> Restaurant (Beer and Wine Only) | |
| <input type="checkbox"/> Package Sales (Wine, Beer, Liquor) | <input type="checkbox"/> Restaurant (Beer, Wine, Liquor) | |

Restaurant uses require that a minimum of 60% of total restaurant sales shall be from sale of food, with no more than 40% from the sale of alcoholic beverages.

VARIANCE REQUEST

- | | | |
|-------------------------------------|-----------------------------------|--|
| <input type="checkbox"/> Front yard | <input type="checkbox"/> Lot Area | <input type="checkbox"/> Hour-of-Operation |
| <input type="checkbox"/> Side Yard | <input type="checkbox"/> Parking | <input type="checkbox"/> Building Height |
| <input type="checkbox"/> Rear Yard | | <input type="checkbox"/> Other: _____ |

REASON FOR SPECIAL EXCEPTION USE AND / OR VARIANCE: *(please be specific and descriptive, attach additional sheets as needed)*

PARCEL LEGAL DESCRIPTION: *(existing platted subdivision name, block and lot designation; if un-platted, provide a detailed metes and bounds description)*

GENERAL LOCATION OF PROPERTY: *(street address and/or frontage, and distance to cross street)*

ZONING INFORMATION

BUILDING INFORMATION

Current Zoning District(s):	Proposed Building Use(s):
If more than one district, provide the acreage of each:	Existing Building(s) sq. ft. gross:
Overlay District (if applicable):	Proposed Building(s) sq. ft. gross:
Total Site Acres:	Total sq. ft. gross (existing & proposed):
Off-Street Parking Required:	Proposed height of building(s):
Off-Street Parking Provided:	Number of stories:
	Ceiling height of First Floor:



ZONING BOARD OF APPEALS APPLICATION

IMPORTANT NOTE ABOUT PROJECT CONTACT	<p>If property owner designates an agent as the coordinator for the project, this person (the applicant) shall attend all necessary meetings and public hearings, will receive the agenda, recommendations, and case reports, and will communicate all case information to other parties as required. All contact for this project will be made through the applicant listed below.</p> <p>NAME, ADDRESS, AND SIGNATURE OF ALL PROPERTY OWNERS: <u>The property owner's notarized signature is mandatory.</u> ALL property owners must sign. All <u>property owners</u> 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. <u>If in business name or corporation, list all persons owning 6% or more. Attach separate sheet if necessary.</u></p>
APPLICANT CONTACT INFORMATION: Check if Primary Contact <input type="checkbox"/>	
Name: _____ Company: _____	
E-mail: _____ Phone: _____ Fax: _____	
Address: _____ City: _____ State: _____ Zip: _____	
ARCHITECT CONTACT INFORMATION: Check if Primary Contact <input type="checkbox"/>	
Name: _____ Company: _____	
E-mail: _____ Phone: _____ Fax: _____	
Address: _____ City: _____ State: _____ Zip: _____	
ENGINEER CONTACT INFORMATION: Check if Primary Contact <input type="checkbox"/>	
Name: _____ Company: _____	
E-mail: _____ Phone: _____ Fax: _____	
Address: _____ City: _____ State: _____ Zip: _____	
CURRENT PROPERTY OWNER CONTACT INFORMATION: Check if Primary Contact <input type="checkbox"/>	
Name: _____ Company: _____	
E-mail: _____ Phone: _____ Fax: _____	
Address: _____ City: _____ State: _____ Zip: _____	
Designee Contact Name: _____ Email Address: _____ Phone Number: _____	
PROPERTY OWNER, CHECK ONE OF THE FOLLOWING:	
____ I will represent the application myself; OR ____ I hereby designate _____ <i>(name of project representative)</i> to act in the capacity as my agent for submittal, processing, representation, and/or presentation of this request. The designated agent shall be the principal contact person for responding to all requests for information and for resolving all issues of concern relative to this request.	
ACKNOWLEDGEMENT:	
I hereby certify that I am the owner of the property and further certify that the information regarding property ownership provided on this development application is true and correct.	
_____ Property Owner Signature	_____ Date
_____ Applicant Signature	_____ Date

STATE OF _____, COUNTY/PARISH OF _____:

BEFORE ME, a Notary Public, on this day personally appeared _____ *(printed property owner's name)* the above signed, who, under oath, stated the following: "I hereby certify that I am the property owner for the purposes of this application; that all information regarding property ownership herein is true and correct." **SUBSCRIBED AND SWORN TO** before me, this the ____ day of _____, 20____.

