

**Metropolitan Planning Commission**  
*Shreveport / Caddo Parish*

# **General Application Information**

Deadline Dates and Information for MPC Application Submittals

**Current Planning Department**  
505 Travis Street, Suite 440

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



## MPC APPLICATION INFORMATION FOR 2018

Shreveport, LA 71101  
Phone 318-673-6480

### 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, 2018

### Meeting Date

February 7, 2018  
March 7, 2018  
April 4, 2018  
May 2, 2018  
June 6, 2018  
July 11, 2018\*  
August 1, 2018  
September 5, 2018  
October 10, 2018\*\*  
November 7, 2018  
December 5, 2018  
January 2, 2019  
February 6, 2019

\*Due to the July 2018 MPC meeting falling on a holiday, we have moved the meeting to the second Wednesday, July 11, 2018.

\*\*Due to the October 2018 MPC meeting and the APA Conference being on the same day, we have moved the meeting to the second Wednesday, October 10, 2018.

### APPLICATION INFORMATION:

- Any application not having all of the required information (please refer to your MPC application packet) by 5:00 P.M. on the filing date will not be accepted by MPC staff.
- **A pre-application meeting is required (prior to the submittal of) all Site Plan and Planned Unit Development (PUD) applications.** It is recommended that you schedule the 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 MPC 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- The application filing fee is **non-refundable** unless the application is withdrawn within the same week it was filed.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 the MPC staff.

### ZONING AND PUD INFORMATION:

- All **Rezoning and PUD cases are recommendations only from the MPC Board** and are not final until the appropriate governing body has taken action (City Council for City cases, Parish Commission for parish cases). Please be advised that this process typically takes from 45 to 90 days.

### APPEALS:

- All MPC Decisions are subject to appeal to the appropriate governing body.



## MPC APPLICATION INFORMATION FOR 2018

- For cases appealed to the Parish Commission, 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.
- For cases appealed to the City, a **\$250.00 filing fee is required** regardless of who makes an appeal.
- The appeal period starts the day after the decision is made by the MPC Board and runs for 10 calendar days.

### **APPEAL CONTACT INFORMATION:**

**CITY CASES**      Appealed to the City Council at 505 Travis St., Suite 410 (4th Floor of Government Plaza).  
Please call 318-673-5262.

**PARISH CASES**      Appealed to the Caddo Parish Commission at 505 Travis St., Suite 110  
(1st Floor of Government Plaza). Please call 318-226-6596.

### **IMPORTANT CONTACT INFORMATION:**

**PERMITS.** Building Permits can be obtained at 505 Travis St., Suite 130, (1<sup>st</sup> Floor Government Plaza).  
Please call 318-673-6100.

**CERTIFICATES OF OCCUPANCY.** A Certificate of Occupancy can be obtained at 505 Travis St., Suite 130,  
(1<sup>st</sup> Floor Government Plaza). Please call 318-673-6442.

**CADDO PARISH HEALTH DEPARTMENT.** Authorization for food sales and for all septic tanks. Please call 318-676-5222.

**FLOODPLAIN AND FLOODWAY INFORMATION.** Please call City Engineering at 318-673-6000 or Parish Public Works at  
318-226-6930.