

# 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](http://www.shreveportcaddompc.com)



## ZBA 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 21, 2024  
March 20, 2024  
April 17, 2024  
May 15, 2024  
June 12, 2024  
July 17, 2024  
August 21, 2024  
September 18, 2024  
October 16, 2024  
November 20, 2024  
December 18, 2024  
January 15, 2025  
February 19, 2025

### 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- The application filing fee is **non-refundable** unless the application is withdrawn within the same week it was filed.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 2024

### 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.