

Metropolitan *Planning Commission*

Shreveport | Caddo Parish

ZBA Application Information

Deadline Dates and Other Information for ZBA Application Submittals

Current Planning Department

505 Travis Street, Suite 440

Shreveport, LA 71101

phone 318-673-6480

www.shreveportcaddompc.com



ZBA APPLICATION INFORMATION FOR 2017

Filing Date

December 13, 2016
January 10, 2017
February 14, 2017
March 14, 2017
April 11, 2017
May 9, 2017
June 13, 2017
July 11, 2017
August 8, 2017
September 12, 2017
October 10, 2017
November 14, 2017
December 12, 2017

Meeting Date

February 15, 2017
March 15, 2017
April 19, 2017
May 17, 2017
June 21, 2017
July 19, 2017
August 16, 2017
September 20, 2017
October 18, 2017
November 15, 2017
December 20, 2017
January 17, 2018
February 21, 2018

APPLICATION INFORMATION:

- Any application not having all of the required information (please refer to your ZBA application packet) by 5:00 P.M. on the filing date will not be accepted by MPC staff.
- It is recommended that you **schedule a pre-application meeting with an MPC Planner at least three weeks in advance of the filing deadline** in order to assess the accuracy and completeness of your request and required submittal documents. Failure to do so may result in a significant delay in scheduling your application for ZBA Board consideration.
- The application filing fee is **non-refundable** unless the application is withdrawn within the same week it was filed. All withdrawals must be submitted in writing (letter or email) to MPC staff.

APPEAL INFORMATION:

- **All ZBA Decisions are subject to Appeal to the appropriate governing body.** The following information details appeals for City and Parish cases.

CITY CASES Appealed to the **Caddo Parish District Court** at 501 Texas Street, Room 103 (Filing Counter). All parties appealing to District Court will be held responsible for accruing court costs. Please call 318-226-6776 for more information.

PARISH CASES Appealed to the **Caddo Parish Commission** at 505 Travis St., Suite 110 (1st Floor of Government Plaza). **A \$250.00 filing fee is only required if appealed by the applicant. There is no fee for appeals by an aggrieved party in the Parish.** Please call 318-226-6596.

- The appeal period starts the day after the decision is made by the ZBA Board and runs for 10 calendar days.



ZBA APPLICATION INFORMATION FOR 2017

ALCOHOL SPECIAL EXCEPTION USES

- Applications requesting the sale and/or on-premise consumption of alcohol will not be accepted by MPC staff, if a property is located near a protected use (church, school, playground, day care, etc.), until a measurement has been made by the Zoning Administrator to verify that the site is the appropriate legal distance from a protected use.

EXPIRATION OF SPECIAL EXCEPTION USES

- All special exception use approvals granted by the ZBA will become null and void, if the use has not begun to operate or develop on the subject property within one year of the date of the approval.

VARIANCE CRITERIA

- Exceptional narrowness, shallowness, or shape of a specific property, or exceptional topographic conditions, or other extraordinary and exceptional characteristics of a piece of property in which the strict application of any regulation of the Zoning Ordinance would result in peculiar and exceptional practical difficulties to, or undue hardship upon the owner of the subject property, the ZBA may authorize a variance, provided the regulation relief does not create substantial detriment to the public good and does not impair the intent and purpose of the Zoning Ordinance.