



# 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

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

#### Access and Circulation

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

#### Landscaping

- o 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;
- o Description of methods to preserve existing plant materials;
- o The location of existing and proposed lawns and landscaped areas;
- o Planting plan, including location and type of all proposed shrubs, trees and other live plant material;
- o Planting list for proposed landscape materials with caliper size or height of material, method of installation, botanical and common names and quantity;
- o Proposed dates of plant installation; and
- o 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 \_\_\_\_\_

### Department Use Only

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

- Preliminary Plat Review
- Final Plat Review
- Special Meeting Date \_\_\_\_\_

Authorization of Completeness \_\_\_\_\_

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

### Fees

Pre-Application Meeting	\$ 200.00
Preliminary Plat Review	\$1,500.00 + \$25/lot
Final Plat Review	\$ 500.00
Each Revision submitted	\$ 200.00
CPC Special Meeting	\$ 400.00

### Required Number of Copies

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