



Permit Type I

COMMUNITY DEVELOPMENT

806 WEST MAIN STREET
 MONROE, WA 98272
 PERMIT CENTER (360) 863.4501
www.monroewa.gov

Project Permit Types

- Administrative Interpretation
- Boundary Line Revision (SEPA exempt)
- Development Permit (SEPA exempt)
- Land Clearing/ Forest Practices (SEPA exempt)
- **Short Subdivision Final
- Site Plan Review
- **Subdivision Final
- Temporary Use

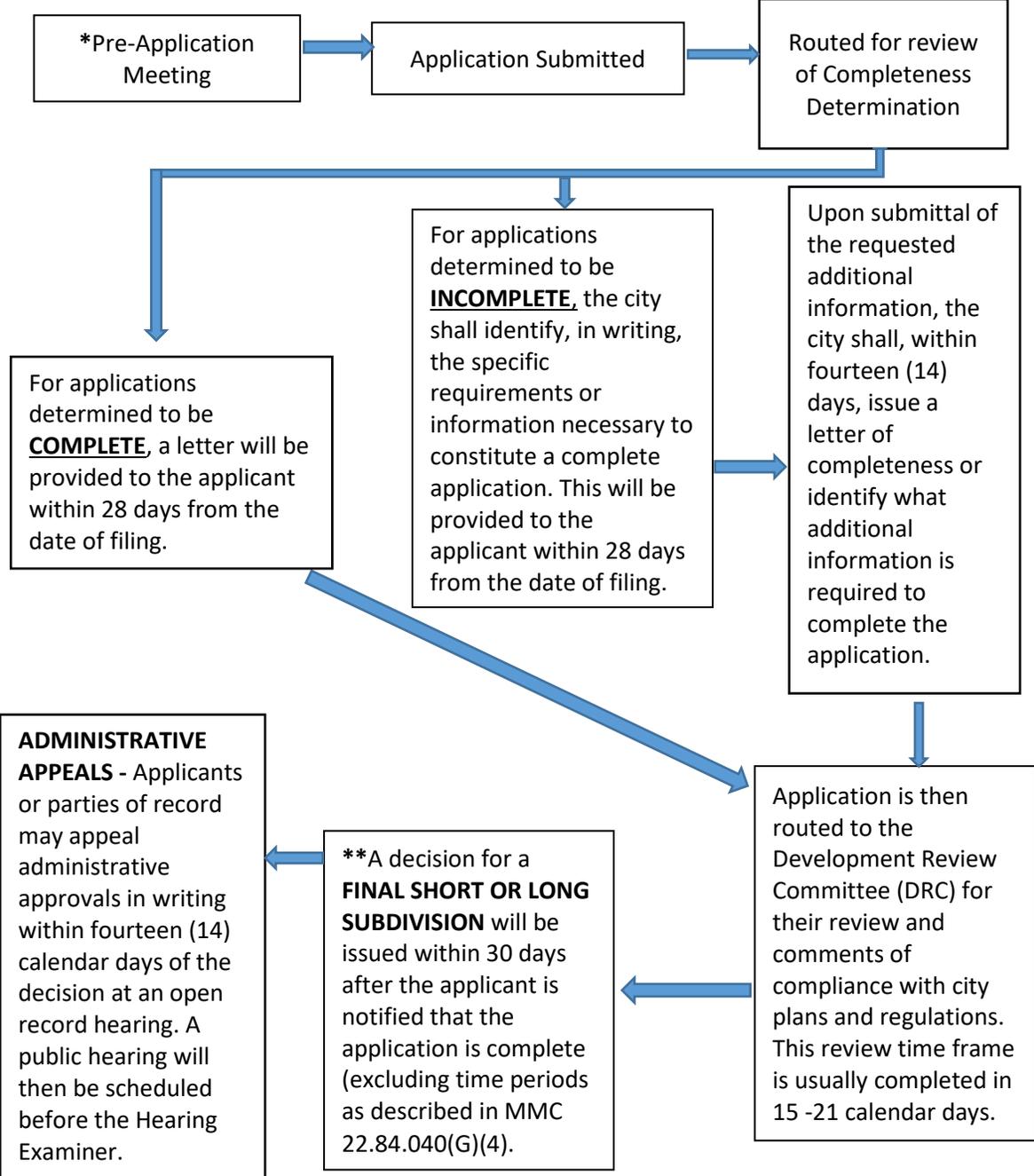
TYPE I PERMITS ARE:

Minor administrative actions and are not subject to public notice or a public hearing. Decisions on Type I actions are made by the zoning administrator.

