

# **Metropolitan** *Planning Commission*

Shreveport | Caddo Parish

## **Caddo Parish Fees**

### **Current Planning Department**

505 Travis Street, Suite 440

Shreveport, LA 71101

phone 318-673-6480 | fax 318-673-6480

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



## MPC FEE WORKSHEET FOR THE UDC

This worksheet will be filled out by an MPC Planner during application submittal. Fees must be **paid in full** at that time.

|   |       |             |                  |
|---|-------|-------------|------------------|
| Submittal Date:   |       |             |                  |
| Project Name:   |       |             |                  |
| Applicant Contact:  |       |             |                  |
| Project Location:   |       |             |                  |
| Planning and Zoning Case Number:  |       |             |                  |
| <b>APPLICATION(S)</b>   |       |             |                  |
|   | Units | Fees        | Total Review Fee |
| <b>CODE TEXT AMENDMENT</b>  |       |             |                  |
| Non-Governmental / Non-Municipal Entity   |       | 250.00      | \$0.00           |
| Governmental / Municipal Entity   |       | No Charge   | \$0.00           |
| <b>MPC APPLICATIONS</b>   |       |             |                  |
| <b>REZONING</b>   |       |             |                  |
| Base Application Fee, Plus  |       | 500.00      | \$0.00           |
| <b>PLANNED UNIT DEVELOPMENT (Preliminary Site Plan)</b>   |       |             |                  |
| Base Application Fee, Plus  |       | 500.00      | \$0.00           |
| <b>SMALL PLANNED UNIT DEVELOPMENT (Site Plan)</b>   |       |             |                  |
| Base Application Fee, Plus  |       | 375.00      | \$0.00           |
| *Per Acre Fee (after first acre – maximum total fee of \$1,000.00)  |       | 25.00       | \$0.00           |
| <b>AMEND ORDINANCE STIPULATIONS</b>   |       |             |                  |
| Amend Ordinance Stipulations  |       | 650.00      | \$0.00           |
| <b>PRELIMINARY PLAT</b>   |       |             |                  |
| Base Application Fee  |       | 100.00      | \$0.00           |
| <b>FINAL PLAT/RE-PLAT</b>   |       |             |                  |
| Base Application Fee, Plus  |       | 100.00      | \$0.00           |
| *Per Lot Fee (in addition to base fee – maximum total fee of \$1,300.00)  |       | 10.00       | \$0.00           |
| <b>REVISED PLAT</b>   |       |             |                  |
| Revised Plats, including Lot Combinations   |       | 150.00      | \$0.00           |
| <b>SPECIAL USE PERMIT</b>   |       |             |                  |
| Special Use Permit Base Fee   |       | 375.00      | \$0.00           |
| Special Use Permit Site Plan Review   |       | 375.00      | \$0.00           |
| *Per Acre Fee (in addition to Special Use Permit Site Plan Review base fee – maximum total fee of \$1,300.00) * applies only to properties exceeding one acre |       | 25.00       | \$0.00           |
| <b>APPEALS</b>  |       |             |                  |
| Administrative Decision Appeal  |       | 500.00      | \$0.00           |
| Appeal to Parish Commission (Applicants Only)   |       | 250.00      | \$0.00           |
| <b>VARIANCES</b>  |       |             |                  |
| <b>ZONING</b>   |       |             |                  |
| Residential Variance to Zoning  |       | 300.00      | \$0.00           |
| Commercial / Industrial Variance to Zoning  |       | 300.00      | \$0.00           |
| Residential Administrative Exception to Zoning  |       | 350.00      | \$0.00           |
| Commercial / Industrial Administrative Exception to Zoning  |       | 500.00      | \$0.00           |
| <b>VARIANCES</b>  |       |             |                  |
| Other   |       | 450.00      | \$0.00           |
| <b>ADMINISTRATIVE DECISION APPEAL</b>   |       |             |                  |
| Administrative Decision Appeal  |       | 650.00      | \$0.00           |
| <b>ADMINISTRATIVE APPLICATIONS</b>  |       |             |                  |
| <b>TEMPORARY USE APPROVALS</b>  |       |             |                  |
| Batch Plant/Rock Crushing Facility Or Borrow Pit (Separate Administrative Site Plan Approval Fee May Be Required)   |       | 500.00      | \$0.00           |
| Farmers Market (Separate Administrative Site Plan May Be Required)  |       | 25.00       | \$0.00           |
| Other Temporary Use (i.e. Food Truck Vendor, Temporary Outdoor Entertainment, Temporary Outdoor Sales Or Temporary Storage Container)                         |       | 25.00       | \$0.00           |
| <b>VARIANCES</b>  |       |             |                  |
| Variance  |       | 150.00      | \$0.00           |
| <b>SITE PLAN</b>  |       |             |                  |
| Pre-Application Conference (PAC)  |       | No Charge   | \$0.00           |
| Base Application Fee, Plus  |       | 300.00      | \$0.00           |
| Administrative Site Plan Modification   |       | 100.00      | \$0.00           |
| <b>PUD SITE PLAN</b>  |       |             |                  |
| Base Application Fee, Plus  |       | 650.00      | \$0.00           |
| *Per Acre Fee (after first 5 acres - maximum)   |       | 50.00       | \$0.00           |
| <b>CERTIFICATES OF OCCUPANCY</b>  |       |             |                  |
| Home Based Business   |       | 25.00       | \$0.00           |
| Commercial Location   |       | 50.00       | \$0.00           |
| Temporary Certificate of Occupancy  |       | 37.50       | \$0.00           |
| Property Occupied without a Valid Certificate of Occupancy  |       | Fees Double | \$0.00           |
| <b>ZONING INTERPRETATION &amp; VERIFICATION</b>   |       |             |                  |
| Zoning Interpretation   |       | 62.50       | \$0.00           |
| Zoning Verification Letter  |       | 75.00       | \$0.00           |



