

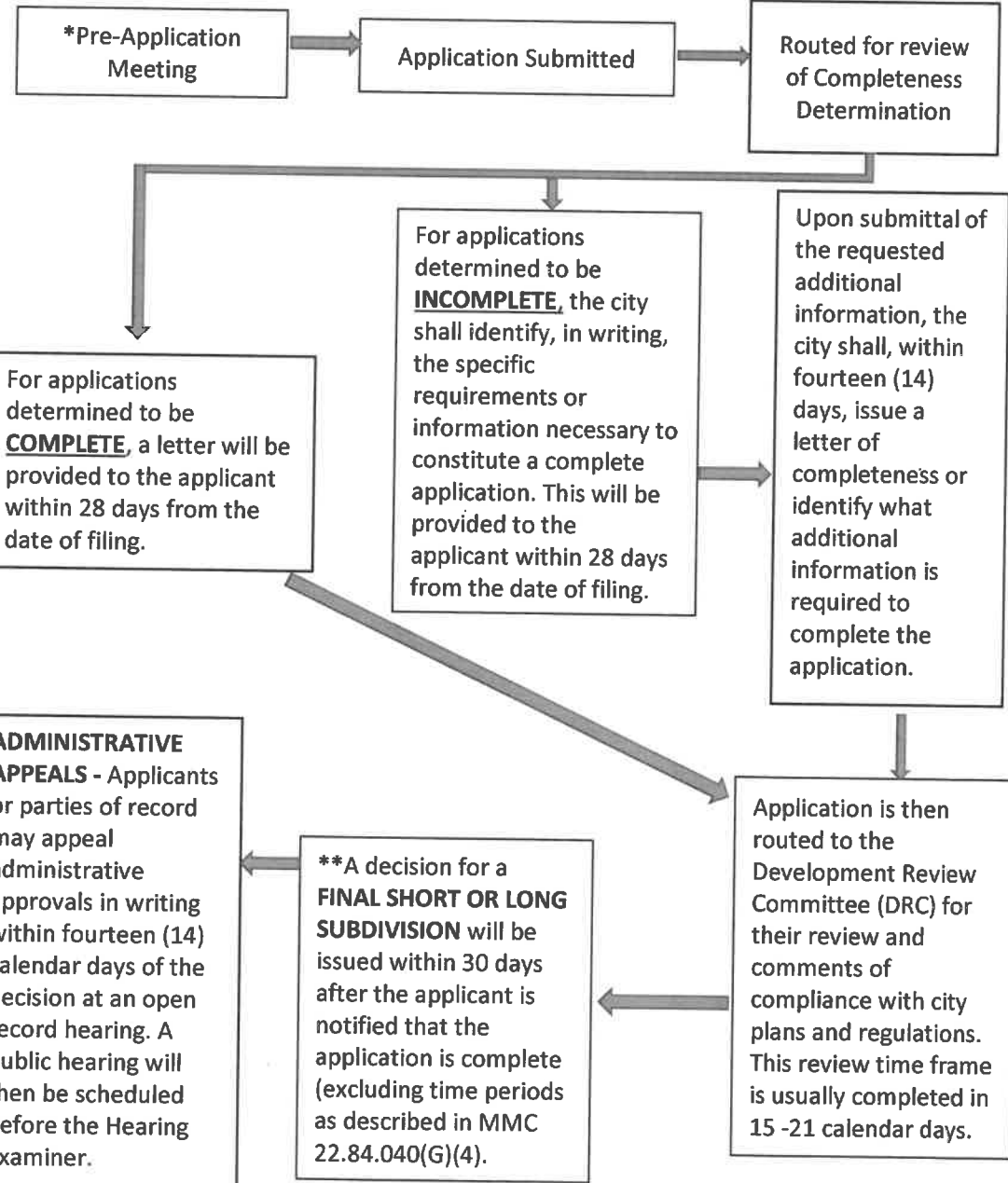


Permit Type I

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

Project Permit Review Process



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>



CITY OF MONROE COMMUNITY DEVELOPMENT PERMIT DIVISION

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

SITE PLAN REVIEW

MMC CHAPTER 22.58

The purpose of the site plan review process is to establish a comprehensive site plan review process that ensures compliance with the adopted plans, policies, and ordinances of the city. It is further intended to provide for the review of development proposals with respect to overall site design and to provide a means for guiding development in a logical, safe, attractive, and expedient manner. Site plan review and approval shall be required prior to the issuance of building, mechanical, plumbing, land clearing, forest practices, grading, civil, and/or other similar administrative permits, provided nothing shall be construed as preventing an applicant from submitting a complete building permit application. Subsequent permits for the subject site shall be issued only in compliance with the approved site plan review.

