



*Planning & Permitting Division
Permit Assistance Center*

FOREST PRACTICES / LAND CLEARING APPLICATION PACKET



Contents

- 1) Combined permit application*
- 2) Submittal checklist*
- 3) Additional Information*

806 W Main St., Monroe WA 98272 Phone (360) 794-7400 / Fax (360) 794-4007

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



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Permit Assistance Center**

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

FOR OFFICE USE ONLY
PERMIT #(s) _____

COMBINED PERMIT APPLICATION

PERMIT SUBMITTAL HOURS

MONDAY – FRIDAY 8:00 – 12:00 / 1:00 – 5:00

<u>Building</u>	<u>Operations</u>	<u>Fire</u>	<u>Land Use</u>
<input type="checkbox"/> Commercial T/I	<input type="checkbox"/> Engineering Review	<input type="checkbox"/> Fire Alarm	<input type="checkbox"/> Accessory Dwelling Unit
<input type="checkbox"/> Demolition	<input type="checkbox"/> Fencing	<input type="checkbox"/> Fire Sprinkler	<input type="checkbox"/> Boundary Line Adjustment /Lot Consolidation
<input type="checkbox"/> Garage/Carport	<input type="checkbox"/> Grading	<input type="checkbox"/> High Piled Storage	<input type="checkbox"/> Conditional/Special Use
<input type="checkbox"/> Mechanical	<input type="checkbox"/> Retaining wall	<input type="checkbox"/> Hood Suppression	<input type="checkbox"/> Land Clearing/Forest Practices
<input type="checkbox"/> New Construction (Commercial/Residential)	<input type="checkbox"/> Rockery	<input type="checkbox"/> Operational	<input type="checkbox"/> Planned Residential Development
<input type="checkbox"/> Plumbing	<input type="checkbox"/> Right-of-Way Disturbance	<input type="checkbox"/> Spray Booth	<input type="checkbox"/> Shoreline Permit
<input type="checkbox"/> Racking	<input type="checkbox"/> Special Flood Hazard Area	<input type="checkbox"/> Tents & Canopies	<input type="checkbox"/> Short Plat
<input type="checkbox"/> Residential Remodel	<input type="checkbox"/> Utility Service	<input type="checkbox"/> Other _____	<input type="checkbox"/> Subdivision/Plat
<input type="checkbox"/> Sign	<input type="checkbox"/> Other _____		<input type="checkbox"/> Variance
<input type="checkbox"/> Other _____			<input type="checkbox"/> Other _____

NOTE: All required Electrical Permits will be issued by the Dept. of Labor & Industries.

THIS APPLICATION WILL NOT BE ACCEPTED WITHOUT COMPLETED SUBMITTAL REQUIREMENTS

Site Address or Property Location: _____

Size of site (acre/square feet): _____

Assessor's Tax Parcel Number (14 digits): _____

Applicant: _____ Phone # (____) _____

*Signature: _____ Printed Name: _____

Mailing Address: _____ Fax # (____) _____

City _____ State _____ Zip _____ E-mail _____

Property Owner: _____ Phone # (____) _____

**Signature: _____ Printed Name: _____

Mailing Address: _____ Fax # (____) _____

City _____ State _____ Zip _____ E-mail _____

Attach a separate sheet for additional property owners/additional addresses

***Applicant: 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 Owners: by your signature above, you hereby certify that you have authorized the above applicant to make application on your behalf for this application.**

LAND CLEARING / FOREST PRACTICES SUBMITTAL CHECKLIST

Project name:			Accepted by/Date:
Project address:			File number:
<p>THE PURPOSE OF THIS CHECKLIST IS TO DETERMINE <u>COMPLETENESS</u> 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. PARTIAL SUBMITTALS WILL NOT BE ACCEPTED</p>			
REQUIRED SUBMITTAL MATERIALS			
Sheet #	N/A	Office Use Only	
			Original Combined Permit Application plus 1 copy
			Fees per current effective Fee Resolution
			Provide tax reporting account number from Department of Revenue if harvesting timber. Call the Department of Revenue at (800) 548-8829 for tax reporting information or to receive a tax number.
			Two (2) copies of written narrative that identifies and describes the following: 1. Specific work to be accomplished that includes number of acres being cleared or timber being harvested and estimated volume of timber being harvested; 2. A time schedule for clearing activities; 3. Type of equipment to be used; and 4. Measures proposed to protect the site and adjacent properties from potential adverse impacts.
			8 1/2" x 11" vicinity map
			One (1) copy current title report dated within 30 days of submittal A title report as proof that the parcel is not currently subject to a six-year development moratorium. If the property is subject to a six-year development moratorium, the application will not be accepted, until the end of the moratorium or until the moratorium has been lifted.
			One (1) set of plans reduced (8 1/2 x 11)
			One (1) original plus one (1) copy of the completed JARPA permit (only if required to be submitted – check with staff at pre-development meeting).
			One (1) original signed SEPA checklist plus one (1) copy, if applicable (most common thresholds for commercial development: buildings over 4,000 square feet with 20 or more parking spaces, parking lots with 20 or more spaces, and grading of 100 cubic yards or more). The complete list of thresholds is found in WAC 197-11-800.
			2 copies Critical Areas report prepared by a qualified professional in accordance with MMC 20.05.060 that identifies and delineates critical areas, including but not limited to wetlands, streams, cultural resources, geologically hazardous areas, flood hazard areas, and fish and wildlife habitat conservation areas. IF APPLICABLE
			One (1) original site map plus one (1) copy (survey may be required if sufficient information is not available).
SITE PLAN DATA			
			Legal description of property
			Existing non-conforming use/describe
			Plans scaled a minimum of 1" = 50' (1" = 10' or 1" = 20' preferred)
			Location of all <u>existing</u> structures, including but not limited to fences, culverts, bridges, roads and streets.

