



## SITE PLAN REVIEW APPLICATION

SUBMIT APPLICATION TO PLANNING AND ZONING OFFICE  
FEE **\$150.00**

**SITE PLAN REVIEW MEETINGS ARE HELD ON THE FIRST THURSDAY OF THE MONTH. ALL PLANS NEED TO BE SUBMITTED TO THE PLANNING & ZONING OFFICE THREE WEEKS PRIOR TO THE MEETING. FAILURE TO DO SO WILL RESULT IN THE APPLICATION NOT BEING PLACED ON THE AGENDA. (PLANS NEED TO BE PROFESSIONALLY DRAWN & MUST SHOW CORRECT DIMENSIONS AND SQUARE FOOTAGES)**

MEETING WILL BE HELD USING **WebEx**.

CITY OF MONROE  
PLANNING & ZONING STAFFCITY OF MONROE ANNEX BLDG, 3901  
JACKSON ST., MONROE, LA  
OFFICE PHONE: 318-329-2430



## Site Plan Review Application

City of Monroe  
Planning & Zoning Division  
3901 Jackson Street  
Monroe, Louisiana 71202  
318-329-2335/318-329-4185 FAX

Name of Project:	Date:
Project Type:	
Project Street Address:	Zoning District
Mailing Address of Property Owner:	Mailing Address of Applicant (if different from owner)

### Project Representatives:

<b>Applicant(s)/Developer:</b> _____ Mailing Address: _____ City: _____ State: _____ Zip: _____ Telephone: _____ Fax: _____ Cell: _____ Email: _____
<b>Architect:</b> _____ Mailing Address: _____ City: _____ State: _____ Zip: _____ Telephone: _____ Fax: _____ Cell: _____ Email: _____
<b>Engineer:</b> _____ Mailing Address: _____ City: _____ State: _____ Zip: _____ Telephone: _____ Fax: _____ Cell: _____ Email: _____
<b>Attorney:</b> _____ Mailing Address: _____ City: _____ State: _____ Zip: _____ Telephone: _____ Fax: _____ Cell: _____ Email: _____
<b>Property Owner:</b> _____ Mailing Address: _____ City: _____ State: _____ Zip: _____ Telephone: _____ Fax: _____ Cell: _____ Email: _____

## Project Site Details

**Project Size:** \_\_\_\_\_ (Acres or Square Feet)

**Property has access from which streets:** \_\_\_\_\_

**Current Use of Property:** \_\_\_\_\_

**Has property been subdivided in the last three years?** Yes  No

**If yes, explain:** \_\_\_\_\_

**Do structures exist on the site?** Yes  No

**If yes, describe the type, condition and number of structures:** \_\_\_\_\_

**What is the percentage of impervious lot coverage?** \_\_\_\_\_ %

**Describe current conditions of site:** \_\_\_\_\_

**Is the site plan based on a signed/stamped survey?** Yes  No

**List all easements running through or adjacent to the project site (i.e., utility, ingress/egress) if not shown on site** \_\_\_\_\_

