



BENTON 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 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
E. Electronically Transmitted	\$5.00 for the first 5 pages plus .50 for each additional page
Other MPC/BOA Actions	\$300.00
Special Call Meeting (Based on Staff and Board availability)	\$1000.00 (in addition to base fee filing fee)
Hearing Delay (Request of Applicant)	\$500.00
Refund Processing	\$50.00
Returned Check (NSF) Fee	\$50.00

Contact Information

Mailing Address:

Benton 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

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PLEASE NOTE: ANY OTHER REQUIREMENTS AS ORDAINED BY THE TOWN OF BENTON, BOSSIER PARISH POLICE JURY OR THE STATE OF LOUISIANA MUST ALSO BE MET. IT IS THE RESPONSIBILITY OF THE APPLICANT TO OBTAIN AND MEET ALL LAWS AND REGULATIONS. (04/06/15)