*Pre-application meeting

Applications for Type I permits are optional but **HIGHLY ENCOURAGED**. The purpose of the pre-application meeting is to discuss the proposal, permit requirements, fees, review process, applicable plans, policies, and regulations. Pre-application checklist is available at: <http://www.monroewa.gov/512/Pre-Application-Review>

Project Permit Review Process



ADMINISTRATIVE APPEALS - Applicants or parties of record may appeal administrative approvals in writing within fourteen (14) calendar days of the decision at an open record hearing. A public hearing will then be scheduled before the Hearing Examiner.



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FINAL SUBDIVISION / FINAL SHORT SUBDIVISION

MMC CHAPTER 22.68 / CHAPTER 22.42

The purpose of the Final Subdivision and Final Short Subdivision process is to ensure accuracy and conformance with the approved preliminary subdivision and the requirement of city ordinances and state law.

This checklist is to determine completeness of a submittal.
It does not verify the accuracy of materials received.

PRE-APPLICATION MEETING:

The purpose of a pre-application meeting is to provide an opportunity for initial feedback on a proposed application. The pre-application meeting is used to discuss the proposal and associated permit requirements, including the review process and fees, proposed plans, and applicable policies and regulations. Please note that a pre-application meeting is **HIGHLY ENCOURAGED** for Type I permits (**FINAL SUBDIVISION/FINAL SHORT SUBDIVISION**). Pre-application meetings are nonbinding, and shall not prevent the city from enforcing all applicable codes, ordinances, and regulations in effect at the time of application. 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 360-863-4501.

FINANCIAL SECURITIES (BONDS):

Prior to submittal of a Final Subdivision or Final Subdivision/Final Short Subdivision application, a Financial Security will be required from the applicant to ensure that all required improvements are constructed OR will be constructed. Please contact Kim Shaw, Land Use Permit Supervisor, @ 360-863-4532 for further assistance with the Financial Securities.

SUBMITTAL OPTIONS:

- **ELECTRONIC** Submittals can be made electronically by requesting a Sharefile link at landuse@monroewa.gov. Please see the General Guidelines (*attached*) for electronic submittals.
- **IN PERSON** If you prefer to submit hard copies in person at City Hall, please call the Permit Center @ 360-863-4501 for an intake appointment. If making application in person, please provide (1) original plus (1) copy of all checklist items in addition to a CD with individual PDFs of each of the required items.

SUBMITTAL CHECKLIST:

Below is a checklist of items that must be submitted as part of your **FINAL SUBDIVISION / FINAL SHORT SUBDIVISION APPLICATION**. In addition to the items in the development design standards for the specific permit types, the following items are required in order for a complete application submittal. An applicant for a land use permit shall also demonstrate that the proposed development complies with any applicable regulations and decision criteria.



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- APPLICATION FORM.** A completed and signed City of Monroe Combined Permit Application form.
- TITLE REPORT.** 30 days to current at time of submittal
- PROJECT NARRATIVE.** Description of proposal
- COMPLIANCE LETTER.** Documentation of compliance letter outlining each condition of the adopted resolution for preliminary plat approval and SEPA determination and how you met all the requirements of preliminary plat approval.
- FEES.** Payment of all applicable fees, as established by the City's current fee schedule.
- VICINITY MAP.** A vicinity map on 8.5" X 11" paper showing the location of the project with respect to public streets and other parcels and development.
- CONDITIONS, COVENANTS, RESTRICTIONS (CC&R'S).** If the subdivision includes common property and/or easements or tracts that are not dedicated to the city, a homeowner's association is required. The planning department shall review the conditions, covenants, and restrictions (CC&R's).
- LOT CLOSURES.** A full and correct description of the lands divided as they appear on the subdivision
- MAILBOX LOCATION.** Approval from the PostMaster indicating the mailbox location (Monroe Post Office: 122 N Blakeley St., Monroe/Phone: 360.805.1962)
- FINAL SUBDIVISION/SHORT SUBDIVISION PLAT MAP (CHAPTER 22.68.040).** Shall be prepared by a professional land surveyor, at a scale of one inch equals one hundred feet (1" = 100') (unless property size makes this impractical), and containing the following information:
 - Information required by the preliminary subdivision approval, including the building envelopes, significant trees to be retained, and sensitive areas and buffers;
 - The name of adjacent subdivisions and unplatted property shall be identified using dotted lines;
 - The name of the subdivision, name(s) of the subdivider(s) and the name of the registered surveyor that prepared the subdivision shall be on all maps and surveyor notes;
 - All lots shall be dimensioned and numbered consecutively starting with number (1) and show the lot area and the building setback lines in accordance with this title;
 - The length and bearing of all straight lines, central angles, radii, and curve lengths of all curves;
 - All dimensions along lot lines with accurate dimensions in feet and hundredths of feet with true bearings and angles to streets and alley lines;
 - Suitable primary control points, approved by the public works director, or descriptions and ties to such control points, to which all dimensions, angles, bearings and similar data given on the subdivision shall be referred;
 - Accurate distances, bearings, locations and dimensions of the subdivision boundary lines, street lines, monuments and corporate limit, township or section lines which are referenced to a survey datum as prescribed by the public works director;
 - Show on the face of the subdivision map, all land which is offered for dedication to the city related to streets, alley ways, easements, sensitive areas and associated buffers, parks, open space and other public use and/or dedication to other person and persons or entities for



