



# The City of Mansfield

INCORPORATED 1847

P. O. BOX 773

705 POLK STREET

Mansfield, Louisiana 71052

## REQUEST TO PLACE PORTABLE BUILDING FOR COMMERCIAL USE

PHONE: (318) 872-0406

FAX: (318) 872-0402

TDD: (318) 872-0406

**TO: Mansfield Planning/Zoning Commission**      DATE OF REQUEST: \_\_\_\_\_

PROPERTY OWNER'S NAME(S): \_\_\_\_\_ (Phone Number)

911 ADDRESS of PROPERTY: \_\_\_\_\_

EXPLAIN PURPOSE/USE OF PROPOSED PORTABLE BUILDING: \_\_\_\_\_

CURTIS W. MCCOY  
MAYOR

MARVIN R. JACKSON  
CITY CLERK

RICHARD Z. JOHNSON, JR.  
CITY ATTORNEY

G. B. HALL III  
ALDERMAN, DISTRICT A

TROY N. TERRELL  
ALDERMAN, DISTRICT B

MITCHELL L. LEWIS  
ALDERMAN, DISTRICT C

JOSEPH HALL, JR.  
ALDERMAN, DISTRICT D

KERVIN D. CAMPBELL  
ALDERMAN, DISTRICT E

- ATTACH A COPY OF THE DEED OF THE PROPERTY IN QUESTION, WHICH INCLUDES A LEGAL DESCRIPTION OF THE PROPERTY.
- ATTACH A DRAWING SHOWING THE PLACEMENT OF THE PORTABLE BUILDING ON THE PROPERTY IN QUESTION. (Be certain the proper yardage setback requirements are allowed in front, back, and sides as determined by current zoning designation).
- ATTACH A PICTURE OF THE BUILDING.
- ATTACH A LIST OF PROPERTY OWNERS LOCATED WITHIN **300 FEET** OF THE PROPERTY IN QUESTION. (List must include name and address).
- ATTACH COPY OF LA STATE FIRE MARSHAL'S APPROVAL FOR USING THE PORTABLE BUILDING FOR COMMERCIAL PURPOSES BEFORE BEING SITUATED ON PROPOSED SITE. (Building must be of new construction and occupy at least 336 square feet).

\_\_\_\_\_  
*Signature of Owner*

**ZONING COST IS \$60.00**

A REQUEST TO ALLOW A PORTABLE BUILDING TO BE USED FOR COMMERCIAL PURPOSES REQUIRES LEGAL ADVERTISEMENT IN THE LEGAL JOURNAL FOR ONE (1) WEEK PRIOR TO THE PUBLIC HEARING BEFORE THE MANSFIELD PLANNING/ZONING COMMISSION.

**COMPLETED APPLICATION WITH PAYMENT MUST BE RECEIVED AT CITY HALL BY THE LAST WORKING DAY OF THE MONTH PRIOR TO THE NEXT REGULARLY SCHEDULED ZONING COMMISSION MEETING.**

Application Received By: \_\_\_\_\_ (DATE)

PUBLIC HEARING HAS BEEN SET FOR: \_\_\_\_\_ AT 4:00 PM IN (DATE)

MANSFIELD CITY HALL LOCATED AT **705 POLK STREET.**

{Must publish one (1) week prior to public hearing}      Date of Public Notice: \_\_\_\_\_

PRESENT ZONE: \_\_\_\_\_ FLOOD ZONE: \_\_\_\_\_