

Metropolitan **Planning** Commission

Shreveport | Caddo Parish

Unified Development Code ZBA Application and Checklist

Instructional Packet for Variance Review and Application
(Revised July.08.2021)



CITY OF SHREVEPORT
UNIFIED DEVELOPMENT CODE

Land Development Department

505 Travis Street, Suite 440
Shreveport LA 71101

www.shreveportcaddompc.com

Land Development

505 Travis Street | Suite 440 | Shreveport, LA | 71101
 318-673-6480 | fax 318-673-6461

LAND USE APPLICATION FOR ZONING BOARD OF APPEALS

DO NOT WRITE IN THIS AREA-OFFICIAL USE ONLY

Date: _____ Planner: _____ Case No: _____ Application Fee: _____

1. PROPERTY INFORMATION

Project Name: _____	Associated Cases: _____
Project Address/Location: _____	
Current Zoning District: _____	Parcel Number(s): _____
Existing Use of the Property: _____	

2. VARIANCE / SPECIAL EXCEPTION REQUEST

<input type="checkbox"/> Dimensional Standards Specific Request: _____ <input type="checkbox"/> Design Standards Specific Request: _____ <input type="checkbox"/> Landscaping Specific Request: _____ <input type="checkbox"/> Appeal of Zoning Administrator Decisions	<input type="checkbox"/> Use Standards Specific Request: _____ <input type="checkbox"/> Parking Specific Request: _____ <input type="checkbox"/> Right-of-Way Access Standards Specific Request: _____ <input type="checkbox"/> Sign Regulations Specific Request: _____	<input type="checkbox"/> On-site Development Standards Specific Request: _____ <input type="checkbox"/> Special Exception Use <input type="checkbox"/> Manufactured Home <input type="checkbox"/> Transient Vacation Rental <input type="checkbox"/> Home-Based Barber or Beauty Shop <input type="checkbox"/> Other <input type="checkbox"/> _____
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3. REASON FOR VARIANCE / SPECIAL EXCEPTION USE

(please be specific and descriptive, attach additional sheets as needed)

4. PARCEL LEGAL DESCRIPTION

(existing platted subdivision name, block and lot designation; if un-platted, provide a detailed metes and bounds description)

5. GENERAL LOCATION OF PROPERTY

(street address and/or frontage, and distance to cross street)

6. ZONING INFORMATION

7. BUILDING INFORMATION

Current Zoning District(s): _____	Proposed Building Use(s): _____
Proposed Zoning District(s): _____	Existing Building(s) total square footage: _____
<i>If more than one district, provide the acreage of each:</i>	Proposed Building(s) total square footage: _____
Special Purpose Overlay District (if applicable): _____	Total square footage (existing & proposed): _____
Total Site Acres: _____	Proposed height of building(s) _____
Off-Street Parking Required: _____	Number of stories: _____
Off-Street Parking Provided: _____	Ceiling height of First Floor: _____

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9. CONTACT INFORMATION

**IMPORTANT
 NOTE ABOUT
 PROJECT
 CONTACT**

If property owner designates an agent as the coordinator for the project, this person (the applicant) shall attend all necessary meetings 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 unless otherwise noted in the checked "Primary Contact" box.**

NAME, ADDRESS, AND SIGNATURE OF ALL PROPERTY OWNERS: ALL property owners must sign. All **property owners** must sign unless one person has the power of attorney to sign for others and that power of attorney is submitted with the application. A managing partner in a corporation may sign and submit written authorization. **If in business name or corporation, list all persons owning 6% or more. Attach separate sheet if necessary.**

APPLICANT CONTACT INFORMATION:

Check if Primary Contact

Name: _____ Company: _____
 E-mail: _____ Phone: _____ Fax: _____
 Address: _____ City: _____ State: _____ Zip: _____

ARCHITECT CONTACT INFORMATION:

