

**CITY OF MONROE CITY  
REQUEST FOR SITE PLAN REVIEW**

Site plans must be filed with City Hall no later than 2:00 P.M., seven days prior to the meeting in which they will be reviewed. Twelve (12) copies of all applicable documents pertaining to the site plan being submitted. \$50.00 filing fee must be submitted along with copies of site plans. Site plans must meet all requirements stated in **Chapter 90 Zoning, Article III, Site Plan Approval, of the City's ordinance book**. This chapter is available on line at

Monroecitymo.org

Departments

Planning & Zoning

[Click here to view City's planning & zoning Ordinances](#)

Owner's Name: \_\_\_\_\_

Owner's Address: \_\_\_\_\_

\_\_\_\_\_

Property Location: \_\_\_\_\_

Description of Project: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Documentation stating that all information required as per City ordinance 90-270 has been provided:

**1. Plot and Location Plan with:**

- A. Location and dimensions of building(s) on site showing distance to side lot lines and center lines of adjacent streets.

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B. Location and dimensions of proposed and existing driveways and curb cuts on site and adjacent properties.

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C. Location and general design of proposed and existing sidewalks and open space with existing plant material and proposed landscaping.

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D. Location and dimensions of proposed and existing surface parking and loading areas.

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E. Boundary of the entire tract by courses and distances with references to true meridian area of the tract.

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F. Proposed widths of any streets and sidewalks adjoining the tract, showing right-of-way and pavement widths in accordance with the city thoroughfare plan, and showing curbs and gutters to be constructed.

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G. Front, side and rear yard setbacks.

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H. Relation of site to roadway median strips with existing and proposed openings in median strips.

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I. Proposed elevations at control points such as driveways, ramps, etc.

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J. Zoning of the tract.

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K. Present record owner of the tract and contract purchaser, if any.

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L. Owner, zoning and present use of all contiguous property.

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M. Vicinity map showing location of tract at scale of not less than one (1) inch equals two thousand (2000) feet.

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N. Certified topographic map of parcel at a minimum two-foot contour interval, showing existing and proposed contours.

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O. Certificate topographic map of parcel at a minimum two-foot contour interval showing existing and proposed contours.

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P. Provisions for the adequate disposition of natural and storm water in accordance with the duly adopted design criteria and standards of the City indicating location, sizes, types and grades of ditches, catch basins and pipes, connections to existing drainage.

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Q. United States Coast and Geodetic Survey datum used for all elevations shown and showing location and elevation of benchmark used.

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R. Provisions for adequate screened or planted buffer areas, not less than thirty (30) feet in width along and inside of all boundaries of the site which are adjacent to property located in a residential district or property which is in residential use.

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S. Location and design of all landscaping requirements.

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**2. Typical Floor Plan with Dimensions:**

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**3. Plan of Each Non-Typical Floor with:**

- A. Location and square foot area of any permitted access or proposed conditional use as permitted by this ordinance.

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- B. Access to any accessory, personal or convenience services uses.

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- C. Number and individual area of guest rooms in any hotel or motor hotel use.

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**4. Plan of each floor or parking garage, if any.**

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**5. Utility Plan with:**

- A. Location of all existing underground utilities such as water, sewer, gas, electric and telephone cables, etc., both within the property and in adjacent streets.

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- B. Location of all surface facilities such as sidewalks, curbs, gutter, etc.

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- C. Fencing, walls and screening to be preserved, erected or planted; type, height and location.

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- D. All proposed changes, additions or deletions to subsections (A) and (B) above, together with a notation as to any City responsibilities thereto.

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Describe the services that your project will require from the City of Monroe City:

- Electric:** (include the voltage, amperage load & phase)\_\_\_\_\_

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- Natural Gas:** (include BTU rating)\_\_\_\_\_

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**Water:** (Include meter size) \_\_\_\_\_  
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**Sewer:** \_\_\_\_\_  
\_\_\_\_\_  
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**Street & Drainage:** \_\_\_\_\_  
\_\_\_\_\_  
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