

Metropolitan **Planning** Commission

Shreveport | Caddo Parish

ZBA Application Information

Deadline Dates and Other Information for ZBA Application Submittals

Land Development Division

505 Travis Street, Suite 440
Shreveport, LA 71101 | phone 318-673-6480
www.shreveportcaddompc.com



ZBA APPLICATION INFORMATION FOR 2020

FILING DATE

December 17, 2019
January 21, 2020
February 18, 2020
March 24, 2020
April 21, 2020
May 19, 2020
June 23, 2020
July 21, 2020
August 25, 2020
September 22, 2020
October 20, 2020
November 24, 2020
December 22, 2020

MEETING DATE

February 19, 2020
March 18, 2020
April 15, 2020
May 20, 2020
June 17, 2020
July 15, 2020
August 19, 2020
September 16, 2020
October 21, 2020
November 18, 2020
December 16, 2020
January 20, 2021
February 17, 2021

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- The application filing fee is **non-refundable** unless the application is withdrawn within the same week it was filed.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 2020

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.