

**Metropolitan** *Planning Commission*

*Shreveport Caddo Parish*

# ZBA Application Information

Deadline Dates and Other Information for ZBA Application Submittals

**Land Development Department**

505 Travis Street, Suite 440  
Shreveport, LA 71101 | phone 318-673-6480

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



## ZBA APPLICATION INFORMATION FOR 2017

### Filing Date

December 12, 2017  
January 9, 2018  
February 13, 2018  
March 13, 2018  
April 10, 2018  
May 8, 2018  
June 12, 2018  
July 10, 2018  
August 14, 2018  
September 11, 2018  
October 9, 2018  
November 13, 2018  
December 11, 2017

### Meeting Date

February 21, 2018  
March 21, 2018  
April 18, 2018  
May 16, 2018  
June 20, 2018  
July 18, 2018  
August 15, 2018  
September 19, 2018  
October 17, 2018  
November 21, 2018  
December 19, 2018  
January 16, 2019  
February 20, 2019

### 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- The application filing fee is **non-refundable** unless the application is withdrawn within the same week it was filed.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 required.** 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 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.