## MPC FEE WORKSHEET FOR THE UDC

| APPLICATION(S)   | Units | Fees      | Total Review Fee |
|--|-------|-----------|------------------|
| <b>MAP FEES</b>  |       |           |                  |
| Single Plotted Zoning Map (36" x 36")  |       | 8.00      | \$0.00           |
| Set Plotted Zoning Maps  |       | 190.00    | \$0.00           |
| Single Zoning Map on CD (.pdf format)  |       | 8.00      | \$0.00           |
| Set of Zoning Maps on CD (.pdf format)   |       | 30.00     | \$0.00           |
| Any Prepared Map Ready to Plot   |       | 15.00     | \$0.00           |
| Custom Map - Base fee  |       | 20.00     | \$0.00           |
| :Per Hour Fee (after the first hour)   |       | 20.00     | \$0.00           |
| <b>WIRELESS COMMUNICATION TOWERS REVIEW</b>  |       |           |                  |
| Wireless Communication Towers Review   |       | 500.00    | \$0.00           |
| <b>SIGNS</b>   |       |           |                  |
| <b>SIGN PERMITS</b>  |       |           |                  |
| A-Frame Sign   |       | 30.00     | \$0.00           |
| Attention Getting Device   |       | 100.00    | \$0.00           |
| Banner Exhibition Sign   |       | 30.00     | \$0.00           |
| Billboard (New or Major Structural Modifications or Change in the Number of Faces) |       | 200.00    | \$0.00           |
| Billboard (Face Change)  |       | No Charge | \$0.00           |
| Billboard (New Electronic)   |       | 500.00    | \$0.00           |
| Billboard Annual Review (Pre Billboard)  |       | 12.50     | \$0.00           |
| Canopy Sign (50 sf Or Less)  |       | 30.00     | \$0.00           |
| Canopy Sign (51 sf Or More)  |       | 40.00     | \$0.00           |
| Electronic Message Sign  |       | 100.00    | \$0.00           |
| Free Standing/Monument   |       | 100.00    | \$0.00           |
| Marquee Or Roof Sign   |       | 75.00     | \$0.00           |
| Projecting Sign  |       | 30.00     | \$0.00           |
| Public Information Event Sign  |       | 75.00     | \$0.00           |
| Scoreboard   |       | 100.00    | \$0.00           |
| Wall Sign Or Awning Sign, (60 sf or Less)  |       | 17.50     | \$0.00           |
| Wall Sign Or Awning Sign, Banner Exhibition Sign ( 61 sf to 120 sf)                |       | 27.50     | \$0.00           |
| Wall Sign Or Awning Sign, Banner Sign (121 sf to 250 sf)                           |       | 37.50     | \$0.00           |
| Wall Sign, Or Awning Sign (any size larger than 251 sf)                            |       | 55.00     | \$0.00           |
| Sign Installed Without A Permit (ALL FEES DOUBLE)                                  |       |           | \$0.00           |
| Application Total:   |       |           | \$0.00           |
| Total Paid:  |       |           |                  |
| Paid / Check Number:   |       |           |                  |
| SIGNATURE OF APPLICANT _____   |       |           |                  |

FOR REFERENCE ONLY