**Is the project site in a designated flood zone?** Yes  No

**Which zone(s):** \_\_\_\_\_

**Is this project within a historic district?** Yes  No

**If so, please provide name of district:** \_\_\_\_\_

**Is project site serviced by public water system?** Yes  No

**Is project site serviced by public sewer system?** Yes  No

**Proposed Project Details**

**Proposed use of Property:**

\_\_\_\_\_  
\_\_\_\_\_

**Is map amendment (rezoning) required for project?**

Yes  No

If yes, what zoning classification is requested? \_\_\_\_\_

**Are buildings/structures on site plan new or existing?**

New  Existing

**Gross square footage of building:** \_\_\_\_\_

**Proposed finished floor elevation of structure of structure(s) (\*m.s.l.):** \_\_\_\_\_

**Proposed structure height above grade:** \_\_\_\_\_ **ft. above m.s.l.** \_\_\_\_\_ **ft.**

**What is the proposed percentage of impervious coverage?** \_\_\_\_\_ **%**

**How many parking spaces are provided on site?** \_\_\_\_\_

How were parking requirements calculated? \_\_\_\_\_

**How many bicycle parking spaces are provided (if applicable)?** \_\_\_\_\_

How were bicycles parking requirements calculated? \_\_\_\_\_

**Total number of housing units proposed for project (hotel rooms included):** \_\_\_\_\_

**Provided narrative fully describing proposed project** \_\_\_\_\_

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\*Mean Sea Level

## Submittal Requirements

**Prerequisites:** Pre-application conference is mandatory for site plan review

**An application for Site Plan Review shall include the following submittals:**

- A complete application on the form provided by the Planning & Zoning Division
- A completed Drainage Impact Statement (if applicable) or Drainage Plan (if applicable)
- Provided four (4) copies of a set of Building and Civil plans. These plans should include:
  1. Title Sheet
  2. Topographic and Boundary Survey – Show all drainage features, utilities, roads, structures, impervious and pervious areas, and FEMA flood zones or floodway designated areas.
  3. Site plan
  4. Existing drainage plan.
  5. Proposed grading and drainage plan (including benchmark)
  6. Existing drainage areas with hydraulic lengths
  7. Proposed drainage areas with hydraulic lengths
  8. Detail sheets
  9. Utility plan
  10. Paving plan
  11. Erosion control plan
  12. Landscape plan
  13. Foundation plan
  14. Floor plan
  15. Building elevation plan sheets
  16. Plumbing plan
  17. Electrical plan
  18. Plan/Profile Sheets (If Applicable):
    - A. Drainage Sheets (Minimum Scale 1"=50' Horizontal) and (1"=5' Vertical)
    - B. Roadway Sheets (Minimum Scale 1"=40' Horizontal) an (1"=5' Vertical)
    - C. Show size, type, and invert elevation of all drainage pipes and structures, geometric layout of all streets including centerline, geometry centerline roadway stations, finished centerline roadway slopes (minimum 0.00% for curb and gutter streets) including points of vertical intersection, finished grade at right-of-way, hydraulic gradient, tail water elevation, ditch flow lines, top and invert elevations of all drainage structures and utility lines, dimension of all servitudes, all utilities within road right-of-way, north arrow and legend.

**All plan sheets shall be prepared and submitted on 22" x 34" or 24" x 36" paper size.**

**Each plan should be on an individual full size sheet. Only common engineering scales shall be used.**

## **DRAWING REQUIREMENTS FOR PLAN SUBMITTAL TO THE CITY OF MONROE (REQUIRED BY THE CHIEF BUILDING OFFICIAL)**

All plans are to include drawings for the scope of work being performed during construction. Any plans with work not included in the submittal set may result in a failed submittal or inspection at any time. All plans are to be computer drafted and of easily legible quality. See below for general requirements for drawings to be included in the submittal. Please note on plans if the project does not include the scope of work that may necessitate any specific drawing. (**Attention:** Some of the plans listed below may be duplicates of plans required in the list above.)

### **Drawing Requirements –**

- **Site Plan** –indicating property setbacks, property lines, existing buildings, and adjacent buildings
- **Life Safety Plan** – including information such as building type, building occupancy, door swing clearances, fixture clearances and counts, exit signs, fire walls, and egress paths
- **Demolition Plan**
- **Floor Plan**
- **Elevations** – indicating exterior finishes, window locations and sizes, and door sizes
- **Building Schedules** – including information such as window types, window details, door types, door details
- **Foundation Plan** – with information including foundation details
- **Electrical Plan** – with information including light switches, outlet locations, smoke alarm locations, doorbell chimes, etc.
- **Framing Plan** – indicating beam sizes and spacing
- **Roof Plan** – indicating roof slopes
- **Plumbing Diagrams** – indicating riser locations, vent stacking, and sloping as needed
- **Building Details** – Including additional information needed for constructability

### **Residential –**

New Construction – All general requirements **except** the *Life Safety Plan* and *Demolition Plan*

Addition – All general requirements **except** the *Life Safety Plan*

Remodel – All general requirements **except** the *Site Plan*, *Life Safety Plan*, *Roof Plan*, *Foundation Plan* (unless alterations are included), and *Building Details*

## **Commercial –**

New Construction – All general requirements **except** *Demolition Plan*

Tenant Infill – All general requirements **except** *Roof Plan, and Foundation Plan*

Remodel – All general requirements **except** *Roof Plan, Foundation Plan  
(unless alterations are required), and Building Details*

All Residential plans need to be digitally submitted in 11x17 or greater format to the City of Monroe Inspections Division at the email below.

