

**Metropolitan Planning Commission**  
Shreveport | Caddo Parish

# Unified Development Code Pre-Application Packet

Process Guide and Submittal Forms for Site Plan Submittal and Review for the Caddo Parish UDC



**Land Development Department**  
505 Travis Street, Suite 440  
Shreveport, LA 71101 | phone 318-673-6480

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



## SITE PLAN PRE-APPLICATION PROCEDURES

### *Pre-Application Meeting and Submittal*

#### **Important Information Regarding Pre-Application Submittals**

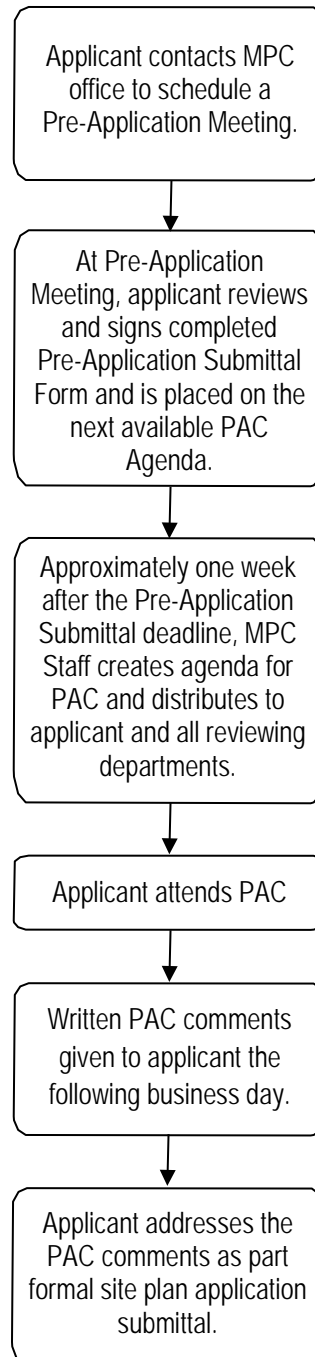
- Prior to any site plan application being accepted by the MPC, an in-person Pre-Application Meeting (PAM) is mandatory in order to be scheduled for the Pre-Application Conference (PAC). Please call (318) 673-6480 to schedule a meeting with a MPC Planner.
- **There is no fee for the Pre-Application Meeting or the Pre-Application Conference.**
- All Pre-Application Submittals must be received no less than 2 weeks prior to the next regularly scheduled and available Pre-Application Conference date.
- Incomplete Pre-Application submittals will **NOT** be accepted.
- Pre-Application Conferences are typically held on the second (2nd) and fourth (4th) Thursday of each month, excluding holidays, in the MPC Conference Room.

The following information is provided to assist in the preparation and submittal of a request for a Pre-Application Meeting for projects within the Shreveport | Caddo Metropolitan Planning Commission's jurisdiction.

1. ***Pre-Application Submittal Form***— For the submittal form to be accepted by the MPC, the applicant must provide all of the required information described on the submittal form checklist at the time of submittal. All submittals must be received by 4:00 PM no later than 2 weeks prior to the next regularly scheduled and available PAC (which are typically held on the second (2nd) and fourth (4th) Thursday of each month, excluding holidays, in the MPC Conference Room). All submittals received after the above-referenced deadline will be placed on the next available agenda. **Incomplete submittals will NOT be accepted.**
2. ***Pre-Application Conference***— A complete meeting agenda will be e-mailed to each applicant at least 1 week prior to the scheduled meeting date. The agenda is divided into specific time slots for each application received. Each applicant must attend during their allotted time. Representatives from each reviewing department or agency (Engineering, Fire Prevention, etc.) will attend the PAC along with MPC staff. During the PAC, each department or agency will have an opportunity to speak with the applicant and provide feedback. Written PAC comments (meeting notes) will be given to the applicant via email by end-of business the day following the PAC meeting.
3. ***Pre-Application Comments***— Once an applicant has attended the PAC, the applicant should review the meeting notes and address them prior to their formal Site Plan Application submittal. **Conceptual Site Plans will not be accepted as a formal site plan submittal.**



## SITE PLAN PRE-APPLICATION PROCEDURAL PROCESS





## PRE-APPLICATION SUBMITTAL REQUIREMENTS

*Submittals will not be accepted if required items are missing or incomplete.*

1. **Submittal Form**— Complete and signed pre-application submittal form containing all information relative to the project.
2. **Project Narrative**
  - Description of request;
  - Description of current site conditions, existing uses, current zoning, and the adjacent zoning;
  - General outline of intended plans for development (two word descriptions are not acceptable);
  - Provide a summary of development plans and proposed uses, and include any specific questions about the property or development;
  - Define the acreage of the property;
  - Include the square footage of any proposed buildings and/or expansions;
  - Specify the existing and proposed zoning districts and any overlay districts.
3. **Aerial Vicinity Map.** Aerial vicinity map of the property. The map should include a scale, north arrow, and dimensions.

