



Subdivision Application Form

City of Monroe
Planning Department
120 E. First Street
Monroe, MI 48161
734.243.0700 (P) 734.384.9108 (F)

Receipt Stamp

Application #

Owner Information

Name:

Address:

Telephone:

Fax:

Email:

Applicant Information

Name:

Address:

Telephone:

Fax:

Email:

Property Description

Property Address:

Located between

and

Streets.

Legal Description:

Property ID #:

Existing Zoning:

Project Description

Proposed Development Description:

Site Area:



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Required Information

The following information/specifications are required as part of the plan(s) submitted for review. Applications considered incomplete by the Planning Department will not be reviewed.

General Information

- Site plans shall consist of an overall plan for the entire development, drawn to an engineer's scale 1"=20' or 1"=30';
- Sheet size shall be 24 x 36 inches;
- Scale and northpoint;
- Location map;
- Title block with sheet number/title, name address and telephone number of the applicant and preparer, and date(s) of submission;
- Legal and common description of property;
- Identification and seal of architect, engineer, land surveyor, landscape architect or certified planner;
- Zoning classification of subject property and abutting parcels;
- Proximity to section corner and all major thoroughfares;
- Net acreage and total acreage;
- Survey of existing lot lines, building lines, structures, parking areas and other improvements on the site and within 100' of the site;
- Survey of topography on the site and within 100' of the site at two-foot contour intervals, referenced to an USGS benchmark; and
- All existing easements.

Access and Circulation

- Dimensions, cure radii and centerlines of existing and proposed access points, roads and road rights-of-way or access easements;
- Opposing driveways and intersections within 250' of site;
- Cross section details of proposed roads, driveways, parking lots, sidewalks and non-motorized paths illustrating materials and thickness;
- Dimensions of parking spaces, islands, circulation aisles and loading zones;
- Calculations for required number of parking and loading spaces;
- Designation of fire lanes;
- Traffic and regulatory signs and pavement markings;
- Location of existing and proposed sidewalks/pathways within the site or rights-of-way;
- Location, height and outside dimensions of all storage areas and facilities; and
- Traffic Impact Study as required.

Landscaping

- Location, sizes and types of existing trees and the general location of all other existing plant materials with an identification of materials to be removed and preserved;
- Description of methods to preserve existing plant materials;
- The location of existing and proposed lawns and landscaped areas;
- Planting plan, including location and type of all proposed shrubs, trees and other live plant material;
- Planting list for proposed landscape materials with caliper size or height of material, method of installation, botanical and common names and quantity;
- Proposed dates of plant installation; and
- Landscape maintenance schedule.



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Required Information Continued

Building/Structure Details

- o Location, height and outside dimensions of all proposed buildings/structures;
- o Building floor plans and total floor area;
- o Details on accessory structures and any screening;
- o Location, size, height and lighting of all proposed site and wall signs;
- o Location, size, height and material of construction for all obscuring wall(s) or berm(s) with cross-sections, where required;
- o Building façade elevations for all sides, drawn at an appropriate scale; and
- o Description of exterior building materials and colors (samples may be required).

Drainage, Soil Erosion and Sedimentation Control

- o Location and size of existing and proposed storm sewers;
- o Stormwater detention ponds, including grading, side slopes, depth, high water elevation, volume and outfalls;
- o Stormwater drainage and detention calculations;
- o Indication of site grading, drainage patterns and stormwater management measures, including sedimentation control and temperature regulation; and
- o Soil erosion and sedimentation control measures.

Utilities

- o Location of sanitary sewers, existing and proposed;
- o Location and size of existing and proposed water mains, water service and fire hydrants;
- o Location of existing and proposed gas, electric and telephone lines above and below ground;
- o Location of transformers and utility boxes; and
- o Assessment of potential impacts from the use, processing or movement of hazardous materials or chemicals, if applicable.

Lighting

- o Location of all freestanding, building-mounted and canopy light fixtures on the site plan and building elevations;
- o Photometric grid overlaid on the proposed site plan indicating the overall light intensity throughout the site (in foot-candles);
- o Specifications and details for the type of fixture being proposed including the total lumen output, type of lamp and method of shielding; and
- o Use of the fixture proposed.

Additional Information Required for Residential Developments

- o The number and location of each type of residential unit;
- o Density calculations by type of residential unit (dwellings/acre);
- o Garage and/or carport locations and details, if proposed;
- o Mailbox cluster location and design, if required by postmaster;
- o Location, dimensions, floor plans and elevations of common building(s), if applicable;
- o Swimming pool fencing detail including height and type of fence, if applicable;
- o Location and size of recreation and open space areas; and
- o Indication of recreation facilities proposed for recreation area.



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Submittal Procedure

- o Applicant submits a complete application with all required information;
- o Planning Department staff will verify completeness;
- o Application will be placed on the next available Citizens Planning Commission (CPC) agenda;
- o A public hearing will be held at the CPC meeting;
- o The CPC will make a recommendation to the City Council; and
- o Final approval is obtained by the City Council.

Authorization

I/We hereby apply for Subdivision Review in accordance with Section 1264 of the City of Monroe Planning & Zoning Code. The information, plans and materials submitted herewith in support of this application are to the best of my/our knowledge, true and correct.

In addition, I/We understand if the City of Monroe Planning Department deems this application and the supplemental materials incomplete, that the plans will be returned with a listing of materials needed in order for the application to be considered complete.

I/We further understand that I/We will be charged the appropriate fee for each submittal.

Owner _____ **Date** _____

Applicant _____ **Date** _____

Fees

Pre-Application Meeting \$ 200.00
 Preliminary Plat Review \$ 2,000.00 + \$25/lot
 Final Plat Review \$ 500.00
 Each Revision submitted \$ 200.00

To request a Special Meeting before the CPC please submit the Special Meeting Application with the \$400 fee.

Department Use Only

Fee Paid \$ _____
 Authorization of Completeness

 Planning Department Staff

Required Number of Copies

27 Folded Copies Required for Citizens Planning Commission / City Council Review
 An Electronic Version