



## FINAL 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 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 preliminary short plat decision and SEPA determination and how you met all the requirements of preliminary short 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)

### **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)
- ◇ (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 short plat (if applicable)

### **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)



## FINAL SHORT PLAT COMMUNITY DEVELOPMENT

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

### PLAN SHEET REQUIREMENTS

#### Cover Sheet

- ◇ Title block (centered at top of sheet) that includes the following:
  - ◆ City of Monroe
  - ◆ Name of proposed short plat
  - ◆ 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
    - 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)
  - ◆ Adjacent street names
  - ◆ Special Districts: (Ex: School & Fire)
  - ◆ Utility provider (sewer & water)
  - ◆ Critical area types located on-site (if applicable)
  - ◆ Shoreline classification (if applicable)
  
- ◇ 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



## FINAL SHORT PLAT COMMUNITY DEVELOPMENT

806 WEST MAIN STREET • MONROE, WA 98272

City Hall 360.794.7400 • Fax 360.794.4007

### 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 (if applicable)
- ◇ 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 short plat.
- ◇ Building envelope (for Lots with critical areas and/or unusual shape and topography only)
- ◇ Location of recreation and usable open space (if provided, include perimeter dimensions and square footage)
- ◇ Contour lines at 5 Foot intervals.



# 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.**

