

**BENTON-PARISH
METROPOLITAN PLANNING COMMISSION**

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

PLANNING APPROVAL

RESIDENTIAL () COMMERCIAL () PLANNED UNIT DEVELOPMENT ()

FOR OFFICE USE ONLY

APPLICATION REVIEW MEETING: _____	ACTION:
APPLICATION FILED: _____	MPC: _____
FEE PAID: _____	TOWN: _____
PRELIMINARY HEARING: _____	BPPJ: _____
PUBLIC HEARING: _____	

APPLICANT'S NAME: _____
MAILING ADDRESS: _____
CITY/STATE/ZIP: _____
PHONE NUMBER: _____ ALTERNATIVE PHONE: _____
EMAIL ADDRESS: _____

APPLICANT'S INTEREST IN THE PROPERTY IS AS:
PROPERTY OWNER () OPTION HOLDER () AGENT ()

IF APPLICANT IS OPTION HOLDER OR AGENT, LIST PROPERTY OWNER'S NAME, ADDRESS, AND DAYTIME PHONE NUMBER AND ATTACH PROOF OF OWNERSHIP: _____

1. PHYSICAL ADDRESS/LOCATION OF PROPERTY: _____

2. EXISTING ZONING: _____ PROPOSED ZONING: _____
ACREAGE/SQUARE FOOTAGE: _____
3. PROPOSED USE & HOURS OF OPERATION: _____
4. PRESENT USE OR LAST KNOWN USE OF PROPERTY: _____
5. IF DEVELOPMENT PROPOSED: (ESTIMATED)
STARTING DATE: _____ COMPLETION DATE: _____
6. ASSESSOR'S ACCOUNT NUMBER: _____

BY SIGNING BELOW, APPLICANT HEREBY REPRESENTS IT HAS COMPLETED THIS APPLICATION TO THE BEST OF ITS KNOWLEDGE, INFORMATION AND BELIEF; HAS SUBMITTED ALL NECESSARY ATTACHMENTS AS SET FORTH HEREIN; AND HAS BOTH THE MEANS AND ABILITY TO DEVELOP THE PROPOSAL IN THIS APPLICATION.

_____ APPLICANT SIGNATURE	_____ DATE
_____ OWNER SIGNATURE, if Owner not Applicant	_____ DATE

INSTRUCTIONS FOR FILING AN APPLICATION FOR PLANNING APPROVAL

No application shall be considered complete, and therefore filed in the Office of the Benton MPC and thereafter submitted to the Benton MPC for consideration, unless and until Applicant completes an Application Review Meeting with the Zoning Administrator. It is Applicant's responsibility to make an appointment with the Zoning Administrator to schedule the Application Review Meeting.

Applications must be filled out completely and signed by the applicant and property owners, and fees must be paid for all cases. Incomplete applications, as determined by the Zoning Administrator, will not be accepted.

In addition to the cover page, an Application for Zoning Amendment shall include the following numbered items to constitute a complete application for submittal to the Benton MPC:

Note: A determination of completion of an application by the Zoning Administrator does not guarantee approval of such application by the Benton MPC, nor does it guarantee there will be no further requests by the Benton MPC for additional information or materials from the applicant regarding the application.

(1) Interest and ownership. The applicant's name, address and interest in the application, and the name, address and interest of every person, firm or corporation represented by the applicant in the application, the concurrence of the owners of the entire land area to be included within the proposed district, the owners of all structures then existing on such land, and all encumbrancers of such land area and structures, and additionally, sufficient evidence to establish that all of the applicants (1) are the owners and encumbrancers of the designated land area and structures, (2) intend actually to develop the designated area and (3) have both the means and ability to do so.

Sufficient evidence may include, but is not limited to, deeds with recording information and Tax Assessor parcel information. Separate pages may be attached.

(2) Plat. If the proposed amendment would require a change in the zoning map, a plat showing the land area which would be affected, the present zoning classification of the area, the land area of all abutting districts and the present zoning classification thereof, public right-of-way and easements bounding and intersecting the designated area and the abutting districts, the locations of all existing and proposed structures with supporting open facilities, and the specific ground area to be provided and continuously maintained for the proposed structures.

Additional MPC requirement: The plat must also show a north arrow, scale, and the tract area with all dimensions.

Additional MPC requirement: The following number of copies of the plat are required – 8 copies of 18" x 24" plat and 1 copy of 11" x 17" plat.

Additional MPC requirement: If property is in a flood plain/zone, the plat must provide the current FEMA flood classification.

(3) Development schedule. The time schedule for the beginning and completion of development planned by the applicant in the area. If the development is planned in stages, the time schedule shall indicate the successive stages and the development planned for each stage.

(4) Market information. The applicant shall furnish a written description of the market area to be served by the development, the population thereof, the effective demand for the proposed facilities and any other information describing the relationship of the proposed development to the needs of the applicable area.

(5) Public need. The changed or changing conditions in the applicable area, or the metropolitan area generally, that make the proposed amendment necessary and desirable for the promotion of the public health, safety or general welfare.

