

# Metropolitan **Planning** Commission

City of Shreveport | Caddo Parish

## **Pre-Application Protocol**

Protocol procedures for Pre-Application Submittal and Pre-Application Conference  
(Revised March 19, 2021)

### **Land Development Department**

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## Land Development

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## PRE-APPLICATION PROCEDURES

All site plan approvals are reviewed at the MPC staff level and approved administratively by the Executive Director. As part of the Site Plan Review process, a Pre-Application Conference (PAC) will be held every other Thursday for all Applicants that have properly submitted their Pre-Application documents.

### **Below are the steps for the “Cost-Free” Pre-Application process:**

- Step One:** The Applicant submits the Pre-Application Submittal Form, tentatively placing them on the next scheduled PAC agenda. As part of the submittal, the Applicant has seven (7) days to submit a conceptual site plan to the MPC. If no plan is submitted, or the submitted plan is incomplete, the Applicant will not be placed on the next PAC agenda.
- Step Two:** On the Friday prior to the PAC, an interactive agenda will be forwarded to all reviewing city/parish departments and applicants with all conceptual site plans. This will allow all departments to access all agenda items prior to the PAC.
- Step Three:** The PAC will typically be held every other Thursday, in the MPC Conference Room. Most meetings will be scheduled from 10AM-12 PM. This meeting conference is intended to answer questions, provide clarification, and identify potential issues that may need to be addressed prior to Applicant submitting a formal Site Plan Application.
- Step Four:** After the PAC, all comments from the reviewing city/parish departments and MPC Staff will be provided to the Applicant by 5 PM the following day. These comments will need to be addressed prior to the Applicant submitting a formal Site Plan Application.

## PRE-APPLICATION CONFERENCE PROTOCOL

Pre-Application Conferences will generally be scheduled in twenty (20) minute increments. These meetings are meant to be a “discovery” type meeting designed to help Applicants in their project due diligence. These meetings are not intended to serve as a comprehensive question-and-answer session; rather they are useful in uncovering potential issues, are a good platform to create a common understanding amongst all reviewing departments and agencies, and help to streamline the development process for the Applicant.

Representatives from development related City/Parish/State departments or agencies (i.e. Engineering, Water and Sewer, Drainage, Public Works, LADOT, ABO, and Fire Prevention) will be invited to evaluate the project and aid the Applicant in their project planning. **NOTE: Department Heads and Project Managers are not required to attend all PAC meetings.** The MPC only asks that a representative from each department attend the PAC to deliver their department’s concerns/comments regarding each agenda item.

### **Format of PAC will be as follows:**

- Each agenda item will be uploaded to the MPC’s Smartboard, making each conceptual site plan available for review;
- For each agenda item the assigned MPC Planner will make a short presentation describing the project and making reference to issues raised to-date by the MPC. After the project’s briefing, the planner will open the floor to comments from representatives from the reviewing City/Parish/State departments or agencies;
- A representative from the MPC will keep notes of each agenda item, which will be given to the applicant the next day;
- While Applicants (and/or a designated representative) are required to attend the PAC, their purpose for attending will be to answer questions and receive feedback regarding their project;
- Due to time constraints, each agenda item is **only** limited to twenty (20) minutes and **will not** be allowed to run over.

***Should you have any questions about the PAC protocols or procedures, please contact a MPC Planner at (318) 673-6480.***