

Planning and Zoning Commission
Caddo Parish

PZC Application Information

Deadline Dates and Other Information for PZC Application Submittals

Land Development Division

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

www.shreveportcaddompc.com



PZC APPLICATION INFORMATION FOR 2024

FILING DATE

December 12, 2023
January 16, 2024
February 13, 2024
March 12, 2024
April 16, 2024
May 14, 2024
June 11, 2024
July 16, 2024
August 13, 2024
September 10, 2024
October 15, 2024
November 12, 2024
December 10, 2024

MEETING DATE

January 24, 2024
February 28, 2024
March 27, 2024
April 24, 2024
May 22, 2024
June 26, 2024
July 24, 2024
August 28, 2024
September 25, 2024
October 23, 2024
November 27, 2024
December 20, 2024
January 22, 2025

APPLICATION INFORMATION:

- Any application not having all of the required information (please refer to your PZC 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- The application filing fee is **non-refundable** unless the application is withdrawn within the same week it was filed.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 PZC Board** and are not final until the appropriate governing body has taken action. Please be advised that this process typically takes from 60 to 90 days.

APPEALS:

- All PZC Decisions are subject to appeal to the appropriate governing body.
- For cases appealed to the Parish Commission. **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 PZC Board and runs for 10 calendar days.



PZC APPLICATION INFORMATION FOR 2024

APPEAL CONTACT INFORMATION:

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.