(6) Report of the nature, description and effect of development. A report giving the nature, description and effect of the proposed amendment. If the proposed amendment would require a change in the zoning map, a description of the probable effect on the surrounding land uses and properties shall be given.

A statement by the Applicant of the probable effect is sufficient.

(7) Error. The error in this article that would be corrected by the proposed amendment. If there is no error to be corrected by this proposed amendment, please disregard.

(8) Written legal description. A written legal description of the land area involved in amendment to the zoning map.

Additional MPC requirement: The legal description must be a metes and bounds description, and the physical address of the property must be provided.

(9) Owners of surrounding property. The applicant must furnish a list of the names and addresses of the property owners within 300 feet of the proposed district. It must be sworn to and subscribed before a notary public that the list provided to the commission contains the names and addresses of all owners of any part or piece of property within 300 feet of any point or part of the land for which a change in zoning classification is requested. If there is more than one owner, then the name and address of the major property owner owning more than 50 percent of the property shall be supplied. If one person does not own more than 50 percent of the property, then the name and address of the person who received the tax notice for the previous year, as per the parish tax assessor, shall be supplied.

Property owners' names may be obtained from the Bossier Parish Tax Assessor's Office at the Parish Courthouse. Please include zip codes.

(10) Additional MPC requirement: A plan for drainage must be shown on a separate drawing/map/plat. A drawing/map showing the direction of the natural draining of water on the property is insufficient.

Note: For land located in the five-mile extraterritorial jurisdiction of the MPC, we encourage all applicants to present the plan for drainage to the Bossier Parish Engineering Office for initial review because applicants must submit a Drainage Impact Report to the Police Jury for approval at a later date. For land located in the corporate limits of the Town of Benton, we encourage all applicants to present the plan for drainage to the Town's Engineer for initial review.

(11) Additional MPC requirement: A vicinity map must be submitted. The following number of copies are required: 8 copies of 8 ½” x 11” or 8 ½” x 14” map; and 2 copies of 18” x 24” map.

(12) Additional MPC requirement: If the proposed use of the property is a billboard or cellular tower, the application must be accompanied by a photograph illustrating the visual impact to the site.

(13) Additional MPC requirement: Complete the Statement of Intent form attached hereto.

(14) Cypress-Black Bayou Notification: For property within the Cypress and Black Bayou Reservoirs’ Zoned Area (as defined in Bossier Parish Code of Ordinances, Chapter 82, Section 82-61), please provide a copy of the notice or letter to the Cypress Lake – Black Bayou Reservoir Watershed Commission required by Bossier Parish Code of Ordinances, Chapter 126, Section 126-800.

(15) Provide notification letter to the **Benton Postmaster** notifying them of development plans to include the master plan.

(16) The Applicant or a representative must be present at Benton MPC or Board of Appeals meetings and City Council or Police Jury Meetings, as applicable. The preliminary hearing (1st meeting) will be with Applicant only. The public hearing (2nd meeting) will be advertised in the legal journal as required by law, and nearby residents will be notified. To be placed on the agenda for the following month’s regularly scheduled meeting (first Monday of the month), applications must be accepted on or before the 10th of the previous month.

(17) ALL OTHER REQUIREMENTS OF BOSSIER PARISH LAWS AND/OR REGULATIONS AND ALL OTHER REQUIREMENTS OF TOWN OF BENTON LAWS AND/OR REGULATIONS AND ALL THE LAWS AND REGULATIONS OF THE STATE OF LOUISIANA MUST BE MET BY ALL APPLICANTS. IT IS THE RESPONSIBILITY OF THE APPLICANT AND/OR LAND OWNER TO OBTAIN AND MEET THE LAWS OF THE STATE OF LOUISIANA, AND THE PARISH OF BOSSIER OR THE TOWN OF BENTON (WHEN APPLICABLE).

PLEASE CONTACT THE BOSSIER PARISH POLICE JURY AT 318-965-2329 TO CHECK FOR COMPLIANCE WITH BOSSIER PARISH LAWS AND/OR REGULATIONS AND CONTACT THE LOUISIANA STATE HIGHWAY DEPARTMENT TO CHECK ON COMPLIANCE WITH TRAFFIC SIGNS, SIGNALS, OR DEVICES, AND STATE HIGHWAY ACCESS. PLEASE CONTACT THE TOWN OF BENTON AT 318-965-9889 TO CHECK FOR COMPLIANCE WITH TOWN LAWS AND/OR REGULATIONS, IF APPLICABLE.

STATEMENT OF INTENT

Applicant's Name: _____

Zoning Requested: _____

Reason for Amendment: It is policy to amend the zoning ordinances only when one or more of the following conditions prevail.

_____ ERROR (there is manifest error in the zoning ordinance)

_____ CHANGE IN CONDITIONS (changing conditions in an area make change in the ordinances necessary and desirable)

_____ INCREASE IN NEED FOR SITES FOR BUSINESS AND INDUSTRY
(increased need for sites in addition to sites currently available)

_____ SUBDIVISION OF LAND (the subdivision of land into urban building sites makes reclassification necessary and desirable)