



BENTON - PARISH METROPOLITAN PLANNING COMMISSION FEE SCHEDULE

**APPLICATIONS ARE NOT CONSIDERED COMPLETE UNLESS THE FILING FEES ACCOMPANY THE APPLICATION.
APPLICATIONS THAT ARE INCOMPLETE OR SUBMITTED AFTER THE DEADLINE MAY BE ACCEPTED FOR THE
FOLLOWING MONTH’S AGENDA.**

Filing fees are as follows: (Make checks payable to “Benton-Parish Metropolitan Planning Commission” (MPC))

Zoning Amendment	\$500.00 for the first 1 acre & \$25.00 for each additional acre (Maximum \$2000.00)
Subdivision Master Plan Plat	\$500.00
Preliminary Plat	\$350.00 minimum & \$25.00 for each lot. (Maximum - \$2000.00)
Final Plat Pre-Construction Layout	\$500.00
Minor or Amended Plat (up to 2 lots)	\$350.00
Final Plat	\$500.00
Multi-Family Commercial/Industrial/Planned Building Group	\$500.00 for the first building & \$25.00 for each additional building.
Amended Multi-Family Commercial/Industrial/Planned Building Group	\$300.00 for the first building & \$25.00 for each additional building.
Temporary Use Approval	\$200.00
Street Dedications	\$200.00
Off-Premise/On-Premise Sign Review	\$500.00
Mobile Food Vendors Permit	\$60.00
Planning Approval	\$400.00
Telecommunication Tower	\$1000.00, plus any professional or consultant fees.
Small Cell Tower	\$500.00
Board of Adjustment Actions: Special Exception, Variance, Appeal	
A. Residential	\$300.00
B. Commercial	\$400.00
C. Alcohol	\$500.00
Zoning Verification/ Compliance Letter	\$75.00
Home Based Certificate of Occupancy (CO)	\$30.00
Commercial Certificate of Occupancy (CO)	\$60.00
Certificate of Occupancy (CO) (Dual Zone)	\$125.00
Property Occupied w/out valid CO	\$100.00
Administrative Approval	50% additional fee
Copies	
A. size (8 ½ x 11) (Letter)	\$0.25 per page

B. size (8 ½ x 14) (Legal)	\$0.50 per page
C. Size (11 x 17) (Ledger)	\$1.00 per page
D. Digital Downloads and Hardware	\$15.00
Other MPC/BOA Actions	\$300.00
Special Call Meeting	\$1000.00 (in addition to base filing fee)
Refund Processing	\$50.00

Contact Information

Mailing Address:

Benton-Parish MPC
P.O. BOX 686
Benton, LA 71106

Physical Address

Municipal Complex
620 Benton Rd. (2nd Floor)
Bossier City, LA 71111

Carlotta Askew-Brown, Executive Director

Phone: 318-549-4572

Email: brownc@bossiercity.org

Carolina Blunck, Assistant Planner

Phone: 318-698-7341

Email: blunckc@bossiercity.org

PLEASE NOTE: REQUIREMENTS OF BOSSIER PARISH LAWS AND/OR REGULATIONS AND/OR ALL REGULATIONS OF THE STATE OF LOUISIANA MUST BE MET. ALL OTHER REQUIREMENTS AND/OR REGULATIONS OF THE TOWN OF BENTON MUST BE MET WITHIN THE TOWN OF BENTON. IT IS THE RESPONSIBILITY OF THE APPLICANT TO OBTAIN AND MEET THE LAWS AND REGULATIONS. (04/06/15)