



SITE PLAN 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 outlines 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
- ◇ (1) Vicinity Map (on 8½" X 11")
- ◇ (1) Written narrative (description of proposal)
- ◇ (2) Public notice materials (instructions attached)

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

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

REPORTS

- ◇ (1) Original signed SEPA checklist plus (4) copies (if required).
- ◇ (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 - 30 days to current at time of submittal



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PLAN SHEET REQUIREMENTS

Cover Sheet

- ◇ Title Block (centered at top of sheet) that includes the following:
 - ◆ City of Monroe
 - ◆ Name of proposed development
 - ◆ File No. (call 360.863.4532 for correct number)
 - ◆ Section, township, & range
 - ◆ Site street address (use block # if no bldg. #)
- ◇ Site Information
 - ◆ Zoning designation
 - ◆ Comprehensive plan designation
 - ◆ Use classification (MMC 18.10.050 Table)
 - ◆ Bulk development requirement 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)
 - ◆ Screening types provided, if required (indicate for each lot line)
 - ◆ Utility provider (sewer & water)
 - ◆ Critical area types located on-site (if applicable)
 - ◆ Shoreline classification (if applicable)

Site Plan Sheet

- ◇ Title Bar (locate at bottom or 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
 - ◆ Existing lot lines within or adjacent to the project site
 - ◆ Existing and proposed rights-of-ways (include dimensions & street name)
 - ◆ Existing and proposed easements (include dimensions)
 - ◆ Existing critical area boundaries and associated buffers on-site and within 150ft. of site



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- ◆ Building setbacks from all lot lines (whether proposed, expanded, retained, or relocated)
- ◆ Site ingress / egress (existing and/or proposed)
- ◆ Frontage improvements with dimensions (if required)
- ◆ Building dimensions and square footage (whether proposed, expanded, retained, or relocated)
- ◆ 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'), & legend
- ◇ 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)
- ◇ Parking area shading calculation (if applicable)
- ◇ Dimensions for each landscape area, including frontage, lot boundary, and vehicle accommodation area landscaping.



COMMUNITY DEVELOPMENT

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

Building	Operations	Fire	Land Use
<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.**

