

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

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ZBA APPLICATION INFORMATION FOR 2019

Filing Date

December 11, 2018
January 8, 2019
February 19, 2019
March 19, 2019
April 23, 2019
May 21, 2019
June 25, 2019
July 23, 2019
August 20, 2019
September 24, 2019
October 22, 2019
November 26, 2019
December 17, 2019

Meeting Date

February 20, 2019
March 20, 2019
April 10, 2019*
May 15, 2019
June 19, 2019
July 17, 2019
August 21, 2019
September 18, 2019
October 16, 2019
November 20, 2019
December 18, 2019
January 15, 2020
February 19, 2020

*** The April 2019 ZBA meeting has been moved to Wednesday, April 10, 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- The application filing fee is **non-refundable** unless the application is withdrawn within the same week it was filed.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 2019

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.