Check if Primary Contact

Name: _____ Company: _____
 E-mail: _____ Phone: _____ Fax: _____
 Address: _____ City: _____ State: _____ Zip: _____

ENGINEER CONTACT INFORMATION:

Check if Primary Contact

Name: _____ Company: _____
 E-mail: _____ Phone: _____ Fax: _____
 Address: _____ City: _____ State: _____ Zip: _____

CURRENT PROPERTY OWNER CONTACT INFORMATION:

Check if Primary Contact

Name: _____ Company: _____
 E-mail: _____ Phone: _____ Fax: _____
 Address: _____ City: _____ State: _____ Zip: _____
 Designee Contact Name: _____ Email Address: _____ Phone Number: _____

PROPERTY OWNER, CHECK ONE OF THE FOLLOWING:

____ I will represent the application myself; OR ____ I hereby designate _____ (name of project representative) to act in the capacity as my agent for submittal, processing, representation, and/or presentation of this request. The designated agent shall be the principal contact person for responding to all requests for information and for resolving all issues of concern relative to this request.

ACKNOWLEDGEMENT:

I hereby certify that I am the owner of the property and further certify that the information regarding property ownership provided on this development application is true and correct.

 Property Owner Signature

 Date

 Applicant Signature

 Date



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The following information is required for variance or special exception use applications. Failure to provide all requested information by the application filing date will result in a significant delay in scheduling your application for ZBA consideration.
Please provide a copy of the completed checklist with your application.

TO BE COMPLETED BY APPLICANT			TO BE COMPLETED BY STAFF
GENERAL REQUIREMENTS			
<ul style="list-style-type: none"> Property Plan. Shall be a black-and-white drawing formatted in landscape view on a 11"x17" sheet(s). 	<input type="checkbox"/>		<input type="checkbox"/>
<ul style="list-style-type: none"> Scale. The site plan shall be of a scale not greater than one inch (1") equals twenty feet (20') and not less than one inch (1") equals fifty feet (50') and of such accuracy that the Planning Commission can readily interpret the site plan. The plan shall show dimensions of all site improvements proposed. 	<input type="checkbox"/>		<input type="checkbox"/>
<ul style="list-style-type: none"> North Arrow. Provide north arrow, graphic scale, and written scale in close proximity to each other. Orient plan so that north is to the top or left-hand side of the sheet. 	<input type="checkbox"/>		<input type="checkbox"/>
<ul style="list-style-type: none"> Title Block. Title block shall be in the lower, right-hand corner of the plan. The title block shall identify the variance request; subdivision name, lot and block designations, if platted; gross acreage, city, parish, and state name; survey and abstract name; and date of preparation). 	<input type="checkbox"/>		<input type="checkbox"/>
<ul style="list-style-type: none"> Owner. Label company name, contact name, address, and phone number of current property owner in the vicinity of the title block. 	<input type="checkbox"/>		<input type="checkbox"/>
<ul style="list-style-type: none"> Preparer's Information. Label company name, preparer name, address, and phone number of plan preparer (e.g., surveyor, engineer, architect, landscape architect, etc.) in the vicinity of the title block. 	<input type="checkbox"/>		<input type="checkbox"/>
<ul style="list-style-type: none"> Vicinity Map. Provide a vicinity map in the same orientation of the plan showing subject property, a north arrow, scale (or labeled "not to scale"), existing platted lot lines and streets, and existing boundaries and zoning for all property located within 600' of the boundaries of the subject property. An internet-based aerial map is acceptable. 	<input type="checkbox"/>		<input type="checkbox"/>
PROPERTY PLAN INFORMATION			
<ul style="list-style-type: none"> Property Boundaries / Servitudes. Show current and proposed boundaries/lot lines 	<input type="checkbox"/> N/A	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Dimensions. Show, label and dimension lot frontage, width, and depth; along with front, side and rear yard setbacks. Note total property area (in square feet and acres) on plan. 	<input type="checkbox"/> N/A	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Floodplain and Drainage. If property is located in a flood zone, please indicate zone on plan. Refer to FEMA website at https://msc.fema.gov/portal for flood zone information. 	<input type="checkbox"/> N/A	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Building(s). Show location and dimensions of all existing and proposed buildings or structures, gross building area (square feet), number of stories, and building height (in feet to tallest element of the building as described in ordinance). If this project includes an addition, clearly show the addition different from the existing building. Provide general building dimensions. Include distances between structures and distances to critical areas. 	<input type="checkbox"/> N/A	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Building Uses. For each building, label the proposed or existing use. 	<input type="checkbox"/> N/A	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Setbacks. Indicate all building setbacks (front, side, and rear) from all property lines with a dashed line. 	<input type="checkbox"/> N/A	<input type="checkbox"/>	<input type="checkbox"/>
GRADING AND STORMWATER REQUIREMENTS			
<ul style="list-style-type: none"> Existing Conditions. If not easily discernable from visual observations and is applicable to a variance request, show and label existing and proposed topography at two (2) foot contours referenced to sea-level datum. (Please note that topographical information can be provided from a number of web based/GIS applications in lieu of submitting an extensive topographical survey). If easily discernable from visual observations, provide photographic evidence. 	<input type="checkbox"/> N/A	<input type="checkbox"/>	<input type="checkbox"/>

