

# Application for Site Plan Review



## Leesville Planning and Zoning Commission

Planning and Zoning Department  
City Hall Building  
Leesville, LA 71446  
Grant Bush, City Planner  
(337) 404-4078



*Applicant is required to attend the open meeting held by the Planning and Zoning Commission or have a representative attend in his/her absence. If a site plan review is recommended by the Commission, the applicant must attend the City Council meeting in which the recommendation will be considered for approval.*

**Application for Rezoning Checklist.**

- ✓ \$150 Application Fee. Non-Refundable.
- ✓ Completed Application
- ✓ Detailed description of proposed improvements
- ✓ Plot plans showing dimensions of property, location of existing and proposed buildings, parking areas, walls, fences, etc. (drawn to scale)
- ✓ Proof of ownership of property (attach copy)
- ✓ Completed *Department Review Form for Leesville Planning and Zoning Site Plan Review Approval*
- ✓ Case brief with maps, pictures, history of property, and petitioner's application submitted to Planning and Zoning Commission and City Council Representative of the district in which the property lies.

For further information, contact Grant Bush, City Planner, at 337-404-4078.

Leesville City Hall  
Planning and Zoning Department  
508 S. 5<sup>th</sup> St. Leesville, LA 71446



**Applicant's Checklist Form for Leesville  
 Planning and Zoning Site Plan Review Approval**

*City of Leesville Site Plan Review Checklist for Approval for Commercial, Subdivision, Multi-Family, PUD, and Multi-Building Groups in accordance with the Leesville Code of Ordinances Chapter 74 Section 74-3.*

**A complete description of contemplated improvements must be attached to application for approval.**

DATE: \_\_\_\_\_

APPLICANT INFORMATION	
PROPERTY OWNER NAME:	
APPLICANT NAME:	
PHONE:	EMAIL:
COMPANY ADDRESS:	
POINT OF CONTACT:	
PHONE:	EMAIL:
CONTRACTOR:	
CONTRACTOR LICENSE NUMBER:	
CHARACTER & NATURE OF DEVELOPMENT:	

INFORMATION NEEDED TO OBTAIN PERMIT		
*PLEASE CHECK INFORMATION SUBMITTED AND HAVE CITY PLANNER INITIAL WHERE REQUIRED*		
<input checked="" type="checkbox"/>	TASK	INITIAL
<input type="checkbox"/>	Approval from Health Department, Engineering, Public Works or Sewer Department	
<input type="checkbox"/>	Legal Description	
<input type="checkbox"/>	Site Plan	
<input type="checkbox"/>	State Fire Marshall Approval Letter	
<input type="checkbox"/>	E-911 Address given or nearest address to location	
<input type="checkbox"/>	FEMA Elevation Certificate (if in Flood Zone)	
<input type="checkbox"/>	Flood Zone Map	
<input type="checkbox"/>	Estimated Cost of Development \$ _____	
<input type="checkbox"/>	Building Square Footage _____	
<input type="checkbox"/>	Property Square Footage _____	
<input type="checkbox"/>	Number of Parking Spaces _____	
<input type="checkbox"/>	Loading and Unloading Area	
<input type="checkbox"/>	Storm Water Runoff Plan	
<input type="checkbox"/>	Leesville Engineering Review	
<input type="checkbox"/>	Leesville Building Inspector Approval	
<input type="checkbox"/>	Building material façade in view of public roads	

Applicant is requested to attend the public hearing by the Planning & Zoning Commission or have a representative attend in his/her absence when required by ordinance.

Hearing date will be set when all requirements are satisfied.

Return to:

Grant Bush, City Planner  
 Leesville Planning Department  
 508 S 5<sup>TH</sup> Street  
 Leesville, LA 71446  
 Office phone: (337) 404-4078

*The Planning Commission reviews all new non-commercial developments in the City of Leesville for Site Plan Review with City Public Works, City Engineering, and City Building Inspector signature of approval.*



**Application for Site Plan Review**  
**Application Fee \$150.00**  
**Payable to: City of Leesville**  
**(Paid upon submission of application. Non-Refundable.)**

**Internal  
Use Only**

Code: 7950  
Price: \$150.00

\*Note: The procedure to approve or deny this permit may take 30 to 90 days.

Date of Application: \_\_\_\_\_

APPLICANT INFORMATION	
Applicant Name:	
Applicant Address:	
Phone:	Email:
Property Address (if different from Applicant Address):	

PROPERTY INFORMATION		
Legal Description of Property:		
Current Zoning Classifications:		
Proposed Use of Site Plan:		
Subdivision:	Parcel #:	
Block:	Lot:	Lot Size:

**PROPOSED SITE PLAN MUST BE ATTACHED TO APPLICATION.**

If site plan is approved when will construction or occupancy begin?

- Immediately    
  30 Days    
  60 Days    
  90 Days    
  Other: \_\_\_\_\_

*I, the undersigned, agree to comply with all applicable zoning ordinances, building codes, and regulations, and affirm that the information provided is accurate and complete. I acknowledge responsibility for all fees and costs associated with the review process. I further understand that all water and sewer connections to the mobile structure must be made directly into the Municipal Utility Systems, and all ordinance provisions must be completed before utility connections are made.*

\_\_\_\_\_

Date of Public Hearing: \_\_\_\_\_

**Applicant Signature**

**Planning and Zoning Department Use Only**

Application Recommended for      Approval      Denial



# Leesville Planning and Zoning Commission

508 S 5<sup>th</sup> Street  
LEESVILLE, LA 71446  
PHONE (337) 404-4078  
www.leesvillela.gov

## Department Review Form for Leesville Planning and Zoning Site Plan Review Approval

*City of Leesville Site Plan Review Checklist for Approval for Commercial, Subdivision, Multi-Family, PUD, and Multi-Building Groups in accordance with the Leesville Code of Ordinances Chapter 74 Section 74-3.*

Date: \_\_\_\_\_

DEPARTMENT:
REPRESENTATIVE:
NAME OF APPLICANT OR DEVELOPMENT REPRESENTATIVE:
DEVELOPMENT POINT OF CONTACT:
CONTRACTOR (FOR BUILDING INSPECTOR):
CONTRACTOR LICENSE NUMBER:
FINDINGS:

Review Complete

Review Incomplete

Department Representative: \_\_\_\_\_

*Return to the Leesville Planning Department when review is complete.*