Notary Public in the and for the State of _____



ZBA CHECKLIST

Special Exception Uses and Variances

The following information is required for special exception use and variance applications. Failure to provide all requested information by the application filing date will result in a significant delay in scheduling your application for ZBA consideration.

Please provide a copy of the completed checklist with your application.

Please note that all applicants requesting mobile home approvals must provide the following applicable information on the required property plan, and also address the additional items listed on the ZBA Mobile Home Checklist.

TO BE COMPLETED BY APPLICANT			TO BE COMPLETED BY MPC STAFF		
GENERAL REQUIREMENTS	YES	N/A	YES	NO	N/A
1. Site Plan. Shall be a black-and-white drawing formatted in landscape view on a 11"x17" sheet(s). All site plans are to be delivered ELECTRONICALLY . Special exceptions may be made by the Executive Director if electronic documentation and submittal is not available.	<input type="checkbox"/>				
2. Scale. The site plan shall be of a scale not greater than one inch (1") equals twenty feet (20') and not less than one inch (1") equals fifty feet (50') and of such accuracy that the Planning Commission can readily interpret the site plan. The plan shall show dimensions of all site improvements proposed.	<input type="checkbox"/>				
3. North Arrow. Provide north arrow, graphic scale, and written scale in close proximity to each other. Orient plan so that north is to the top or left-hand side of the sheet.	<input type="checkbox"/>				
4. Title Block. Title block shall be in the lower, right-hand corner of the plan. The title block shall identify whether it is special exception use request or a variance request, or both; subdivision name, lot and block designations, if platted; gross acreage, city, parish, and state name; survey and abstract name; and date of preparation).	<input type="checkbox"/>				
5. Owner. Label company name, contact name, address, and phone number of current property owner in the vicinity of the title block.	<input type="checkbox"/>				
6. Preparer's Information. Label company name, preparer name, address, and phone number of plan preparer (e.g., surveyor, engineer, architect, landscape architect, etc.) in the vicinity of the title block.	<input type="checkbox"/>				
7. Vicinity Map. Provide a vicinity map in the same orientation of the plan showing subject property, a north arrow, scale (or labeled "not to scale"), existing platted lot lines and streets, and existing boundaries and zoning for all property located within 600' of the boundaries of the subject property	<input type="checkbox"/>				
Property Plan Information	YES	N/A	YES	NO	N/A
1. Property Boundaries / Servitudes. Show current and proposed boundaries/lot lines	<input type="checkbox"/>	<input type="checkbox"/>			
2. Dimensions. Show, label and dimension lot frontage, width, and depth; along with front, side and rear yard setbacks	<input type="checkbox"/>	<input type="checkbox"/>			
3. Lot and Block Designations. Label proposed lot and block designations, and show area for each lot in acres and square feet.	<input type="checkbox"/>	<input type="checkbox"/>			
4. Floodplain and Drainage. Show and label existing floodplains, floodways, drainage ways, and creeks. (FEMA maps are available online).	<input type="checkbox"/>	<input type="checkbox"/>			
5. Building(s). Show location and dimensions of all existing and proposed buildings or structures. If this project includes an addition, clearly show the addition different from the existing building. Provide general building dimensions.	<input type="checkbox"/>	<input type="checkbox"/>			
6. Building Uses. For each building, label proposed use, gross building area (square feet), building height (# of stories), and building height (in feet to tallest element of the building as described in ordinance).	<input type="checkbox"/>	<input type="checkbox"/>			
7. Setbacks. Indicate all building setbacks (front, side, and rear) from all property lines with a dashed line. Include distances between structures and distances to critical areas.	<input type="checkbox"/>	<input type="checkbox"/>			



ZBA CHECKLIST (CONTINUED)

