

## SITE PLAN PRE-APPLICATION PROCEDURES

### *Pre-Application Submittal*

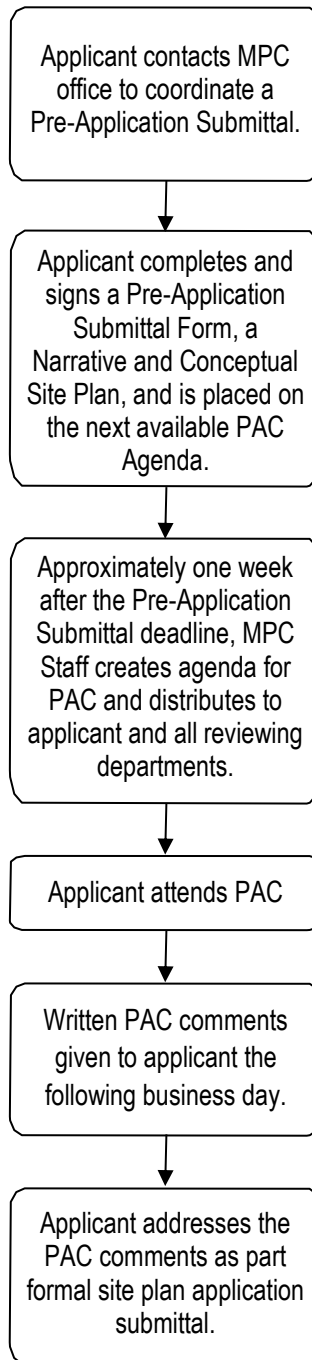
#### **Important Information Regarding Pre-Application Submittals**

- To schedule a Pre-Application Conference (PAC), please call (318) 673-6480 to schedule a meeting with a MPC Planner.
- **There is no fee for the Pre-Application Meeting or the Pre-Application Conference.**
- All Pre-Application Submittals must be received no less than 2 weeks prior to the next regularly scheduled and available Pre-Application Conference date.
- Incomplete Pre-Application submittals will **NOT** be accepted.
- Pre-Application Conferences are held every other Thursday, excluding holidays, in the MPC Conference Room.

The following information is provided to assist in the preparation and submittal of a request for a Pre-Application Meeting for projects within the Shreveport | Caddo Metropolitan Planning Commission's jurisdiction.

1. ***Pre-Application Submittal Form***— For the submittal form to be accepted by the MPC, the applicant must provide all of the required information described on the submittal form checklist at the time of submittal. All submittals must be received by 4:00 PM no later than 2 weeks prior to the next regularly scheduled and available PAC. All submittals received after the above-referenced deadline will be placed on the next available agenda. **Incomplete submittals will NOT be accepted.**
2. ***Pre-Application Conference***— A complete meeting agenda will be e-mailed to each applicant at least 1 week prior to the scheduled meeting date. The agenda is divided into specific time slots for each application received. Each applicant must attend during their allotted time. Representatives from each reviewing department or agency (Engineering, Fire Prevention, etc.) will attend the PAC along with MPC staff. During the PAC, each department or agency will have an opportunity to speak with the applicant and provide feedback. Written PAC comments (meeting notes) will be given to the applicant via email by end-of business the day following the PAC meeting.
3. ***Pre-Application Comments***— Once an applicant has attended the PAC, the applicant should review the meeting notes and address them prior to their formal Site Plan Application submittal. **Conceptual Site Plans will not be accepted as a formal site plan submittal.**