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- other purposes as shown on the approved preliminary subdivision. Any dedication, donation or grant shown on the face of the subdivision shall be considered for all intent and purposes as a quit claim deed;
- The final subdivision shall contain a legal description of the subdivision property;
- The final subdivision shall show the easement provisions, restrictions section, dedication and certification statements with appropriate signatures and seals, as set forth in greater detail in a checklist prepared by the public works director, before the subdivision is approved and recorded.

UPON FINAL APPROVAL

- The applicant shall be responsible for providing the original of the final signed subdivision to Snohomish County Auditor's Office for recording within a timely manner.
- The applicant shall provide the City with a conforming reproducible copy within 10 days of recording. One paper copy shall be filed with the county assessor.

You can find the requirements for documents submitted to the Snohomish County Auditor's office for recording at the following link:
<https://snohomishcountywa.gov/280/Document-Format-Requirements>



Community Development
Permit Division

806 West Main Street, Monroe, WA 98272
Phone (360) 794-7400 Fax (360) 794-4007
www.monroewa.gov

FOR OFFICE USE ONLY
PERMIT FILE #
APPLICATION #
SEPA #

COMBINED PERMIT APPLICATION

PERMIT SUBMITTAL HOURS
MONDAY - FRIDAY 8:00 - 12:00 / 1:00 - 5:00

Building Operations Fire Land Use
[] Basic SFR [] Engineering Review [] Fire Alarm [] Type I Permit
[] Commercial T/I [] Fencing [] Fire Sprinkler [] Type II Permit
[] Demolition [] Grading [] High Piled Storage [] Type III Permit
[] Garage/Carport [] Retaining wall [] Hood Suppression [] Type IV Permit
[] Mechanical [] Rockery [] Operational [] See permit types listed on
[] New Construction (Commercial/Residential) [] Right-of-Way Disturbance [] Spray Booth attached form
[] Plumbing [] Utility Service [] Tents & Canopies [] Other
[] Racking [] Other [] Other
[] Residential Remodel
[] 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.

City of Monroe
Land Use Permit Application- Page 2



Forest Tax Reporting Account Number (if harvesting timber call the Department of Revenue at (800) 548-8829 for tax reporting information or to receive a tax number):

Give a detailed description below of the proposal / work. Provide details specific to your application e.g., current and proposed lot sizes, number of lots, description of driveway, description of proposed business including hours of operation, number of employees, existing and proposed parking spaces.

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Planning Application Fee: _____ Publication Fee: _____
Fire Plan Check Fee: _____ Mailing Fee: _____
SEPA Fee: _____ Technology Fee: _____

Hearing Examiner Deposit required (\$2,500.00):

Consultant review fee (if applicable) – Deposit for estimated cost + 10% Admin fee:

TOTAL FEES: _____



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Table 22.84.060(B)(1): Project Permit Types