LAND CLEARING / FOREST PRACTICES SUBMITTAL CHECKLIST

Project address:		File number:
	Boundaries of the property	
	Clearing limits with area(s) of land conversion and future development identified.	
	All <u>existing</u> buildings	
	All areas, if any, to be preserved as buffers <u>or</u> to be dedicated to a public, private, <u>or</u> community use <u>or</u> for open space under the provisions of this <u>or</u> any other city ordinance, information regarding percentage of area covered, locations, and general types of landscaping.	
	All <u>existing</u> easements	
	All means of pedestrian access (ingress and egress) to and from site, include location and extent of curbs and gutters.	
	North arrow	
	Topographic map(s) which delineate contours, both existing and proposed at intervals of two feet. Show existing lakes, streams and forested areas.	
	Distances between all buildings	
	Show existing (E)* fire hydrants	
Streets/Roads		
	Existing and proposed roads and other impervious surfaces on and adjacent to the property.	
	Location and widths of roadways and drive aisles.	
	Existing and proposed utility lines and easements	
* (E) = Symbol used to denote existing utilities (fire hydrants, water lines, etc.)		
	COMPLETE	
	A COMPLETE APPLICATION IS NOT AN APPROVED APPLICATION	
	Processing and review of a permit application begins when it is deemed complete. A permit application is complete when it meets the submission requirements outlined in the Monroe Municipal Code. The City's determination of completeness does not preclude the City from requesting revisions, additional information, or studies if the new information is required, corrections are needed, or where there are substantial changes in the proposed action.	
	INCOMPLETE	
	An incomplete application will not be accepted. Please resubmit with all of the required information indicated above to receive a notice of complete application.	
	INCOMPLETE (after acceptance)	
	An incomplete application will not be processed. The applicant has 30 calendar days to submit all required information indicated above to receive a notice of complete application. If the required information is not submitted within the 30 calendar day period, the application will be closed.	
If you have any questions regarding the City's permit review process, please do not hesitate to call the City at (360) 794-7400. Our office hours are 8:00 a.m.-5:00 p.m., Monday through Friday. Application submittals are accepted between the hours of 8:00 a.m.- 12:00 p.m. and 1:00- 5:00 p.m.		

Land Clearing / Forest Practices Additional Information – Page 1

LAND CLEARING PERMIT (applies to land clearing of more than a half an acre, over a six-year period, unless an associated land development permit has been issued)

FOREST PRACTICES PERMIT (applies to any forest practice resulting in the cutting and/or removal of more than 5,000 board feet of timber or more than a half an acre, whichever is greater, over a six-year period)

All Land Clearing or Forest Practices permit applications submitted must meet applicable sections of the Monroe Municipal Code (MMC), primarily chapters 20.04 SEPA, 20.05 Critical Areas, 20.08 Land Clearing and Forest Practices of the Monroe Municipal Code (MMC) and WAC 197-11-800.

PRE-DEVELOPMENT MEETINGS

The City strongly encourages a Pre-Development review meeting before submittal of a Land Clearing/Forest Practices 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 proposed project.

Pre-Development meetings are held every Tuesday beginning at 1:30 p.m. and are limited to 45-minute sessions. Contact the Community Development Department at 360.863.4532 to schedule a Pre-Development review meeting following preparation of your Pre-Development submittal packet.

PROCESS

Once an application has been accepted and deemed complete, a notice of application will be issued with a fifteen (15) day comment period. If changes to the application are required, the city will notify the applicant in writing and identify necessary corrections. The Community Development Director will administratively review and approve, approve with conditions, or deny the application within 120-days. Parties of interest can appeal the decision in accordance with MMC 21.

PERFORMANCE STANDARDS (Chapter 20.08.070)

- A. All land-modification activities shall conform to applicable regulations and standards as adopted by the city of Monroe.
- B. No land clearing ground cover management or tree cutting shall be conducted in a critical area or critical area buffer, except as allowed in Chapter [20.05](#) MMC.
- C. The applicant shall ensure that all land clearing/conversion activities:
 1. Will not create or contribute to landslides, accelerated soil creep, settlement and subsidence or hazards associated with strong ground motion and soil liquefaction;
 2. Will not create or significantly contribute to flooding, erosion, or increased turbidity, siltation or other form of pollution in a watercourse; and
 3. Will retain existing vegetation on the property to the maximum extent feasible. (Ord. 004/2009 § 2)

Time Limits

Land clearing/forest practices permits shall be valid for two consecutive years, following the date of issuance, unless a different time limit has been established through an associated development permit, in which case the expiration shall be the same as that of the approved development permit. The applicant may submit a written request for an extension to the director of community development, at least thirty days prior to the expiration of the original application. The director may grant a one-time extension for up to one hundred eighty days.