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*The following items are not required for the Pre-Application Submittal; however they are required for the Pre-Application Conference. All Conceptual Site Plans must be received by end-of-business the day before the applicant's Pre-Application Conference. If an applicant does not provide a conceptual site plan, they will be placed on the next available PAC agenda.*

4. **Conceptual Site Plan**— A conceptual site plan depicting a generalized idea of the proposed use including:
  - Building footprint and size
  - Parking, stacking and loading areas
  - Number of provided parking spaces
  - Building setbacks and height
  - Screening devices
  - Landscape buffers and common areas
  - Drive approaches and dimensions
  - Medians and openings in adjacent ROW
  - Fire lanes, if applicable
  - Location of dumpster and screening devices
  - Location of any outdoor display or storage, if applicable
  - Approximate shape and location of stormwater detention, if required
  - Existing or proposed servitudes (easements), if applicable
5. **Additional Material(s)** — The MPC may request additional submittal item(s) for particular cases.



## SITE PLAN PRE-APPLICATION SUBMITTAL CHECKLIST

### Required Materials for Pre-Application Submittal

### Staff Verification

- |   |  |
|---|--|
| Pre-Application Submittal Form  | <input type="checkbox"/>   |
| Project Narrative   | <input type="checkbox"/>   |
| <ul style="list-style-type: none"> <li>• Description of Current Site Conditions</li> <li>• Current Zoning and the Adjacent Zoning</li> <li>• Description of Request</li> <li>• A General Outline of Intended Plans for Development</li> </ul> | <input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/> |

## SITE PLAN APPLICATION PACKET

(At the conclusion of the Pre-Application Meeting, the following items will be provided to applicant during scheduled pre-application meeting)

### Provided Materials to Applicant

### Staff Verification

- |  |                          |
|--|--------------------------|
| <ul style="list-style-type: none"> <li>• UDC Site Plan Application Packet</li> </ul> | <input type="checkbox"/> |
|--|--------------------------|

## CITY / PARISH / STATE DEPARTMENT CONTACTS

### Department

### Contact

- |  |  |
|--|--|
| <b>Caddo Parish Public Works</b> .....                   | <b>Ken Ward</b>   Project Manager                |
| 505 Travis Street, Suite 800   Shreveport   318-226-6930 | kward@caddo.org                                  |
| <b>Fire Prevention</b> .....                             | <b>Kevin Ellis</b>   Fire Prevention Officer     |
| 505 Travis Street, Suite 510   Shreveport   318-673-6740 | kevin.ellis@shreveportla.gov                     |
| <b>LA Department of Transportation (LADOT) *</b> .....   | <b>Jim Hollier</b>   Traffic Operations Engineer |
| 3339 Industrial Drive   Bossier   318-549-8305           | jim.hollier@la.gov                               |
| <b>Alcohol Beverage Office (ABO) *</b> .....             | <b>James (Cody) Cisco</b>   ABO Officer          |
| 1234 Texas Street   Shreveport   318-673-6140            | james.cisco@shreveportla.gov                     |

\* if applicable

Applicant Initials

Planner Initials



## SITE PLAN PRE-APPLICATION SUBMITTAL FORM

DO NOT WRITE IN THIS AREA-OFFICIAL USE ONLY

Date: \_\_\_\_\_ Planner: \_\_\_\_\_ Case No: \_\_\_\_\_

### PROPERTY INFORMATION:

Project Name: \_\_\_\_\_

Project Address/Location: \_\_\_\_\_

Current Zoning District: \_\_\_\_\_ Proposed Zoning District: \_\_\_\_\_ Parcel Number(s): \_\_\_\_\_

Request: \_\_\_\_\_

### IMPORTANT NOTE ABOUT PROJECT CONTACT:

The property owner may designate an agent as the coordinator for the project. This person (the applicant) shall attend pre-application conferences and public hearings, will receive the agenda, recommendations, and case reports, and will communicate all case information to other parties as required. **All contact for this project will be made through the applicant listed below.**

### APPLICANT CONTACT INFORMATION:

Check if Primary Contact

Name: \_\_\_\_\_ Company: \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

### OWNER CONTACT INFORMATION:

Check if Primary Contact

Name: \_\_\_\_\_ Company: \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

### ACKNOWLEDGEMENT:

By signing below, both the applicant and planner acknowledge that the following has been communicated and provided during the pre-application meeting. Signing below does not constitute agreement with any MPC process, ordinance or policy. The applicant has been informed:

- Contact with City, Parish and State Departments is encouraged to obtain feedback prior to applying;
- Providing a conceptual site plan is **required** to support the review to all relevant departments for the Pre-Application Conference;
- A review for compliance with the Site Plan Checklist will take place at the time of formal site plan application;
- **Incomplete application submittals will NOT be accepted;**
- Accepted site plan applications will be reviewed by the MPC Site Plan Review Team and all relevant city, parish, and state departments;
- Site plan revisions may be required in order to obtain a recommendation of approval;
- It is the applicant's responsibility to make revisions promptly to keep on track with any project timelines;
- The applicant has received:
  - MPC Development Application, Fee Worksheet and Site Plan Checklist
- Applicant attendance at the Pre-Application Conference is **required** to obtain feedback from all review departments and the MPC.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
MPC Planner Signature

\_\_\_\_\_  
Date