Type I	Type II	Type III	Type IV
Administrative Interpretation	Accessory Dwelling Unit	Administrative Approval (when a Conflict of Interest Exists)	Comprehensive Plan Amendment
Boundary Line Revision (SEPA exempt)	Binding Site Plan - Final	Conditional Use	Unified Development Regulations Amendment
Development Permit (SEPA exempt)	Binding Site Plan - Preliminary	Reasonable Use Exception	Area-Wide Zoning Map Amendment (Area-Wide Rezone)
Land Clearing/ Forest Practices (SEPA exempt)	Boundary Line Revision (not SEPA exempt)	Removal of a Six-Year Development Moratorium	Pre-Annexation Zoning ³
Short Subdivision - Final	Development Permit (not SEPA exempt)	Shoreline Conditional Use Permit ²	
Site Plan Review	Land Clearing/ Forest Practices (not SEPA exempt)	Shoreline Variance ²	
Subdivision - Final	SEPA Threshold Determination/EIS Adequacy ¹	Site-Specific Zoning Map Amendment (Site-Specific Rezone)	
Temporary Use	Shoreline Substantial Development	Subdivision - Preliminary	
	Short Subdivision - Preliminary	Variance	
	Single-Family Dwelling Exception to Development Moratoria	Variance from Flood Hazard Regulation	

Table Notes:

1. Appeals based on the substantive authority of SEPA for conditions imposed outside the threshold determination process are appealable to the city council, as required by RCW 43.21C.060. Otherwise, appeals of SEPA threshold determinations and EIS adequacy are considered procedural determinations and therefore appealable to the hearing examiner per WAC 197-11-680(3)(iv).
2. Shoreline conditional use permits and variances require final approval by the Department of Ecology per MMC Chapter 22.82, Shoreline Management.
3. City council shall hold two public hearings for a prezone application, as consistent with RCW 35A.14.340.



General Requirements

The City of Monroe has determined that the following minimum submittal standards must be met to consider permit application submittal documents sufficient for review.

Q: Which file types are acceptable for electronic submittals?

A: All electronic submittals must be in Portable Document Format (PDF).

Q: Are there any specific requirements for my PDF submittal documents?

A: Yes, please refer to the list below when creating your PDF submittal documents.

- Each submittal document uploaded to the ShareFile link provided by the Permit staff must be a separate PDF. To request a link to upload your submittal documents, please email your request to building@monroewa.gov / landuse@monroewa.gov or call the Permit Center at (360) 863-4501.
- Ensure all layers are flattened in the authoring program prior to export and submittal. Scanned documents are inherently flattened.
- Orient all sheets so the top of the page is always at the top of the computer screen (right side up).
- All documents must be titled using the nomenclature below:
 - ✓ Project Title
 - ✓ Lot # (if applicable)
 - ✓ Document Title
 - ✓ Examples: MonroePlat_WetlandReport **(OR)** MonroePlat_Lot3_SitePlan

Q: What are the requirements for design professional signatures on electronic documents?

A: Permit submittals, which require the signature of a licensed design professional, may be submitted electronically, provided the signed document is submitted as a “flattened” PDF such that all layers of text, graphics, and content are merged into a single graphic entity. See security settings below for more information. See *Guidelines for Electronic Documents* on the [DOL website](#). Refer to [18.43 RCW](#), [18.210 RCW](#), [196-23 WAC](#) and [196-33 WAC](#) for more information.

Q: May I apply security settings to my submitted documents?

A: Electronic documents submitted for plan review and permit issuance must be provided in a state that allows for document mark up, file combining and processing. Documents submitted in any manner that prevents the city from completing the review and permit-issuance process, including but not limited to submitting documents that are locked, may result in additional review time and/or permitting delays.

NOTE: All electronic documents submitted to the City of Monroe and on line are subject to public disclosure laws.



Electronic Document General Standard Guidelines

July 2019

Q: Are there any specific drawing scale requirements?

A: Yes, please refer to the following list when considering your drawing scale.

BUILDING PLANS

- The minimum allowed scale for submittal drawings is $1/4" = 1'$.
- The use of a $1/8" = 1'$ scale for full building floor plans, exterior elevations, or building sections is acceptable when unit plans, core plans, detail plans, detail sections and detail elevations are provided at the minimum scale of $1/4" = 1'$.

SITE PLAN

- For all projects, the site plan must have a north arrow and drawn at a scale of not less than $1" = 50'$ unless property size makes this impractical.

PRELIMINARY AND/OR FINAL PLAT

- The minimum allowed scale for plans is $1" = 100'$ unless property size makes this impractical.
- All supplemental and preliminary plat plans must have a north arrow provided.

CIVIL CONSTRUCTION DRAWINGS

- For drawings using a horizontal scale of not less than $1" = 50'$ and a vertical scale of not less than $1" = 10'$.
- Match lines and separate plan sheets must be used when necessary to provide acceptable drawing quality and clarity in lieu of over-crowded drawings. An overall keyed reference plan for the match lines should be provided on the associated plan sheets.
- A smaller scale may be acceptable in certain cases. Please contact the Permit Center for specific approval prior to submittal.

