



AMENDMENTS TO:

Binding Site Plan, Planned Residential Development
(PRD), Plat (Subdivision), Short Plat

APPLICATION PACKET



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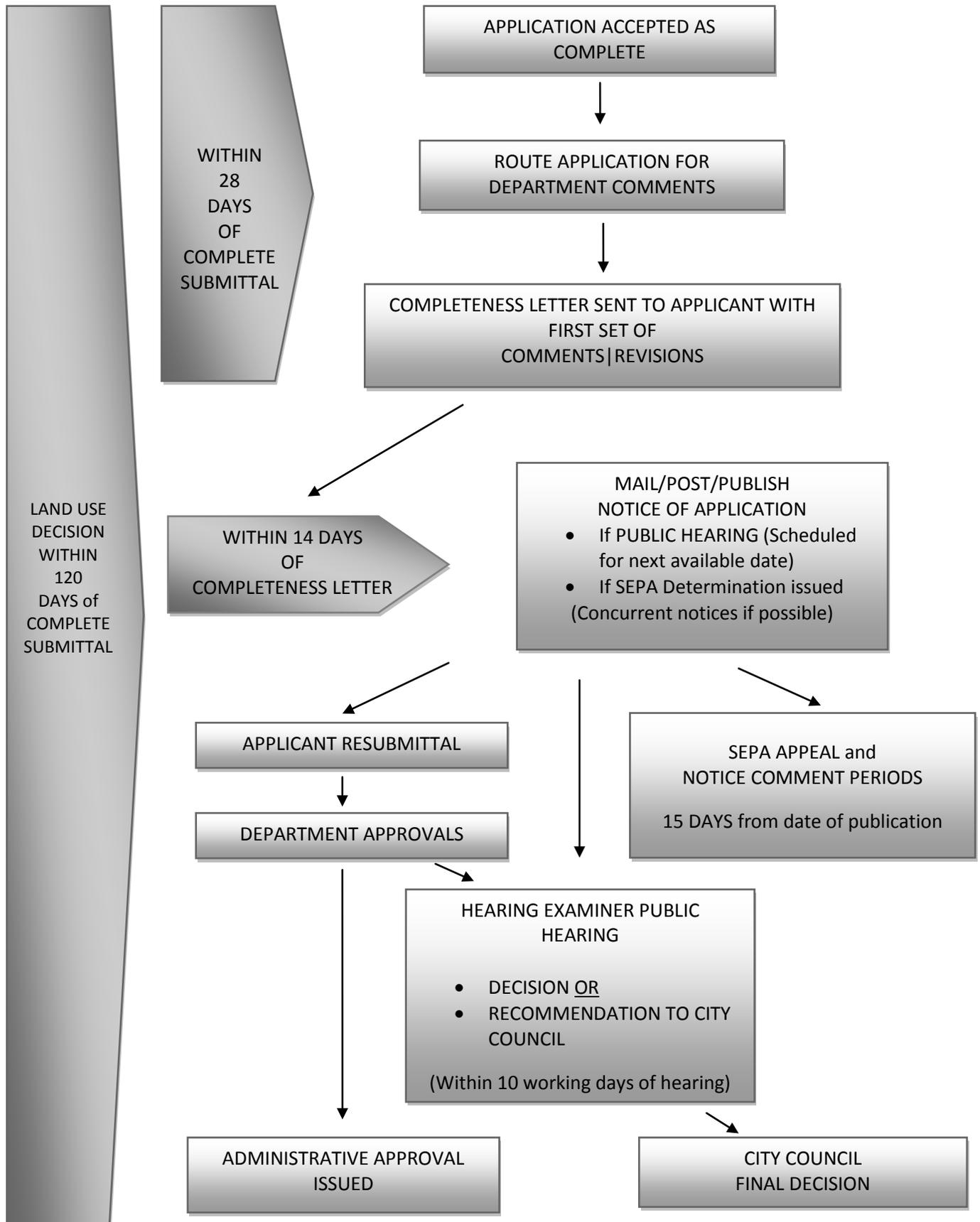
- *Review Process Flow Chart*
- *Submittal checklist*
- *Combined permit application*

This is intended only as an informational guide. The information may not be complete and is subject to change.

Updated December 2014 – Please verify accuracy of this information / form prior to submitting.

806 West Main Street, Monroe, WA 98272
Phone (360) 794-7400 Fax (360) 794-4007
www.monroewa.gov

GENERAL LAND USE PERMIT PROCESS*



*NOTE: Some permits may have a different timeline.

