



February 4, 2016

Rebecca Baibak
Integrus Architecture
117 S. Main St., Suite 100
Seattle, WA 98104

RE: Notice of Complete Application for the following proposed land use actions:

- Site Plan Review – **File No. SITE2016-01**
- Variance – **File No. VR2016-01**
- Public Agency / Critical Area Exception – **File No. CAE2016-01**

Dear Ms. Baibak,

Your application(s) which were submitted to the City of Monroe on January 6, 2016 for the proposals listed above, have been determined COMPLETE as of February 4, 2016. A permit application is complete when it meets the submission requirements outlined in the Monroe Municipal Code. A complete application is not an approved application. The City's determination of completeness does not preclude the City from requesting revisions, additional information or studies if new information is required, corrections are needed, or where there are substantial changes in the proposed action.

A decision will be made within 120 days of the date of completeness excluding time periods as described in MMC 21.50.110. If you have any questions and/or wish to discuss any portion of the enclosure of your application, please feel free to contact me.

Sincerely,

Kim Shaw

Kim Shaw, CPT
Land Use Permit Supervisor
(360) 863-4532
kshaw@monroewa.gov

Cc: Heidi Hansen, Director of Capital Projects, Monroe School District #103

**THE ADVENTURE
STARTS HERE!**

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