

(OFFICE USE ONLY)

Case # _____

Application Fee: _____

ACTION ON CASE

Paid: _____

MPC _____

Date: _____

Town _____

BPPJ _____

**BENTON-PARISH
BOARD OF APPEALS**

P.O. BOX 686
BENTON, LA 71006
Phone: 318-741-8825 or 318-549-4572
Fax: 318-741-8827

SPECIAL EXCEPTION USE

RESIDENTIAL ()

COMMERCIAL ()

APPLICANTS' NAME _____

MAILING ADDRESS _____

CITY/STATE/ZIP _____

PHONE: _____ ALTERNATIVE PHONE _____

FAX: _____ EMAIL ADDRESS: _____

APPLICANT IS: (circle one) PROPERTY OWNER REPRESENTATIVE

1. LIST PHYSICAL LOCATION AND ATTACH LEGAL DESCRIPTION OF PROPERTY

2. CURRENT ZONING _____

3. ACREAGE/SQ. FOOTAGE _____

4. SPECIAL EXCEPTION USE REQUEST _____

5. PRESENT USE OR LAST KNOW USE OF PROPERTY

6. PROPERTY OWNERS NAME, ADDRESS, AND DAYTIME PHONE NUMBER & THE NAME & INTEREST OF EVERY PERSON OR FIRM REPRESENTED BY APPLICANT IN THIS APPLICATION (LIST MAY BE ATTACHED) _____

THE APPLICANT AND/OR LAND OWNER DOES HEREBY STATE THAT THEY HAVE THE MEANS AND ABILITY TO DEVELOP THE PROPOSAL IN THIS APPLICATION:

▶ APPLICANT OR A REPRESENTATIVE MUST BE PRESENT AT THE HEARINGS ◀

Applicant(s) Signature

Print Name

Date

Property Owner(s) Signature

Print Name

Date

INSTRUCTIONS FOR FILING APPLICATIONS

1. Applications must be filled out completely and signed by the applicant & the property owner, and fees paid for **all** cases. The application and all required information must be submitted to the commission.
2. Site Plan: **(1 copy –11” x 17”)**
 - a) Date of preparation and a north arrow.
 - b) Drawings must have north arrow and scale shown.
 - c) Drawing of tract with all dimensions and required building setbacks
 - d) All existing (that will remain) and proposed structures with dimensions of front, side, and rear yards.
 - e) All existing or proposed rights-of-way including streets, alleys, and utility easements and driveways.
 - f) Dimensions of access aisles and type of paving.
 - g) Building elevations front, side, rear and height.
3. Vicinity Maps: Size **8 1/2” X 11” or 8 1/2” X 14” – 1 (one) copy**
4. Legal Description and/or address.
5. Furnish typed list of the names and mailing addresses of all property owners within **300 feet** of the subject property. Property owner’s names may be obtained from the Bossier Parish Tax Assessor’s Office or at www.bossierparishassessor.org
6. Letter of Explanation
7. Photos (if applicable)
8. Roof Pitch (for manufactured/modular home applications)
9. Any other supplemental documents as required.