



FINAL PLANNED RESIDENTIAL DEVELOPMENT 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 final 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.

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) Original plus (4) copies of a documentation of compliance letter outlining each condition of the adopted resolution for preliminary PRD/Plat approval and SEPA determination and how you met all the requirements of Preliminary PRD/Plat approval.
- ◇ (1) Approval from the Post Master indicating the mailbox location
- ◇ (2) Vicinity map (on 8½" X 11")
- ◇ (4) Written narrative (description of proposal)
- ◇ (1) Written approval from the City of Monroe Engineering Department to submit for final PRD

SITE PLANS

- ◇ (1) Original (wet-stamped) plus (5) full size copies
- ◇ (3) 11" X 17"

DOCUMENTS

- ◇ (2) Lot closures
- ◇ (2) Plat certificate/title report (30 days to current from date of submittal)
- ◇ (1) Real estate excise tax affidavit from Snohomish County Treasurer (verifying all taxes are current)
- ◇ (2) Covenants, Conditions, & Restrictions of plat (if any)
- ◇ (1) Approved site civil construction record drawings
- ◇ (2) American Land Title Association Title Policy for lands that are to be dedicated or conveyed to the city as part of the subdivision (if applicable)



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BONDS (Contact Kim Shaw at 360.963.4532)

- ◇ (1) Performance Bond (or other surety device if applicable)
- ◇ (1) Maintenance Bond (or other surety device if applicable)

PLAN SHEET REQUIREMENTS

Cover Sheet

- ◇ Title Block (centered at top of sheet) that includes the following:
 - ◆ City of Monroe
 - ◆ Name of proposed planned residential development
 - ◆ 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(s)
 - ◆ 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
 - Building setback requirements
 - Lot range areas per MMC18.84.080(n)
 - 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 PRD net density calculations (less park and recreation usable open space, roads, dedications, etc.)
 - ◆ Adjacent street names
 - ◆ Special Districts: (Ex: School & Fire)
 - ◆ Utility provider (sewer & water)
 - ◆ Critical area types located on-site (if applicable)
 - ◆ Shoreline classification (If Applicable)



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- ◇ Sheet index
- ◇ Endorsements (see MMC 17.28.010)
- ◇ 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

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
- ◇ Addresses (provided by City of Monroe Engineering Dept.)
- ◇ North arrow, graphic scale (1"-50' or larger), & legend
- ◇ Existing lot lines within or adjacent to the project site
- ◇ Existing and proposed right-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
- ◇ 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)
- ◇ Contour lines at 5 (five) foot intervals.



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.**

