

**Metropolitan** *Planning Commission*

*Shreveport | Caddo Parish*

# Unified Development Code Zoning Checklist

A Checklist for Zoning Applications for the Unified Development Code



**CITY OF SHREVEPORT**  
UNIFIED DEVELOPMENT CODE

## **Current Planning Department**

505 Travis Street, Suite 440

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[www.shreveportcaddompc.com](http://www.shreveportcaddompc.com)



## UDC ZONING CHECKLIST

The following information is required for all zoning map amendment requests (rezonings). Failure to provide all requested information by the application filing date will result in a significant delay in scheduling your application for MPC Board consideration. Please provide a copy of the completed checklist with your application.

TO BE COMPLETED BY APPLICANT			TO BE COMPLETED BY MPC STAFF		
PLAN FORMAT AND GENERAL STANDARDS	YES	N/A	YES	NO	N/A
1. <b>Application Form.</b>	<input type="checkbox"/>				
2. <b>Application Fee Worksheet.</b>	<input type="checkbox"/>				
3. <b>Subject Property Information with Accurate Parcel Description.</b> The owner must provide enough information about the location of the parcel to enable staff to locate the parcel with reasonable accuracy in relation to its neighbors.	<input type="checkbox"/>				
4. <b>Property Ownership and Authorization.</b> Signed and notarized.	<input type="checkbox"/>				
5. <b>Current Tax Certificate.</b> One copy from all taxing agencies.	<input type="checkbox"/>				
6. <b>Project Representative Designation Completed.</b> If applicable.	<input type="checkbox"/>				
7. <b>Legal Description.</b> Legal identification of the property (i.e., plat and lot number or other legal description).	<input type="checkbox"/>				
8. <b>Owner.</b> Name and address of property owner, developer, and designer.	<input type="checkbox"/>				
9. <b>Preparer's Name.</b> Label company name, name, address, and phone number of the plan preparer (e.g., surveyor, engineer, architect, landscape architect, etc.) in the vicinity of the title block..	<input type="checkbox"/>				
PROPERTY MAP INFORMATION	YES	N/A	YES	NO	N/A
10. <b>Zoning Location Maps.</b> Two (2) 8-1/2" x 11" Zoning Location Maps at a Scale of 1"= 50' or 100' showing properties and streets at least within 300' of the subject property.	<input type="checkbox"/>				
11. <b>North Arrow.</b> 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"/>				
12. <b>Title Block.</b> Title block shall be in the lower, right-hand corner of the plan. 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"/>				

(Please refer to MPC web site at [www.shreveportcaddompc.com](http://www.shreveportcaddompc.com) for zoning map information)