



## Land Division 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 (if different from above)

Name

Address

Telephone

Fax

Email

### Property Description

Property Address

Parcel ID#

Existing Zoning

### Required Information

A survey drawn by a professional Surveyor, Architect or Engineer that includes the following information:

- o Drawing depicting the current and proposed parcels, with their dimensions and area;
- o Placement of all buildings, setbacks and easements; and
- o Legal descriptions for current and proposed parcels.

### Submittal Procedure

- o Applicant submits a complete application with all required information;
- o Planning Department staff will verify completeness;
- o Application will be reviewed at the next available Citizens Planning Commission (CPC) meeting;
- o A public hearing will be held at the CPC meeting;
- o The CPC will make a recommendation to the City Council; and
- o If final approval is granted by City Council, the City Assessor will finalize the land division for the tax roll.

**Authorization**

*I/We hereby request in accordance with City Ordinances for the regulation and control of the subdivision of the land in the City of Monroe, that the City approve the request for a Land Division and place the property(s) on the assessment and tax roll.*

*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 that this application will be placed on the next available Citizens Planning Commission regular meeting agenda, unless I/We request a special meeting to be held for an additional cost.*

Owner \_\_\_\_\_ Date \_\_\_\_\_

Applicant \_\_\_\_\_ Date \_\_\_\_\_

**Fees**

Land Division	\$ 300.00
CPC Special Meeting	\$ 400.00

**Department Use Only**

Fee Paid \$ \_\_\_\_\_

Special Meeting Date \_\_\_\_\_

Authorization of Completeness

\_\_\_\_\_  
Planning Department Staff