



CONDITIONAL USE 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 Conditional Use Permit. Requirements below outline the minimum information that must be provided as part of the application. 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 pdf's of each item listed below ↓
- ◇ (1) Original plus (4) copies of the Combined Permit Application Form
- ◇ (1) Vicinity map (on 8½" X 11")
- ◇ (2) Written narrative (description of proposal)
- ◇ (1) Original plus (4) copies of Conditional Use permit criteria (see attached - explaining how you have met the criteria)
- ◇ (1) Title Report (30 days to current from date of submittal)
- ◇ (1) Original signed SEPA checklist plus (4) copies.
- ◇ (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"



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SITE PLAN 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 setbacks (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



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- ◆ 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 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
- ◆ 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)
- ◆ Building elevations (if applicable)

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.



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INFORMATION FOR THE APPLICANT

PRE-DEVELOPMENT REVIEW MEETING

The City strongly encourages a Pre-Development review meeting before submittal of a Conditional Use Permit application. This will provide the applicant an opportunity, early in the planning stage, to meet with Development Review representatives who can provide preliminary direction on proposed project.

Pre-Development meetings are held every week and are limited to 45-minute sessions. Contact the Planning & Permitting Division at 360.863.4532 to schedule a Pre-Development review meeting following preparation of your Pre-Development submittal packet.

PROCESS

After an application is deemed complete, a notice of application will be issued with a fifteen (15) day comment period. A hearing date will be set for a public hearing in front of the City Hearing Examiner. The examiner will issue a decision to approve, deny, or return for corrections. This timeline can be extended with the written consent of the applicant.

Public hearings with the Hearing Examiner are held certain Thursdays of each month in the early afternoon at City Hall. Notices of public hearing will be posted at least fifteen days before the hearing on the site of the proposed, in the local newspaper, at City Hall, and mailed to all property owners within 500 feet.

The applicant and/or property owner(s) should be present at the hearing or have a representative present for them. Hearings are audio recorded. The process for the hearing is:

- ◆ Hearing Examiner will open the hearing, explain the process, and swear in those who will speak during the hearing.
- ◆ The applicant(s) will be asked if they have anything to add or any questions, or they may be asked to answer questions if there are any.
- ◆ Staff will describe the proposal and give their recommendation (generally a summary of the Staff Report, which will be mailed to the applicant the week prior to the hearing).
- ◆ If there is audience wishing to testify they will do so at this time.
- ◆ The applicant and/or Staff may comment or answer audience testimony if applicable.
- ◆ Any final comments will be provided.
- ◆ Hearing will be closed and an announcement will be made regarding when a decision will be issued.

The Hearing Examiner's will generally issue a decision within 10 working days after the hearing, effective the date issued. Parties of interest who object to the decision may file an appeal, with the city, in accordance with Chapter 21.60 MMC.



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CONDITIONS FOR GRANTING A CONDITIONAL USE PERMIT

18.96.060 Conditional use permits – Conditions for granting.

When considering an application for a conditional use permit, the hearing examiner shall consider the applicable standards, criteria (see Page 3 of Combined Permit Application) and policies established by this title as they pertain to the proposed use and may impose specific conditions precedent to establishing this use.

The Hearing Examiner may impose specific conditions to establish this use.

- A. The conditions may:
1. Increase requirements in the standards, criteria or policies established by this title;
 2. Stipulate the exact location as a means of minimizing hazards to life, limb, property damage, erosion, landslides or traffic;
 3. Require structural features or equipment essential to serve the same purpose set forth above;
 4. Impose conditions similar to those set forth in subsections (B)(2) and (B)(3) of this section as deemed necessary to establish parity with uses permitted in the same zone ...;
 5. Assure that the degree of compatibility with the purpose of this title shall be maintained with respect to the particular use on the particular site and in consideration of other existing and potential uses, within the general area in which the use is proposed to be located;
 6. Recognize and compensate for variations and degree of technological processes and equipment as related to the factors of noise, smoke, dust, fumes, vibration, odors, and hazard or public need; and
 7. Require the posting of construction and maintenance financial security sufficient to secure to the city one hundred fifty percent of the estimated cost of construction and/or installation and fifteen percent maintenance of required improvements.

FINAL ACTION

If there are no appeals to the Hearing Examiner decision, the decision will become final after the appeal period is over. If there are any conditions in the decision that a proponent needs to meet, they proponent will need to complete these as outlined, and appropriate approval will need to be given prior to the conditional use permit becoming active. Conditional use permits run with the land; compliance with the permit is the responsibility of the current property owner.



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CONDITIONAL USE PERMIT CRITERIA FOR APPROVAL

TO BE COMPLETED BY THE APPLICANT

When reviewing an application for a conditional use permit, the Hearing Examiner will consider the following factors:

1. This proposed use will not be materially detrimental to the public welfare or injurious to the property or improvements in the vicinity of the proposed use or in the district in which the subject property is located. (Explain the ways it is not detrimental/injurious.)
2. This proposed use shall meet or exceed the performance standards that are required in the zoning district the proposed use will occupy. (Explain how it meets the standards.)
3. This proposed development shall be compatible generally with the surrounding land uses in terms of traffic and pedestrian circulation, building and site design. (Explain the compatibility.)
4. The proposed use shall be in keeping with the goals and policies of the Comprehensive Land Use Policy Plan. (Explain how it meets the goals/policies.)
5. All measures have been taken to minimize the possible adverse impacts, which the proposed use may have on the area in which it is located. (Explain what measures have been taken.)



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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

<u>Building</u>	<u>Operations</u>	<u>Fire</u>	<u>Land Use</u>
<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)