

Metropolitan **Planning** Commission

Shreveport | Caddo Parish

MPC Application Information

Deadline Dates and Other Information for MPC Application Submittals

Land Development Division

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

www.shreveportcaddompc.com



MPC APPLICATION INFORMATION FOR 2024

FILING DATE

December 19, 2023
January 23, 2024
February 20, 2024
March 19, 2024
April 23, 2024
May 21, 2024
June 18, 2024
July 23, 2024
August 20, 2024
September 17, 2024
October 22, 2024
November 19, 2024
December 17, 2024

MEETING DATE

February 7, 2024
March 6, 2024
April 3, 2024
May 1, 2024
June 5, 2024
July 10, 2024
August 7, 2024
September 4, 2024
October 2, 2024
November 6, 2024
December 4, 2024
January 8, 2025
February 5, 2025

APPLICATION INFORMATION:

- Any application not having all of the required information (please refer to your MPC application packet) by 5:00 P.M. on the filing date will not be accepted by MPC staff.
- **A pre-application meeting is required (prior to the submittal of) all Site Plan and Planned Unit Development (PUD) applications.** It is recommended that you schedule the 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 MPC 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- The application filing fee is **non-refundable** unless the application is withdrawn within the same week it was filed.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 the MPC staff.

ZONING AND PUD INFORMATION:

- All **Rezoning and PUD cases are recommendations only from the MPC Board** and are not final until the appropriate governing body has taken action (City Council for City cases, Parish Commission for parish cases). Please be advised that this process typically takes from 60 to 90 days.

APPEALS:

- All MPC Decisions are subject to appeal to the appropriate governing body.
- For cases appealed to the Parish Commission and City Council, a **\$250.00 filing fee is only required if appealed by the applicant. There is no fee for appeals by an aggrieved party in the Parish.**
- The appeal period starts the day after the decision is made by the MPC Board and runs for 10 calendar days.



MPC APPLICATION INFORMATION FOR 2024

APPEAL CONTACT INFORMATION:

CITY CASES Appealed to the City Council at 505 Travis St., Suite 410 (4th Floor of Government Plaza).
Please call 318-673-5262.

PARISH CASES Appealed to the Caddo Parish Commission at 505 Travis St., Suite 110
(1st Floor of Government Plaza). Please call 318-226-6596.

IMPORTANT CONTACT INFORMATION:

PERMITS. Building Permits can be obtained at 505 Travis St., Suite 130, (1st Floor Government Plaza).
Please call 318-673-6100.

CERTIFICATES OF OCCUPANCY. A Certificate of Occupancy can be obtained at 505 Travis St., Suite 130,
(1st Floor Government Plaza). Please call 318-673-6442.

CADDO PARISH HEALTH DEPARTMENT. Authorization for food sales and for all septic tanks. Please call 318-676-5222.

FLOODPLAIN AND FLOODWAY INFORMATION. Please call City Engineering at 318-673-6000 or Parish Public Works at
318-226-6930.