All Commercial plans need to be digitally submitted in no less than 18x24 format to the City of Monroe Inspections Division at the email:

[Monroe.Inspections@ci.monroe.la.us](mailto:Monroe.Inspections@ci.monroe.la.us)

As well as a hard copy submitted to:

Inspections Division  
3901 Jackson Street – P.O. Box 123  
Monroe, La 71201

**A DIGITAL COPY OF ALL PLANS MUST BE SUBMITTED TO THE PLANNING & ZONING OFFICE. THEY MAY BE EMAILED TO: PLANNING.ZONING@CL.MONROE.US.**

- All applicable letters of agreement or easements with adjacent property owners for uses such as utilities, detention areas or access
- A written narrative detailing the nature and details of the proposed business, project/development or use applied for in this application
- Computations shall be shown on the site plan or on attachments for the following:
  - Required and proposed number of parking spaces
  - Impervious surface (concrete, asphalt, hard surface) lot coverage in square feet
  - Density for multi-family, hotel, condos (units per acre)
  - Any other information required by the Planning & Zoning Division
- Calculations/ Studies/Reports shall be submitted for the items listed below as required by the Engineering Department
  - Drainage calculations
  - Sanitary sewer analysis, including availability and demand
  - Potable/fire protections water flow analysis, including availability and demand
  - Traffic study and report

**THE SITE PLAN REVIEW MEETING WILL NOT BE SCHEDULED UNLESS ALL THE SUBMITTAL REQUIREMENTS HAVE BEEN SUBMITTED TO THIS OFFICE.**

**THE PROJECT ARCHITECT AND/OR ENGINEER MUST BE PRESENT AT THE MEETING TO HELP EXPLAIN THE PROJECT AND ANSWER QUESTIONS.**

**In addition to a Site Plan Review, the applicant should apply for Fire Marshall Review.**

**Once the Site Plan has been reviewed and improved, the next step is to go to the Planning and Zoning Division Office to apply for the Certificate of Occupancy (\$75.00). You will receive a Zoning Compliance Verification Form which you will bring to the Inspections Division to apply for the appropriate permits for your project.**

**A Driveway Permit is also required and may be applied for with the Building Permits.**

**The applicant acknowledges that, in signing this application, all conditions and requirements regarding the application process have been fully explained and understood.**

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE





DRAINAGE IMPACT STATEMENT

TITLE OF DEVELOPMENT:

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LOCATION:

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OWNER:

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DESCRIPTION OF DEVELOPMENT:

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NAMES AND ADDRESS OF PERSON, FIRM, OR CORPORATION  
SUBMITTING STATEMENT

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DATE  
REPRESENTATIVE

PRINT NAME

SIGNATURE OF

# DRAINAGE IMPACT STATEMENT

## CERTIFICATE By a Registered Engineer

This is to certify that the information submitted herein is a true representation of all facts regarding the proposed development with respect to Drainage and Utilities.

\_\_\_\_\_  
Signature of Registered Engineer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Type or Print Name of Registered Engineer

\_\_\_\_\_  
Title

SEAL

\_\_\_\_\_  
\_\_\_\_\_  
**ACTION TAKEN BY CITY REPRESENTATIVE**

Comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

APPROVED: \_\_\_\_\_

DISAPPROVED: \_\_\_\_\_

\_\_\_\_\_  
City Representative

DRAINAGE IMPACT STATEMENT

1. **NARRATIVE DESCRIPTION**

A. Physical description of proposed development

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B. Description of significant changes, requirements, and/or additions to the existing Drainage, which will be affected.

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## DRAINAGE IMPACT STATEMENT

C. Description of significant changes, requirements, and/or additions to the existing Utilities, which will be affected

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2. TOPOGRAPHIC INFORMATION:

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DRAINAGE IMPACT STATEMENT

3. CALCULATIONS:

4. ECONOMIC IMPACT STATEMENT:

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# DRAINAGE IMPACT STATEMENT

## INSTRUCTIONS

1. This Statement shall be required for all developments that are within the City of Monroe corporation limits.
2. Fill out page **One** and **Three** as completely as possible.  
The **Certificate**, (page Two), must be Signed and Stamped by a Registered Engineer.
3. Fill out Section 1. Narrative Descriptions to the point it is applicable.

