



SITE PLAN REVIEW COMMUNITY DEVELOPMENT

806 WEST MAIN STREET • MONROE, WA 98272
City Hall 360.794.7400 • Fax 360.794.4007

INSTRUCTIONS

Below is a checklist of items that must be submitted as part of your application for a Site Plan Review. Plan sheet requirements below outline the minimum information that must be provided on your plan sheets. Numbers in parenthesis equal the number of copies required. Please use only paper clips and/or binder clips when assembling documents.

If you have any questions about what is required, or if you would like to schedule a pre-application meeting, please call the Community Development Department at 360.863.4532.

SUBMITTAL CHECKLIST

- (1) CD with Individual PDFs of Each Item Listed Below ↓
- (1) Original, Plus (4) copies of the Combined Permit Application Form
- (2) Vicinity Map (on 8½" X 11")
- (4) Written Narrative (Description of Proposal)
- (2) Public Notice Materials (if required) (refers to "Public Notice Materials" - last page of this PDF)

SITE PLANS

- (1) Original (wet-stamped) plus (5) full size copies
- (2) 11" X 17"
- (2) 8½" X 11"

LANDSCAPE PLANS

- (1) Original (wet-stamped) plus (5) full size copies
- (2) 11" X 17"
- (2) 8½" X 11"

TREE SURVEY, IF REQUIRED

NOT
REQUIRED

- (1) Original (wet-stamped) plus (5) full size copies
- (2) 11" X 17"

REPORTS

- (1) Original signed Environmental (SEPA Checklist) Plus (4) copies.
- (4) Soils Report for Site, If required
- (4) Traffic Impact Analysis, If required
- (4) Stormwater Drainage Report, If required
- (4) Wetland Study, If required
- (4) Geotechnical Report, If required
- (1) Title Report, not more than 30 days old at time of submittal

TO BE
SUBMITTED
WITH GRADING
PERMIT

PLAN SHEET REQUIREMENTS



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COVER SHEET

- Title Block (centered at top of drawing) that includes the following:
 - City of Monroe
 - Name of proposed development
 - File No. (call for correct number)
 - Section, Township, & Range
- Site Information:
 - Site Address (use block # if no bldg. #)
 - Zoning Designation
 - Comprehensive Plan Designation
 - Use Classification (MMC 18.10.050 Table)
 - Density & Dimensional Calculations
 - Lot(s) Size (both acreage and square footage)
 - Lot Dimensions (length, width) and Numbers/Letters.
 - Building Setback (for existing, proposed, and relocated buildings on site.
 - Total Lot Coverage (Impervious Surface)
 - Size of Each Lot (both in acreage and square feet)
 - Adjacent Street Names & Classifications
 - Required Parking Space Calculations (required & proposed)
 - N/A Screening Types Provided, If Required (indicate for each lot line)
 - Utility Provider (Sewer & Water)
 - Critical Area Types Located On-Site (If Applicable)
 - N/A Shoreline Classification (If Applicable)
- Sheet Index
- Date Plans Were Prepared and/or Revised
- Vicinity Map (Include North Arrow, Scale, and pinpoint site location)
- Name, Address, Phone Number, & Email Address of the Applicant, Owner, & Engineer
- Name, Address, Phone Number, Seal, & Signature of the Registered Surveyor

SITE PLAN SHEET

- Title Bar (locate along right edge of sheet) that includes the following:
 - Date Drawing was Prepared or Revised
 - Project Name & Location
 - Name, Address, & Phone Number of Applicant, Owner, Engineer, & Surveyor
- North Arrow, Graphic Scale (1"-50' or larger), & Legend



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- Existing Lot Lines Within or Adjacent to the Project Site
- Existing and Proposed Rights-of-Way (include dimensions & street name)
- Existing and Proposed Easements (include dimensions)
- Existing Critical Area Boundaries and Associated Buffers On-Site and Within 150ft. of Site
- Building (whether proposed, expanded, retained, or relocated) Setbacks From All Lot Lines
- Site Ingress/Egress (existing and/or proposed)
- Frontage Improvements with Dimensions (if required)
- Building (whether proposed, expanded, retained, or relocated) Dimensions and Square Footage
- Building Elevations (all sides for proposed or expanded buildings only – color renderings preferred)
- Parking Stall, Loading Stall, Driveway, & Isle Locations & Dimensions
- Refuse Bin Location (including screening details)
- Lighting Details (building exterior, site, & parking area)