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UTILITY REQUIREMENTS			
<ul style="list-style-type: none"> Water Service Provider. If property is not served by city water the applicant is required to submit a letter from the appropriate agency stating that water is available. For private wells a letter from the Caddo Health Department is required. 	<input type="checkbox"/> N/A	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Sewer Service. If property is not served by city sewer the applicant is required to submit a letter from the appropriate agency stating that sewer is available. For private septic systems a letter from the Caddo Health Department is required. 	<input type="checkbox"/> N/A	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Servitude. Show reference for all existing sanitary sewer servitude and possibly water servitudes. 	<input type="checkbox"/> N/A	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Cross Lake Watershed. If the property is located in the Cross Lake Watershed, the applicant is required to submit letters from the Department of Water and Sewer and the Health Department stating that the proposed method of waste disposal has been approved by their respective offices. 	<input type="checkbox"/> N/A	<input type="checkbox"/>	<input type="checkbox"/>
TRANSPORTATION SERVICES REQUIREMENTS			
<ul style="list-style-type: none"> Public and Private Streets. Existing and proposed ROW must be shown and labeled; depending on the specific request, more detailed information may be required. Label as existing or proposed. Label all existing and proposed street names. Label pavement construction (asphalt, concrete, or gravel). 	<input type="checkbox"/> N/A	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Turn Lanes. Show and dimension left turn lanes and deceleration lanes with associated storage and transition areas. Label as existing or proposed. 	<input type="checkbox"/> N/A	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Driveways. Show dimensioned driveways and vehicular surface area on plan. Show the location of all opposing driveways surrounding the site. 	<input type="checkbox"/> N/A	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Parking Layout. Show existing and proposed parking areas, bay dimensions, aisle dimensions, and label number of spaces per tier of parking. Please provide tabular table with parking counts. 	<input type="checkbox"/> N/A	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Circulation Lanes. Show and label vehicle circulation lanes, private drives, fire lanes, and driveways. Label as existing or proposed. Utilize directional arrows to show traffic flow. Dimension pavement widths, right-of-way (ROW), and/or easement widths, driveway throat widths, radii, and distances between driveways and intersecting streets. Label pavement construction (asphalt or concrete). 	<input type="checkbox"/> N/A	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Off-Site Parking. Show and label offsite parking. All handicap parking areas, parking spaces, striping, and ramps must be shown and labeled. 	<input type="checkbox"/> N/A	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Off-Street Loading. Show, label, and dimension required off-street loading spaces. 	<input type="checkbox"/> N/A	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Vehicular Stacking. Provide vehicular stacking areas, length of queue, storage space required per stacked vehicle including aisle width, stall depth, and stall width. For drive-through lanes, include all stops (menu boards, windows, etc.) and stacking. 	<input type="checkbox"/> N/A	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Vehicular Storage. Show, label, and dimension open storage and vehicle storage areas (i.e. vehicle display areas, outdoor fleet storage, etc.) including required screening and pavement construction (asphalt or concrete). 	<input type="checkbox"/> N/A	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Fuel Storage Tanks. Show and label above ground and underground fuel storage tanks. Label fuel tank capacities. 	<input type="checkbox"/> N/A	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Roadway Improvements. Right-of-Way or Roadway improvements must be shown on the plans. 	<input type="checkbox"/> N/A	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Passage of Servitude. Label and dimension all passages of servitude with adjacent properties. 	<input type="checkbox"/> N/A	<input type="checkbox"/>	<input type="checkbox"/>
SOLID WASTE SERVICE INFORMATION			
<ul style="list-style-type: none"> Waste Receptacles & Enclosures & Other Mechanical Equipment. Location, materials and height of dumpsters and their method of screening. 	<input type="checkbox"/> N/A	<input type="checkbox"/>	<input type="checkbox"/>



