Rezoning Checklist

Revised 12.19.2023

The following information is required for all zoning map amendment requests (rezonings). Failure to provide all requested information by the application filing date will result in a significant delay in scheduling your application for MPC Board consideration. Please provide a copy of the completed checklist with your application.

TO BE COMPLETED BY APPLICANT		TO BE COMPLETED BY STAFF
PLAN FORMAT AND GENERAL STANDARDS		
• ***Application Form.***	☐	☐
• ***Application Fee Worksheet****.	☐	☐
• ***Subject Property Information with Accurate Parcel Description.*** *The owner must provide enough information about the location of the parcel to enable staff to locate the parcel with reasonable accuracy in relation to its neighbors.*	☐	☐
• ***Property Ownership and Authorization.*** *Signed.*	☐	☐
• ***Current Tax Certificate.*** *One copy from all taxing agencies.*	☐	☐
• ***Project Representative Designation Completed.*** *If applicable.*	☐	☐
• ***Legal Description.*** *Legal identification of the property (i.e., plat and lot number or other legal description).*	☐	☐
• ***Owner.*** *Name and address of property owner, developer, and designer.*	☐	☐
• ***Preparer's Name.*** *Label company name, name, address, and phone number of the plan preparer (e.g.,surveyor, engineer, architect, landscape architect, etc.) in the vicinity of the title block..*	☐	☐
PROPERTY MAP INFORMATION		
• ***Zoning Location Maps.*** *Two (2) 8-1/2" x 11" Zoning Location Maps at a Scale of 1"= 50' or 100' showing properties and streets at least within 300' of the subject property.*	☐	☐
• ***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.*	☐	☐
• ***Title Block.*** *Title block shall be in the lower, right-hand corner of the plan. 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.*	☐	☐

(Please refer to MPC web site at **www.shreveportcaddompc.com** for zoning map information)