AMENDMENT to:
Binding Site Plan, Plat, PRD, or Short Plat
SUBMITTAL COMPLETENESS CHECKLIST

Project name:	Accepted by/Date:
Project address:	File number:

**THE PURPOSE OF THIS CHECKLIST IS TO DETERMINE COMPLETENESS OF A SUBMITTAL.
 THE CHECKLIST DOES NOT VERIFY THE ACCURACY OF MATERIALS RECEIVED.
 Indicate the sheet number for each item in the left-hand column.**

REQUIRED SUBMITTAL MATERIALS

Sheet #	N/A	Office Use Only	
			One (1) original Combined Permit Application plus one (1) copy signed by ALL property owners
			Fees per current effective Fee Resolution
			Two (2) copies of the land use decision that you are amending
			One (1) letter plus one (1) copy containing the following information: <ul style="list-style-type: none"> • City of Monroe file number for the original Land Use Action • List of all amendments to the decision that are being requested • Snohomish County Auditor's recording number for the land use action • Effective date of the final land use action • Copy of the Ordinance/Resolution approving the land use action, if applicable
			Two (2) copies of the legal descriptions of all properties involved
			One (1) wet-stamped record of survey plus one (1) copy showing amendment
			One (1) copy of current title report dated within 30 days of submittal
			One (1) set of plans reduced (8 1/2 x 11)
			NOTES:



Planning & Permitting Division
Permit Assistance Center

806 West Main Street, Monroe, WA 98272
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Land Use Amendment Application

- Binding Site Plan Amendment
Short Subdivision Amendment
Subdivision Amendment
PRD Amendment

FOR OFFICE USE ONLY
Permit type & number:
Rec'd By Date Rec'd

Permit Submittal Hours Monday through Friday:

Building, Fire & Land Use permits: 8:00 am - 12:00 pm & 1:00 pm - 5:00 pm

Site Address or Property Location:

Assessor's tax parcel #(s):

Size of site (acre/square feet): Number of Lots:

Applicant/Agent: Phone #: ()

*Signature: Printed Name:

Mailing Address: Fax #: ()

City: State: Zip: E-mail:

Property Owner: Phone #: ()
(if different from applicant)

*Signature: Printed Name:

Mailing Address: Fax #: ()

City: State: Zip: E-mail:

2nd Property Owner: Phone #: ()
(if applicable)

*Signature: Printed Name:

Mailing Address: Fax #: ()

City: State: Zip: E-mail:

Attach a separate sheet with the above requested information if there are additional Property Owners or Parcels.

*Applicant/Agent/: By your signature above, you hereby certify that the information submitted is true and correct and that you are authorized by the property owner(s) to act on their behalf.
**Property Owner(s): By your signature above, you hereby certify that you have authorized the above Applicant and/or Agent to make application and act on your behalf for this application. A property owner is any person, corporation, or financial institution that has ownership of all or of a portion or percentage of a property as shown on a Title Certificate for said property.



Land Use Amendment Application

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Date of Preliminary / Final Plat approval: _____

Assessor's Recording Number of Final Plat (if applicable) _____

List all amendments to the decision that are being requested. Attach a separate sheet if necessary.

FOR OFFICE USE ONLY

Planning Application Fee: \$ _____	Publication Fee: \$ _____
Fire Plan Check Fee: \$ _____	Mailing Fee: \$ _____
SEPA Fee: \$ _____	Technology Fee: \$ _____
	TOTAL FEES: \$ _____

Amendment/Revisions - Additional Information

Pre-Application Review Meeting

The City strongly encourages a Pre-Application review meeting before submittal of an amendment to a Binding Site Plan, Plat (Subdivision), Planned Residential Development (PRD), or Short Plat application. This will provide the applicant an opportunity, early in the planning stage, to meet with Development Review representatives who can provide preliminary direction on the proposed amendment to the project.

Pre-Application meetings are held every Wednesday beginning at 10:00 a.m. and are limited to 45-minute sessions. Contact the Community Development Department at 360.794.7400 to schedule a Pre-Application review meeting following preparation of your submittal packet.

Process for Minor Revisions

After an application is deemed complete and the revision is considered to be a minor amendment, the Community Development Director or his/her designee will review the project and issue an amendment to the previous decision.

Criteria for Minor Revisions

Minor revisions to a Binding Site Plan, Plat, PRD and Short Plat include:

- A. No increase in the number of lots or dwelling units; and
- B. No decrease in the parking facilities; and
- C. No structures are being moved closer to the perimeter of the site, to water bodies, or to sensitive areas; and
- D. No points of ingress or egress are being moved; and
- E. The amount of landscaping, buffering, and open space is not reduced; and
- F. The adjustments shall not relocate a building, street or other uses more than twenty feet in any direction and shall not reduce the required yard and/or setback; and
- G. The height of the building and other structures does not increase beyond the approved height of the PRD; and
- H. Traffic volumes shall not increase and traffic patterns shall not change; and
- I. Changes in color, plant material and parking configuration are minor; and
- J. The adjustments do not add significant new environmental impacts or significantly increase any adverse impacts disclosed in the original SEPA documents; and
- K. The community development director determines that changes will not increase any adverse impacts or undesirable effects of the project, or that the change in no way significantly alters the project. (Ord. 033/2007 § 1; Ord. 038/2005 § 5; Ord. 012/2005; Ord. 1159, 1999)