LANDSCAPE PLAN SHEET

- Plant Schedule and Legend Showing Scientific and Common Names for Each Type of Tree, Shrub, and Ground Cover and their Quantity, Planting Size Mature Size, and Symbol.
- North Arrow, Graphic Scale (1"-20')
- Tree, Shrub, and Lawn Planting Details
- Location and Spacing of All Trees, Shrubs, and Plants (including existing trees to be preserved)
- Irrigation Plans & Details (if required)
- N/A Parking Area Shading Calculation (if applicable)
- Dimensions for Each Landscape Area, Including Frontage, Lot Boundary, and Vehicle Accommodation Area Landscaping.

NOT REQUIRED **TREE SURVEY SHEET**

- Timber survey
- Timber harvesting boundaries
- Timber areas to be preserved
- Timber harvest retention calculation



PUBLIC NOTICE MATERIALS COMMUNITY DEVELOPMENT

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INSTRUCTIONS

Below is a checklist of items that must be submitted as part of your permit application or land use request as indicated in the Submittal Checklist. Numbers in parenthesis equal the number of copies required. Please use only paper clips and/or binder clips when assembling documents.

These materials must be submitted concurrently with all other required submittals as indicated in the Submittal Checklist.

SUBMITTAL CHECKLIST

- (2) Snohomish County Assessor's Quarter Section Map including the following:
 - Show Subject Property
 - Show 500 ft. Boundary
- (2) Current Owner List (of properties within 500ft. radius) including the following:
 - Tax Parcel ID Number(s)
 - Owner(s) Full Name(s)
 - Owner(s) Mailing Address(es)
 - Include "Current Resident" & Mailing Address (if property owner doesn't reside at the property)



Community Development Planning Division

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

FOR OFFICE USE ONLY
PERMIT #(s) SITE2016-01
App. # 2673

COMBINED PERMIT APPLICATION
PERMIT SUBMITTAL HOURS
MONDAY - FRIDAY 8:00 - 12:00 / 1:00 - 5:00

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

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: 1408 West Main Street, Monroe, WA 98272
Size of site (acre/square feet): 20.96 acres/913,017 SF
Assessor's Tax Parcel Number (14 digits): 27060200409400 (West Parcel) 27061100100300 (SW Parcel)
27060100306500 (East Parcel) 27061200201000 (SE Parcel)

Applicant: Rebecca Baibak Phone # (206) 628.3137
*Signature: [Signature] Printed Name: Rebecca Baibak
Mailing Address: 117 South Main Street, Suite 100 Fax # ()
City Seattle State WA Zip 98104 E-mail rbaibak@integrusarch.com

Property Owner: Monroe Public Schools Phone # (360) 804.2565
**Signature: [Signature] Printed Name: Heidi Hansen
Mailing Address: 200 E. Fremont Street Fax # ()
City Monroe State WA Zip 98272 E-mail hansenh@monroe.wednet.edu

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.

City of Monroe
Land Use Permit Application- Page 2



Give a detailed description below of the proposal / work. Provide details specific to your application e.g., current and proposed lot sizes, number of lots, description of driveway, description of proposed business including hours of operation, number of employees, existing and proposed parking spaces.

Forest Tax Reporting Account Number (if harvesting timber call the Department of Revenue at (800) 548-8829 for tax reporting information or to receive a tax number):

Detailed Description of work:

Modernize Park Place Middle School, including renovation of existing structures, demolition of existing structures, and construction of new facility space to meet the needs of the school. The project will include new site and building electrical, sewer, water, fire suppression, and low-pressure gas systems, as well as site improvements including turf baseball, softball, football/soccer fields, synthetic track, planting areas, and paved areas to support recreation, vehicle access, and parking.

FOR OFFICE USE ONLY

Planning Application Fee: <u>\$250.00</u>	Publication Fee: _____
Fire Plan Check Fee: _____	Mailing Fee: _____
SEPA Fee: _____	Technology Fee: <u>\$12.50</u>
TOTAL FEES: <u>\$262.50</u>	