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:

Applicant(s)/Developer:_____
Mailing Address: _____
City: _____ State:_____ Zip: _____
Telephone: _____ Fax: _____Cell_____
Email: _____

Architect:_____
Mailing Address: _____
City: _____ State:_____ Zip: _____
Telephone: _____ Fax: _____ Cell:_____
Email: _____

Engineer:_____
Mailing Address: _____
City: _____ State:_____ Zip:_____
Telephone: _____ Fax: _____ Cell:_____
Email: _____

Attorney:_____
Mailing Address: _____
City: _____ State:_____ Zip:_____
Telephone: _____ Fax: _____ __ Cell:_____
Email: _____

Property Owner: _____
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_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

*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

☐ 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
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.

Please provide a digital copy of all plans submitted.

☐ 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

Failure to provide the submittal requirements could result in a delay in the scheduling of the Site Plan Review Meeting.

In addition to a Site Plan Review, the applicant should apply for Fire Marshall Review and schedule a Third Part Review on the project.

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 AND UTILITY IMPACT STATEMENT

INSTRUCTIONS

1. This Statement shall be required for all developments which **have not** been effectively covered by a previous Impact Statement.
2. Fill out pages **Two** and **Four** as completely as possible.
The **Certificate**, (page Three), must be Signed and Sealed 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 & ridge lines, etc. sufficient to show direction of the exist drainage flow.
Elevations should extend beyond the property lines by at least fifty feet.
To the extent possible show the down stream route to a major drainage.
This information shall be sufficient enough to use in preparing the Design Drainage Plan.
2. If any adjacent property, (ad joiners), 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 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. If retention is required, provide design drawings, calculations and hydrographs.
4. Provide Design drawings showing all features including buildings, parking and grass areas, drainage structures, surface types, area sizes necessary to evaluate the design.
5. Show all Utilities, their size and locations. Make special detail drawings for construction and/or tie-ins to be submitted for approval.

3. Economic Impact Statement Describe the estimated cost and who will be responsible for same. Give the estimated cost for the additional maintenance & operation, which will be incurred by City, to provide additional Utilities and Drainage.

CITY OF MONROE LA.

DRAINAGE AND UTILITY IMPACT STATEMENT

TITLE OF DEVELOPMENT: _____

_____

LOCATION: _____

_____

OWNER:_____

_____

DESCRIPTION OF DEVELOPMENT: _____

_____

_____

_____

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

_____

_____	_____	_____
DATE	PRINT NAME	SIGNATURE OF REPRESENTATIVE

JUNE 2018

Revised Jan. 2011

DRAINAGE AND UTILITY 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 Representative Date

_____

Type or Print Name of Representative

_____

Title

SEAL

_____

_____

_____

ACTION TAKEN BY CITY ENGINEER

Comments:

_____

_____

_____

_____

APPROVED: _____

DISAPPROVED:_____

_____

City Engineer

JUNE 2018

DRAINAGE AND UTILITY 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 AND UTILITY 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 AND UTILITY IMPACT STATEMENT

3. CALCULATIONS: (Ok to insert print out of calculations here)

4. ECONOMIC IMPACT:

_____

_____

_____

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_____

_____

Revised Jan. 2011

JUNE 2018