## SITE PLAN PRE-APPLICATION PROCEDURAL PROCESS



## PRE-APPLICATION SUBMITTAL REQUIREMENTS

*Submittals will not be accepted if required items are missing or incomplete.*

1. **Submittal Form**— Complete and signed pre-application submittal form containing all information relative to the project.
2. **Project Narrative**
  - Description of request;
  - Description of current site conditions, existing uses, current zoning, and the adjacent zoning;
  - General outline of intended plans for development (two word descriptions are not acceptable);
  - Provide a summary of development plans and proposed uses, and include any specific questions about the property or development;
  - Define the acreage of the property;
  - Include the square footage of existing buildings and any proposed buildings and/or expansions;
  - Specify the existing and proposed zoning districts and any overlay districts.
  - Clearly indicate in the project narrative if the site is located in a Special Flood Hazard Area or not. This can be determined by accessing one of the following links:
    - <https://www.lsuagcenter.com/floodmaps>
    - <https://msc.fema.gov/portal/home>
    - If you need assistance, please contact the Civil Permits Manager at 318-673-6100.
  - Acknowledgement of the stormwater detention requirements in Chapter 34 of the City of Shreveport Code of Ordinances.
  - Notation that any driveway and/or traffic engineering aspects will be reviewed when a detailed submittal is made by an engineer. If the development has not progressed to this point, staff may be able to determine which road the development will be able to access but not full approval of driveway location, dimensions, access, etc.

---

*The following items are not required for the Pre-Application Submittal; however they are required for the Pre-Application Conference. All Conceptual Site Plans must be received by end-of-business one (1) week prior to the applicant's Pre-Application Conference. If an applicant does not provide a conceptual site plan, they will be placed on the next available PAC agenda.*

3. **Conceptual Site Plan**— A conceptual site plan depicting a generalized idea of the proposed use including:
  - Building footprint and size
  - Parking, stacking and loading areas
  - Number of provided parking spaces
  - Building setbacks and height
  - Screening devices (fences, walls, hedges)
  - Landscape buffers and common areas
  - Drive approaches and dimensions
  - Medians and openings in adjacent ROW
  - Fire lanes, if applicable
  - Location of dumpster, including enclosure type and height
  - Location of any outdoor display or storage, if applicable
  - Approximate shape and location of stormwater detention, if required
  - Existing or proposed servitudes (easements), if applicable
4. **Additional Material(s)** — The MPC may request additional submittal item(s) for particular cases.

## SITE PLAN PRE-APPLICATION SUBMITTAL CHECKLIST

### Required Materials for Pre-Application Submittal

### Staff Verification

Pre-Application Submittal Form	<input type="checkbox"/>
Project Narrative	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Description of Current Site Conditions</li> <li>• Current Zoning and the Adjacent Zoning</li> <li>• Description of Request</li> <li>• A General Outline of Intended Plans for Development</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

## SITE PLAN APPLICATION PACKET

(At the conclusion of the Pre-Application Meeting, the following items will be provided to applicant during scheduled pre-application meeting)

### Provided Materials to Applicant

### Staff Verification

<ul style="list-style-type: none"> <li>• MPC Site Plan Application Packet</li> </ul>	<input type="checkbox"/>
--	--------------------------

## CITY / PARISH / STATE DEPARTMENT CONTACTS

### Department

### Contact

<b>City of Shreveport Engineering</b> .....	<b>David Smith</b>   Permit Manager
505 Travis Street, Suite 300   Shreveport   318-673-6000	david.smith@shreveportla.gov
<b>City of Shreveport Fire Prevention</b> .....	<b>Janet Ward</b>   Fire Prevention Officer
505 Travis Street, Suite 510   Shreveport   318-673-6740	janet.ward@shreveportla.gov
<b>LA Department of Transportation (LADOT) *</b> .....	<b>Jim Hollier</b>   Traffic Operations Engineer
3339 Industrial Drive   Bossier   318-549-8305	jim.hollier@la.gov
<b>Caddo Parish Public Works Department *</b> .....	<b>Kylin Thomas</b>   Senior Analyst
505 Travis Street, Suite 820, Shreveport   318-226-6930	kthomas@caddo.org
<b>Alcohol Beverage Office (ABO) *</b> .....	<b>James (Cody) Cisco</b>   ABO Officer
1234 Texas Street   Shreveport   318-673-6140	<a href="mailto:james.cisco@shreveportla.gov">james.cisco@shreveportla.gov</a>