Special Exception Uses and Variances

GRADING AND STORMWATER REQUIREMENTS		YES	N/A	YES	NO	N/A
1.	Existing Conditions. If applicable to a variance request, show and label existing and proposed topography at two (2) foot contours referenced to sea-level datum. (Please note that topographical information can be provided from a number of web based/GIS applications in lieu of submitting an extensive topographical survey).	<input type="checkbox"/>	<input type="checkbox"/>			
UTILITY REQUIREMENTS		YES	N/A	YES	NO	N/A
1.	Water Mains. Show existing and proposed water utilities and associated servitudes. Dimension easement widths. Label main line sizes.	<input type="checkbox"/>	<input type="checkbox"/>			
2.	Water Service Provider. If property is not served by city water the applicant is required to submit a letter from the appropriate agency stating that water is available. For private wells a letter from the Caddo Health Department is required.	<input type="checkbox"/>	<input type="checkbox"/>			
3.	Sewer Mains. Show existing/proposed sewer mains with sizes along entire frontage of development.	<input type="checkbox"/>	<input type="checkbox"/>			
4.	Sewer Service. If property is not served by city sewer the applicant is required to submit a letter from the appropriate agency stating that sewer is available. For private septic systems a letter from the Caddo Health Department is required.	<input type="checkbox"/>	<input type="checkbox"/>			
5.	Servitude. Show reference for all existing sanitary sewer servitude and possibly water servitudes.	<input type="checkbox"/>	<input type="checkbox"/>			
6.	Cross Lake Watershed. If the property is located in the Cross Lake Watershed, the applicant is 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.	<input type="checkbox"/>	<input type="checkbox"/>			
7.	Meters. Show size and location of meters.	<input type="checkbox"/>	<input type="checkbox"/>			
LANDSCAPE REQUIREMENTS		YES	N/A	YES	NO	N/A
1.	Landscaping. Show and label landscape areas. Show, label, and dimension (width) required landscape edge.	<input type="checkbox"/>	<input type="checkbox"/>			
2.	Trees. Show and label graphically which are required and provided trees and shrubs in the landscape edge.	<input type="checkbox"/>	<input type="checkbox"/>			
3.	Sidewalks. Show and dimension sidewalks, barrier-free ramps, hike & bike trails and crosswalks. Label as existing or proposed. Label pavement construction.	<input type="checkbox"/>	<input type="checkbox"/>			
4.	Existing Vegetation. Description of vegetation to be retained and removed.	<input type="checkbox"/>	<input type="checkbox"/>			
5.	Natural Features. Location of natural features such as woodlots, marshlands, streams, rivers, lakes, drains and similar features.	<input type="checkbox"/>	<input type="checkbox"/>			
6.	Plant and Tree List. In tabular form, provide landscape planting list of both required and provided counts indicating common and scientific name, plant spacing, and sizes.	<input type="checkbox"/>	<input type="checkbox"/>			
7.	Screening. Show and label type, material and height of screening walls, fences, retaining walls, headlight screens, and/or living screens. For living screens, state plant type, size, and spacing.	<input type="checkbox"/>	<input type="checkbox"/>			
TRANSPORTATION SERVICES REQUIREMENTS		YES	N/A	YES	NO	N/A
1.	Public and Private Streets. Existing and proposed ROW must be dimensioned and labeled; along with pavement widths, curb and gutter, curb radii, and street centerlines. Label as existing or proposed. Label all existing and proposed street names. Label pavement construction (asphalt, concrete, or gravel).	<input type="checkbox"/>	<input type="checkbox"/>			
2.	Turn Lanes. Show and dimension left turn lanes and deceleration lanes with associated storage and transition areas. Label as existing or proposed.	<input type="checkbox"/>	<input type="checkbox"/>			
3.	Driveways. Show driveways and vehicular surface area on plan. Show the location of all opposing driveways surrounding the site.	<input type="checkbox"/>	<input type="checkbox"/>			



ZBA CHECKLIST (CONTINUED)

