



## PRELIMINARY SHORT PLAT 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 preliminary plat. 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. All Boundary and Topographic Surveys must be prepared by—or under the supervision of—a professional land surveyor registered in the State of Washington.

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 (instructions attached)

### **SITE PLANS**

- ◇ (1) Original (wet-stamped) plus (4) full size copies
- ◇ (2) 11" X 17"
- ◇ (2) 8½" X 11"

### **LANDSCAPE PLANS**

- ◇ (1) Original (wet-stamped) plus (4) full size copies
- ◇ (2) 11" X 17"
- ◇ (2) 8½" X 11"

### **TREE SURVEY, IF REQUIRED**

- ◇ (1) Original (wet-stamped) plus (4) 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
- ◇ (1) Reimbursement agreement(s) (Letter from Finance Dept.)



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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 subdivision
  - ◆ File No. (call 360.863.4532 for correct number)
  - ◆ Section, township, & range
  - ◆ Site street address (use block # if no bldg. #)
- ◇ Site Information
  - ◆ Site address (use block # if no bldg. #)
  - ◆ Legal description of existing Lot
  - ◆ Legal descriptions of proposed Lots
  - ◆ Legal description of any area for dedication
  - ◆ Zoning designation
  - ◆ Comprehensive plan designation
  - ◆ Use classification (MMC 18.10.050 Table)
  - ◆ Bulk development requirement calculations
    - Total number of proposed lots
    - Total number of proposed lots per Acre
    - Average proposed lot size
    - Size of each lot (both in acreage and square feet)
    - Total area (acreage and square footage) of park and recreation usable open space, if provided
    - Proposed net density (less open space, roads, dedications, etc.)
  - ◆ Park and recreation usable open space calculations (if applicable)
  - ◆ Adjacent street names & classifications
  - ◆ Screening types provided (if required indicate for each lot line)
  - ◆ Special districts: (Ex: School & Fire)
  - ◆ Utility provider (sewer & water)
  - ◆ Critical area types located on-site (if applicable)
  - ◆ Shoreline classification (if applicable)
- ◇ Sheet index.
- ◇ Date plans were prepared and/or revised.
- ◇ Vicinity map (include north arrow, scale, and pinpoint site location).
- ◇ Name and address of the applicant, owner, & Engineer and Surveyor.



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### 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-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
- ◇ Location of existing buildings on-site (include existing and proposed setbacks) and label any buildings that are to be removed.
- ◇ Site ingress/egress (existing and/or proposed).
- ◇ Frontage improvements with dimensions (if required).
- ◇ Location of existing and proposed utility lines, sewer lines, and water mains adjacent to or within the proposed subdivision.
- ◇ Building envelope (for lots with critical areas and/or unusual shape and topography only)
- ◇ Existing critical area boundaries and associated buffers on-site and within 150ft. of site.
- ◇ Location of recreation and usable open space, if provided (include perimeter dimensions and square footage).
- ◇ Preliminary grading and reclamation plan.
- ◇ Preliminary drainage plan showing existing and proposed drainage facilities for the site and adjacent areas.
- ◇ Location of all private or community wells within the proposed subdivision and within 100 feet of the proposed subdivision.
- ◇ Contour lines at 5 (five) foot intervals.

### 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](http://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.**





## PUBLIC NOTICE MATERIALS COMMUNITY DEVELOPMENT

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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.

➤ For your convenience, when requesting these materials from Snohomish County, links to access their request forms are listed below.

Instructions for records requests:

<http://snohomishcountywa.gov/1704/Public-Records>

Form 1: Record Request

<http://snohomishcountywa.gov/DocumentCenter/View/18735>

Form 2: Release for List of Individuals

<http://snohomishcountywa.gov/DocumentCenter/View/18736>

➤ These materials can also be obtained through any Title Company.

### **SUBMITTAL CHECKLIST :**

- ◇ (1) Snohomish County Assessor's Quarter Section Map including the following:
  - ◆ Show Subject Property
  - ◆ Show 500 ft. Boundary
- ◇ (1) Current Owner List (of properties within 500ft. radius) hard copy
- ◇ (1) Current Owner List (of properties within 500ft. radius) submitted electronically in an excel spreadsheet format with 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)