Q: Are there minimum drawing quality standards?

A: Yes, please refer to the list below when preparing your PDF submittal documents.

- Drawings must be easy to read and free of extraneous information or markings.
- Line-weight(s) must provide sufficient contrast with the background and other drawing elements.
- All code information must be conveyed in a clear and legible manner for review and field inspection purposes.
- Fonts must have a clarity equivalent to, or better than, the fonts Arial, Gill Sans, or Tahoma. 'Boilerplate' font style may be per applicant's standard, but font size for text must be a minimum of 10 pt. or $3/32"$ for CAD prepared documents.
- Scanned hand drawn documents must be legible in font and drafting.

Q: Are there any specific drawing size requirements?

A: Yes, please refer to the following list when considering your drawing size.

- For **minor residential remodel** permit applications the minimum sheet size is $11" \times 17"$ and for **commercial building, preliminary plat and all other applications** the sheet size is $18" \times 24"$ with margins at $2"$ on the left and $1/2"$ for the others, when viewed in landscape orientation. Sheet size must not reduce the required minimum drawing scale.

NOTE: All electronic documents submitted to the City of Monroe and are subject to public disclosure laws.



Electronic Document General Standard Guidelines

July 2019

- Smaller sheet sizes for permit applications may be acceptable in certain cases. Please contact the Permit Center for specific approval prior to submittal.
- Approved plans that are provided onsite for the field inspector must be printed at full size to scale ***IN COLOR***.

Q: Are there any other specific drawing requirements?

A: Yes, please refer to the following list for **BUILDING CONSTRUCTION DRAWINGS** orientation and layout.

- Drawings must accurately represent what is proposed for construction. Alternative designs, optional layouts (except those allowed in Basic Plans), irrelevant notes and unused details must not be included in the plan set.
- Remove all references to “NOT FOR CONSTRUCTION” or similar language.
- Plan sets must be fully dimensioned.
- Mirrored plans will **NOT BE** accepted.
- For residential projects, the site plan must have a north arrow. Where the floor plan(s) orientation does not match the site plan, north arrows must also be provided on the floor plan(s).
- For commercial projects a north arrow must be provided on all architectural site plans and building floor plan sheets.
- Elevation views must be labeled as North, South, East and West as appropriate. Final grade should be accurately depicted on the elevation views.
- Building plans and Civil Engineered drawings must correspond to the site topographic conditions.

A: Yes, please refer to the following list for **LAND USE DRAWINGS** orientation and layout.

- Plan sets must be fully dimensioned.
- All supplemental and preliminary plat plans must have a north arrow provided.
- Elevation views must be labeled as North, South, East and West as appropriate. Final grade should be accurately depicted on the elevation views.
- Civil Engineered plans must correspond to the site topographic conditions.

Q: Is it acceptable for my PDF submittal to be a scanned document?

A: PDF documents created from electronic sources are preferred; however, documents which are only available in paper format may be submitted as scanned document PDFs. Original paper documents must be as clean as possible, and scanned at a resolution which ensures the pages are legible when viewed on a computer screen and when printed.

Scanning must be done at a minimum of 150 dpi and a maximum of 300 dpi to balance legibility and file size. Full-photo scan settings for copies must be avoided.

Q: Are there any specific drawing layout suggestions?

A: Yes, the following suggestions can help reviewers navigate your submittal documents more efficiently.

- A title block should be located on the right-hand side of each page. The title block should include page numbers that are unique to each page and provide a logical sequence of drawings.

NOTE: All electronic documents submitted to the City of Monroe and are subject to public disclosure laws.



Electronic Document General Standard Guidelines

July 2019

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- As much as practicable, each drawing sheet should have one scale. Detail sheets with multiple scales are not preferred.
 - Locate the title block in the same location on all drawings. This allows approval stamps to be applied more efficiently.
 - The building orientation should be the same across all architectural, structural and MEP drawings.

Q: Are there any additional suggested navigational enhancements for my PDF submittal?

A: The use of a coversheet index, bookmarks and hyperlinks are strongly encouraged when there are multiple pages within the PDF submittal.

- A drawing index provided on the cover page should be specific to the drawing submittal.
- Bookmarks should match the index sequence.
- Bookmarks should be named in a way so the reviewer can quickly move from sheet to sheet.
- Bookmark settings should be set to open each page at full view.
- Hyperlinks are extremely useful for navigating drawing sets and are strongly encouraged for linking detail callouts on the floor plans to the referenced sheet or specific detail.

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