



SHORELINE 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 Shoreline 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")
- ◇ (1) Title Report (30 days to current at time of submittal)
- ◇ (1) Original signed SEPA checklist. plus (4) copies
- ◇ (1) Critical areas report
- ◇ (1) Original plus (4) copies of the completed JARPA permit (only if required to be submitted-check with staff at pre-development meeting)
- ◇ (1) Narrative explaining how the proposal meets the Criteria (attached) for the specific Shoreline Use (i.e., Substantial Development, Conditional Use, Variance)

SITE PLANS

- ◇ (1) Original (wet-stamped) plus (5) 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
 - ◆ 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
 - ◆ 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 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
 - ◆ Site ingress/egress (existing and/or proposed)
 - ◆ Building dimensions (whether proposed, expanded, retained, or relocated) and square footage



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INFORMATION FOR THE APPLICANT

A Shoreline Substantial Development Permit is required for development activity and other uses within the zone of shoreline jurisdiction as identified by the Master Program. Any substantial development as defined in the Master Program within 200 feet of any shoreline of the State located within the City, which is not exempt by the Master Program or shoreline regulations, must obtain a shoreline permit prior to the issuance of any local permits by the City.

See the City of Monroe Master Program for definitions of Shorelines, Shorelands, and Shoreland Areas.

Pre-Development Review Meeting

The City strongly encourages a Pre-Development Review meeting before submittal of a Shoreline Permit application. This will provide you an opportunity, early in the planning stage, to meet with Development Review representatives who will assist you with preliminary direction regarding your proposed project.

Pre-Development meetings are held every Wednesday beginning at 2:00 p.m. and are limited to 45-minute sessions. Contact the Community Development Department at 360.863.4532 to schedule a Pre-Development meeting following preparation of your Pre-Development submittal, and with any questions regarding this form.

Process

After fees are paid and an application is deemed complete, a hearing date before the Hearing Examiner will be scheduled at the next available hearing date. The hearing examiner's decision on substantial development permits is final. The hearing examiner shall have the authority to hear and make findings, conclusions, and recommendations on shoreline conditional use permits and variances. The city council shall have the authority to grant shoreline conditional use permits and variances. The city shall submit all issued conditional use permits and variances to the Department of Ecology for its approval or disapproval.

Hearings before the Hearing Examiner are scheduled on certain Thursdays of each month at City Hall. City Council regular meetings are held on the first and third Tuesdays of the month at 7:00 pm in Council Chambers at Monroe City Hall. Notice of public hearings is provided in accordance with the MMC 19.01.

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 as follows:

- ◇ 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 a presentation or any questions, or they may be asked to respond to questions.



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- ◇ 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 requested.
- ◇ Hearing will be closed and an announcement will be made of the date by which a decision will be issued.

CRITERIA

When reviewing an application for a shoreline permit, the following factors will be considered:

1. The application.
2. Written comments from interested parties.
3. The comments from the various city departments.
4. Views expressed during a public hearing held by the Hearing Examiner.
5. The Hearing Examiner may request that the applicant furnish information concerning a proposed substantial development in addition to information required in the application.

FINAL ACTION

After approval is granted by the city, there shall be a 21-day review period for review by the Department of Ecology during which time the Department of Ecology may appeal the permit.

NO WORK SHALL BEGIN PER MMC 19.01.140 DURING THIS 21-DAY PERIOD.

Revisions to permit – MMC 19.01.160

A permit revision is required whenever the applicant proposes substantive changes to the design, terms, or conditions of an approved permit. Changes are substantive if they materially alter the project in a manner that relates to its conformance to the terms and conditions of the permit, or compliance with the Master Program. Changes which are not substantive in effect may not require approval of a revision; however, the community development department must be notified and review the proposed revision to determine if the revision is substantive or not.

When an applicant seeks to revise a substantial development, conditional use, or variance permit, the community development department shall request from the applicant detailed plans and text describing the proposed changes in the permit consistent with MMC 19.01.160(A).



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Criteria for granting a Shoreline Conditional Use Permit

Applicant must respond to the following required criteria per MMC 19.01.120(A).

Uses classified in the Master Program as conditional uses may be authorized, provided the applicant can demonstrate ALL of the following:

1. That the proposed use will be consistent with the policies of the Shoreline Management Act and the policies of the Master Program.
2. That the proposed use will not interfere with the normal public use of public shorelines.
3. That the proposed use of this site and design of the project will be compatible with other permitted uses within the area.
4. That the proposed use will cause no unreasonably adverse effects to the shoreline environment designation in which it is to be located.
5. That the public interest suffers no substantial detrimental effect



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Criteria for granting a **Shoreline Variance Permit**

Applicant must respond to the following required criteria per MMC 19.01.120(B).

1. Variances should be granted in a circumstance where denial of the permit will not thwart the policy enumerated in the Shoreline Management Act or the Master Program. In all instances, extraordinary circumstances shall be shown, and the public interest shall suffer no substantial detrimental effect.
 - a. Variances for development that will be located landward of the ordinary high-water mark may be authorized provided the applicant can demonstrate all of the following:
 - b. That the strict application of the bulk, dimensional, or performance standards as set forth in the Master Program precludes or significantly interferes with a reasonable permitted use of the property.
 - c. That the hardship is specifically related to the property and is the result of unique conditions, such as irregular lot shape, size, or natural features, in the application of the Master Program and not, for example, from deed restrictions or the applicant's own actions.
 - d. That the design of the project will be compatible with other permitted activities in the area and not cause adverse effects to adjacent properties or the shoreline environment designation.
 - e. That the variance does not constitute a grant of special privilege, not enjoyed by other properties in the area, and will be the minimum necessary to afford relief.
 - f. That the public interest will suffer no substantial detrimental effect.
2. Variances for development that will be located waterward of the ordinary high-water mark may be authorized provided the applicant can demonstrate **ALL** of the criteria specified above and provided that the applicant can demonstrate that the public rights of navigation and use of the shorelines will not be adversely affected by the granting of the variance.
3. In granting of all variances, consideration shall be given to the cumulative impact of additional requests or like actions in the area.
4. Variances from the use regulations of this Master Program are prohibited.

Please verify accuracy of this information/form prior to submitting



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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.**



PUBLIC NOTICE MATERIALS COMMUNITY DEVELOPMENT

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INSTRUCTIONS:

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)