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APPLICATION SPECIFIC INFORMATION			
<ul style="list-style-type: none"> Variance to Dimensional Standards. For variances pertaining to any lot area and dimensional requirements, clearly state the current ordinance requirements along with the proposed change on the plan. If variance request is regarding building height, building elevations or other drawings depicting height will be required. See Article 4 for Dimensional Requirements for each zoning district. 	<input type="checkbox"/> N/A	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Variance to Design Standards. State the specific ordinance requirements related to the variance requested and describe the proposed change. Provide building elevations and all necessary information to analyze variance request. Include numerical values as a part of the ordinance requirements described (i.e. 50% transparency required, 25% provided, etc.). Refer to Article 4 for Design Standards for each zoning district. 	<input type="checkbox"/> N/A	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Variance to Landscape Standards. A complete landscape plan is required per Article 10 if a variance is requested. Note what is required, and how the proposed landscaping differs from the Ordinance requirements. (Landscaping requirements only apply to non-residential, multifamily and townhouse developments.) 	<input type="checkbox"/> N/A	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Use Standards. State the specific Ordinance requirements related to the variance requested and describe the proposed change. Refer to Article 6 for Use Standards. Plans and/or other necessary drawings may be required to illustrate the variance request. 	<input type="checkbox"/> N/A	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Parking Standards. State the specific Ordinance requirements related to the variance requested and describe the proposed change. Refer to Article 8 for Parking Standards. Note how excess stormwater will be managed if a variance in parking maximum is requested. Quantitative Data to support the variance request may be required (i.e. parking studies, parking logs, etc.) 	<input type="checkbox"/> N/A	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Right-of-Way Access Standards. State the specific Ordinance requirements related to the variance requested and describe the proposed change. Refer to Article 12 for Right-of-Way Access Standards. Plans and/or other necessary drawings may be required to illustrate the variance request. Street cross sections may be required depending on the request. 	<input type="checkbox"/> N/A	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Sign Regulations. State the specific Ordinance requirements related to the variance requested and describe the proposed change. Refer to Article 9 for Sign Regulations. Sign Elevations and/or plans may be required to illustrate the variance request. (Such variances may include: location, size, distance, height, amount, context, materials, etc.) 	<input type="checkbox"/> N/A	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> On-Site Development Standards. State the specific Ordinance requirements related to the variance requested and describe the proposed change. Refer to Article 7 for On-Site Development Standards. Plans and/or other necessary drawings may be required to illustrate the variance request. 	<input type="checkbox"/> N/A	<input type="checkbox"/>	<input type="checkbox"/>