Special Exception Uses and Variances

4. Parking Layout. Show existing and proposed parking areas, bay dimensions, aisle dimensions, and label number of spaces per tier of parking. Please provide tabular table with parking counts.	<input type="checkbox"/>	<input type="checkbox"/>			
5. Circulation Lanes. Show and label vehicle circulation lanes, private drives, fire lanes, and driveways. Label as existing or proposed. Utilize directional arrows to show traffic flow. Dimension pavement widths, right-of-way (ROW), and/or easement widths, driveway throat widths, radii, and distances between driveways and intersecting streets. Label pavement construction (asphalt or concrete).	<input type="checkbox"/>	<input type="checkbox"/>			
6. Off-Site Parking. Show and label offsite parking. All handicap parking areas, parking spaces, striping, and ramps must be shown and labeled.	<input type="checkbox"/>	<input type="checkbox"/>			
7. Off-Street Loading. Show, label, and dimension required off-street loading spaces.	<input type="checkbox"/>	<input type="checkbox"/>			
8. Vehicular Stacking. Provide vehicular stacking areas, length of queue, storage space required per stacked vehicle including aisle width, stall depth, and stall width. For drive-through lanes, include all stops (menu boards, windows, etc.) and stacking.	<input type="checkbox"/>	<input type="checkbox"/>			
9. Vehicular Storage. Show, label, and dimension open storage and vehicle storage areas including required screening and pavement construction (asphalt or concrete).	<input type="checkbox"/>	<input type="checkbox"/>			
10. Fuel Storage Tanks. Show and label above ground and underground fuel storage tanks. Label fuel tank capacities.	<input type="checkbox"/>	<input type="checkbox"/>			
11. Roadway Improvements. Right-of-Way or Roadway improvements must be shown on the plans.	<input type="checkbox"/>	<input type="checkbox"/>			
12. Passage of Servitude. Label and dimension all passages of servitude with adjacent properties.	<input type="checkbox"/>	<input type="checkbox"/>			
SOLID WASTE SERVICE INFORMATION	YES	N/A	YES	NO	N/A
1. Waste Receptacles & Enclosures & Other Mechanical Equipment. Location, materials and height of dumpsters and their method of screening.	<input type="checkbox"/>	<input type="checkbox"/>			
APPLICATION SPECIFIC INFORMATION	YES	N/A	YES	NO	N/A
1. Setback Variance. For variances pertaining to any lot area and dimensional requirements, clearly state the current ordinance requirements along with the proposed change on the plan.	<input type="checkbox"/>	<input type="checkbox"/>			
2. Height Variance. For height variance requests, provide dimensioned elevation/façade plans (3 copies on 11"x17" sheet size) for all proposed buildings.	<input type="checkbox"/>	<input type="checkbox"/>			
3. Drive Thru / Pick-up Window. For special exception use requests pertaining to drive-through/pick-up windows, show, label, and dimension any proposed drive-through lanes including all stops (menu boards, windows, etc.) and stacking and escape lanes.	<input type="checkbox"/>	<input type="checkbox"/>			
4. Sign Variance. For sign variance requests show location, type and size of free-standing signs proposed. Show proposed building signage layout including type, location and approximate size indicated on the plan. Provide elevation drawings with dimensions of all free standing signs. Show type of materials and lighting features.	<input type="checkbox"/>	<input type="checkbox"/>			
5. On-premise sale and consumption of alcohol for a restaurant or bar/lounge. For special exception requests pertaining to on-premise sale and consumption of alcohol for a restaurant or bar/lounge, provide three (3) 11"x17" copies of the floor plan clearly designating and labeling the areas where alcoholic beverages will be purchased and imbibed.	<input type="checkbox"/>	<input type="checkbox"/>			
6. Churches. For special exception use requests pertaining to churches, provide three (3) 11"x17" copies of the floor plan of the sanctuary showing the exact number and length of pews, or other types of seating.	<input type="checkbox"/>	<input type="checkbox"/>			
7. Parking Variance. For parking variances, clearly state the parking ratio as required by ordinance along with the proposed reduction in the number of spaces on the plan.	<input type="checkbox"/>	<input type="checkbox"/>			
8. Day Care. For special exception use requests for day care centers, show, label and dimension circular drive, providing twenty (20) linear feet per eight (8) children. Also, show designated and secured playground areas, along with fencing on the property plan.	<input type="checkbox"/>	<input type="checkbox"/>			
9. Cell Tower(s). For special exception use requests pertaining to cell towers, designate tower type (monopole, self-support, guyed, or other), provide latitude and longitude, proposed tower height, initial antenna height, antenna type and site elevation. Also provide the number of collocation spaces possible and the number of spaces leased.	<input type="checkbox"/>	<input type="checkbox"/>			