



CITY OF MONROE COMMUNITY DEVELOPMENT PERMIT DIVISION

806 WEST MAIN STREET | MONROE, WA 98272
City Hall 360.794.7400 | www.monroewa.gov

CRITICAL AREAS / WETLANDS

MMC CHAPTER 22.80

The purpose of this chapter is to protect the public health, safety and welfare by preventing adverse impacts of development; preserve and protect critical areas as identified by the Washington State Growth Management Act by regulating development within and adjacent to them; mitigate unavoidable impacts to critical areas by regulating alterations in and adjacent to critical areas; prevent adverse cumulative impacts to wetlands, streams, shoreline environments, and fish and wildlife habitat; protect the public and public resources and facilities from injury, loss of life, property damage or financial loss due to flooding, erosion, landslides, soils subsidence or steep slope failure; Implement the goals, policies, guidelines and requirements of the city of Monroe comprehensive plan and the Washington State Growth Management Act; and establish review procedures for development proposals in and adjacent to wetlands.

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. 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.

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 **CRITICAL AREAS / WETLANDS 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.
- FEES.** Payment of all applicable fees, as established by the City's current fee schedule. A peer review by the city's Wetland Consultant will be required and fees associated with that will be determined upon the consultant's estimate and payable prior to the application being processed.
- VICINITY MAP.** A vicinity map on 8.5" X 11" paper showing the location of the project.
- CRITICAL AREAS STUDY.** A critical areas report shall have three components: **(a)** a site analysis, **(b)** an impact analysis, and **(c)** proposed mitigation measures. More or less detail may be required for each component depending on the size of the project, severity, and potential impacts.
- 1. Map of the project area at a one-to-twenty or larger scale including:**
 - a. Reference streets and property lines;
 - b. Existing and proposed easements, rights-of-way, and structures;
 - c. Contour intervals, as determined by the zoning administrator;
 - d. Hydrology. Show surface water features both on and adjacent to the site; show any water movement into, through, and off the project area; show stream and wetlands classifications; show seeps, springs, and saturated soil zones; and label wetlands not found on the city inventory maps as uninventoried; and
 - e. Location of buffer and building setback lines (if required or proposed).
- 2. Written report detailing:**
 - a. How, when, and by whom the report was performed (including methodology and techniques);
 - b. Weather conditions during and prior to any field studies if relevant to conclusions and recommendations;
 - c. Description of the project site and its existing condition;
 - d. The total acreage of the site in critical area(s) and associated buffers;
 - e. The proposed action and potential environmental impact of the proposed project to the critical area(s); and
 - f. The mitigation measures proposed to avoid or lessen the project impacts (during construction and permanently). When alteration to the critical area or its buffer is proposed, include a mitigation plan as specified by this chapter.

ADDITIONAL WETLAND REPORT REQUIREMENTS. In addition, for wetlands, reports shall include the following:

- 1. On the map:**
 - a. The edge of the wetland as flagged and surveyed in the field using the approved federal wetland delineation manual and applicable regional supplements, as required by RCW 36.70A.175;
 - b. The edge of the one-hundred-year floodplain, if appropriate;
 - c. The location of any existing or proposed utility easements, rights-of-way, and trail corridors;
 - d. The location of any proposed wetland area(s) to be created through mitigation measures; and
 - e. The location of any proposed wetland alteration or fill
- 2. In the report:**
 - a. Description of the wetland by classification and general condition of wetland;
 - b. Description of vegetation species and community types present in the wetland and surrounding buffer;



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- c. Description of soil types within the wetland and the surrounding buffer using the USDA Soil Conservation Service soil classification system;
- d. Description of hydrologic regime and findings;
- e. Description of habitat features present and determination of actual use of the wetland by any endangered, threatened, rare, sensitive, or unique species of plants or wildlife as listed by the federal government or state of Washington;
- f. Description of existing wetland and buffer functions and values;
- g. Description of any proposed alteration to the wetland or its buffer including, but not limited to, filling, dredging, modification for storm water detention, clearing, grading, restoring, enhancing, grazing or other physical activities that change the existing vegetation, hydrology, soils or habitat;
- h. If applicable, description of potential impacts to wetland functions and values and description of any proposed mitigation measures; and
- i. Description of local, state, and federal regulations and permit requirements.

Building Setback Line (BSBL). Unless otherwise specified, a minimum BSBL of ten feet is required from the edge of any separate tract, buffer or NGPE, whichever is greatest.

ANY OTHER ITEMS DEEMED NECESSARY BY THE ZONING ADMINISTRATOR.



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.