



MINOR Site Plan Review 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 Project Description



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Submittal Procedure

- o Applicant submits a complete application with all required information;
- o Planning Department staff verifies completeness;
- o Application and supplemental materials will be routed to the appropriate City Departments for review;
- o The Administrative Site Plan Review Committee will either approve, approve with conditions or deny the request.

Authorization

I/We hereby apply for one or a combination of the following projects related to a change in façade: window installation/replacement, sign installation or awning installation in accordance with Section 1264 and/or Section 1272 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

Application Fee \$50.00

Department Use Only

Fee Paid \$ _____

Authorization of Completeness

Planning Department Staff

Required Number of Copies

3 copies of stamped documents by certified engineer or architect