1. **Existing Topographic Information:** A Topographic Plat of the proposed site improvements **must** be attached to this Statement.

This Plat must show, as a minimum, the following information:

1. Provide a Plat showing existing spot elevations, contours and ridgelines, etc. sufficient to show direction of the existing drainage flow. Elevations should extend beyond the property lines by a minimum of fifty (50) feet. To the extent possible, show the downstream route to a major drainage. This information shall be sufficient to use in preparing the Design Drainage Plan.
2. If any adjacent property is affected by the improvement, it will be the developer's responsibility to provide a suitable alternate route for the adjacent property drainage.
3. Locate and show all sizes and depths of existing storm and sanitary drainage structures, and all other utilities.

2. **Calculations and Drawings:** The following calculations shall be provided:

1. Calculations based for a twenty-five (25) year rainfall using the Rational method, or other approved methods, which show derivation of quantities and areas for each drainage basin for both the existing topography and proposed design.
2. Flow rate, (Q), to be shown in cubic feet per second and given for all drainage structures and basins.
3. Zero impact is enforced. Post-Construction CFS cannot exceed Pre-Construction CFS.
4. If retention is required, provide design drawings, calculations and hydrographs.
5. Provide Design drawings showing all features including buildings parking and grass areas, drainage structures, surface types, and area sizes necessary to evaluate the design.
6. Show all utilities, their size and locations. Make special detail drawings for construction and/or tie-ins to be submitted for approval.
7. The erosion control plan shall be implemented to protect soils exposed during construction activities to prevent the offsite movement of sediment and prevent pollution of waters of the state. Waters of the state include street gutters, storm sewer catch basins, natural streams, drainage ditches, road ditches, drainage tile intakes, wetlands and lakes.

3. **Economic Impact Statement:** Describe the estimated cost and who will be responsible for the same. Give the estimated cost for the additional maintenance and operation, which will be incurred by the City, to provide additional utilities and drainage.

# SUBMITTAL REQUIREMENTS

## Building and Civil Plan Sheets Required:

1. Title Sheet
2. Subdivision Plat
3. Topographic & Boundary Survey – Show all drainage features, utilities, roads, structures, impervious and pervious areas and FEMA flood zone or floodway designated areas.
4. Site Plan
5. Existing Drainage Plan
6. Proposed Grading & Drainage Plan (include benchmark)
7. Existing Drainage Areas with Hydraulic Lengths
8. Proposed Drainage Areas with Hydraulic Lengths
9. Detail Sheets
10. Utility Plan
11. Paving Plan
12. Erosion Control Plan
13. Landscape Plan
14. Foundation Plan
15. Floor Plan
16. Building Elevation Plan
17. Plumbing Plan
18. Electrical Plan
19. Plan/Profile Sheets: (If Applicable)
  - A. Drainage Sheets (Minimum Scale 1" = 50' Horizontal) and (1" = 5' Vertical)
  - B. Roadway Sheets (Minimum Scale 1" = 40' Horizontal) and (1" = 4' Vertical)
  - C. Show size, type, and invert elevation of all drainage pipes and structures, geometric layout of all streets including centerline, geometry centerline roadway stations, finished centerline roadway slopes (minimum 0.00% for curb and gutter streets) including points of vertical intersection, finished grade at right-of-way, hydraulic gradient, tail water elevation, ditch flow lines, top and invert elevations of all drainage structures and utility lines, dimension of all servitudes, all utilities within road right-of-way, north arrow and legend.

**Note:**

- 1. All plan sheets shall be prepared and submitted on a 22”X34” or 24”X36” paper size. Each Plan should be on an individual full-size sheet. Only common engineering scales shall be used.**
2. When resubmitting, please submit a complete set including the revised sheets with the revisions noted in the revisions table on all applicable sheets.
3. Twenty-Five dollars (\$25.00) Engineering Project Permit fee is required. It shall be paid in the Inspections Department at the same time the Building Permit is issued.