



CITY OF MONROE

CODE / PLANNING & ZONING

TRANSMITTAL FORM

SUBMITTAL DATE: _____

PROJECT & CONTACT INFORMATION:

Project Name: _____

Project Location: _____

Contact: _____ Company: _____

Address: _____ City: _____ State: _____ Zip: _____

Email Address: _____ Phone #: _____

SUBMITTAL ITEM(S)

CHECK THE FOLLOWING ITEMS SUBMITTED:

For Planning & Zoning

- ☐ Conditional Use Application
- ☐ Rezone Application
- ☐ Variance Application (Special Exception, Hardships, or Admin. Special Exception)
- ☐ Regulating Plan Amendment
- ☐ Corridor Design Overlay District Certificate of Appropriateness Application
- ☐ Historic Preservation Commission Certificate of Appropriateness Application
- ☐ Minor Subdivision Plat
- ☐ Preliminary Plat Application
- ☐ Final Plat Application
- ☐ Public Art Application
- ☐ Zoning Ordinance Amendment or Development
- ☐ Regulation Amendment Request
- ☐ Annexation or Deannexation Request

For Code Department

- ☐ Building Plans
- ☐ Temporary Structures
- ☐ Building Permit
- ☐ Land Disturbance Permit (Development, Grading, & ESCP)
- ☐ Land Disturbance Permit (Single-Family Residence)
- ☐ Site Development Plans & Subdivision Construction Plans (Storm Water Review Only)
- ☐ Site Development Plans & Subdivision Construction Plans (Comprehensive Civil Plan Review)

NOTE: Large plans must be 24" X 36". Plans larger than 24" X 36" will not be accepted.

DATE RECEIVED

SIGNATURE: _____ **DATE:** _____

PRINT NAME: _____

Note: It is the responsibility of the applicant and not the staff to ensure a complete application with all required materials are submitted. Applications and submittals found to be incomplete and incorrect will be rejected.

STAFF ONLY