1. PROPERTY INFORMATION

Project Name:

Project Address/Location:

Current Zoning District:	*Proposed Zoning District:*	*Parcel Number(s):*

Request:

IMPORTANT NOTE ABOUT PROJECT CONTACT:	The property owner may designate an agent as the coordinator for the project. This person (the applicant) shall attend pre-application conferences and public hearings, will receive the agenda, recommendations, and case reports, and will communicate all case information to other parties as required. <u>All contact for this project will be made through the applicant listed below.</u>

2. APPLICANT CONTACT INFORMATION

Name:	*Company:*		Check if Primary Contact ☐
E-mail:	*Phone:*	*Fax:*	
Address:	*City:*	*State:*	*Zip:*

3. OWNER CONTACT INFORMATION

Name:	*Company:*		Check if Primary Contact ☐
E-mail:	*Phone:*	*Fax:*	
Address:	*City:*	*State:*	*Zip:*

4. ACKNOWLEDGMENT

By signing below, both the applicant and planner acknowledge that the following has been communicated and provided.

Signing below does not constitute agreement with any MPC process, ordinance or policy.   The applicant has been informed:

- Contact with City, Parish and State Departments is encouraged to obtain feedback prior to applying;
- Providing a conceptual site plan is **required** to support the review to all relevant departments for the Pre-Application Conference;
- A review for compliance with the Site Plan Checklist will take place at the time of formal site plan application;
- **Incomplete application submittals will NOT be accepted;**
- Accepted site plan applications will be reviewed by the MPC Site Plan Review Team and all relevant city, parish, and state departments;
- Site plan revisions may be required in order to obtain a recommendation of approval;
- It is the applicant's responsibility to make revisions promptly to keep on track with any project timelines;
- Applicant attendance at the Pre-Application Conference **is required** to obtain feedback from all review departments and the MPC.

Applicant Signature:	*Date:*	*MPC Planner Signature:*	*Date:*
Applicant Initials:		*Planner Initials:*	