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

PRE-APPLICATION MEETING: Completed 11-28-22

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 (**SITE PLAN REVIEW**). 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 **SITE PLAN REVIEW 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.
- 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.
- WRITTEN PROJECT NARRATIVE.** A project narrative describing the proposal, which includes the following information:
 - a. The title and location of the proposed development, if applicable.
 - b. The names, addresses, and telephone numbers of the record owner(s) of the land;
 - c. The names, addresses, and telephone numbers of any architects(s), planner(s), designer(s), and/or engineers(s) responsible for the preparations of the plan, if applicable;
 - d. The names, addresses, and telephone numbers of any authorized representative(s) of the applicant;
 - e. The existing zoning district of the proposed development site and any other zoning district within three hundred feet of the site;
 - f. The existing and proposed use(s) of the land and buildings;
 - g. A description of each commercial and industrial use, if applicable;
 - h. The proposed number of square feet in paved or covered surfaces, whether covered by buildings, driveways, parking lots or any other structure covering land, and the total amount of square feet in the entire proposed development site;
 - i. The proposed number of dwelling units and number of bedrooms in the development, if applicable; and
 - j. The proposed number of square feet in gross floor area for each commercial and industrial use, if applicable.
- SITE PLAN.** A site plan drawing or drawings at a scale of not less than one inch for each fifty feet (1" = 50') which shall include or show:
 - a. The location of all existing and proposed structure, including, but not limited to, buildings, fences, culverts, bridges, roads and streets on the subject property;
 - b. The boundaries of the property proposed to be developed;
 - c. All proposed and existing buildings and setback lines;
 - d. The locations of all critical areas and their associated buffers, if any;
 - e. All areas, if any, to be preserved as buffers or to be dedicated to a public, private, or community use or for open space under the provisions of this or any other city ordinance, information regarding percentage of area covered, locations, and general types of landscaping;
 - f. All existing and proposed easements;
 - g. The locations and size of all existing and proposed utility structures and lines;
 - h. The storm water drainage systems for existing and proposed structures, including the location and extent of curbs and gutters;
 - i. All means of vehicular and pedestrian ingress and egress to and from the site and the size and location of driveways, streets and roads;
 - j. The location and design of off-street parking areas showing their size and locations of internal circulation and parking spaces;
 - k. Traffic volumes and flows estimate to be generated by the proposed development on adjacent roads;



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- l. Location and extent of street dedication, widening or other road improvements;
 - m. Locations and extent of acceleration and deceleration lanes, if needed;
 - n. Location of traffic-control devices on and off the site;
 - o. The location of all loading spaces, including, but not limited to, loading platforms and loading docks where trucks will load or unload; and
 - p. Location and area, in square feet, of all signs, if applicable.
- LIGHTING PLAN** – Please see requirement in Monroe Municipal Code (MMC) Chapter 15 - Buildings and Construction @ <https://monroe.municipal.codes/MMC/15.15.070>
 - LANDSCAPE PLAN** – Please see MMC Chapter 22.46 Landscaping Standards @ <https://monroe.municipal.codes/MMC/22.46>.
 - TOPOGRAPHIC MAP.** A topographic map that delineates contours, both existing and proposed, at intervals of two feet, and which locates existing lakes, streams, and forested areas.
 - SEPA CHECKLIST.** An original, signed SEPA Environmental Checklist is required, unless the project is categorically exempt. Please consult with a planner if you are unsure if the project is exempt.
 - CRITICAL AREAS STUDY.** If the site is constrained by critical areas, provide a critical areas study prepared by a qualified professional, as subject to the requirements of MMC 22.80.070, Critical Areas Studies (If applicable).
 - SNOHOMISH HEALTH DISTRICT APPROVAL(s).** The written approval(s) of the Snohomish Health District (If required).

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: Park St. - Milt Smith parcel vacant - (located at the SE corner of the end of Park St.)

Size of site (acre/square feet): 38,332. SF / .88 Acres

Assessor's Tax Parcel Number (14 digits): 00484600300500

Applicant: Ann Williamson Phone # (425) 454-0566

*Signature: [Signature] Printed Name: Ann Williamson

Mailing Address: 10801 Main St. #110 Fax # ()

City Bellevue State Wa Zip 98004 E-mail williamsona@baylisarchitects.com

Property Owner: Milt Smith & Associates c/o Jason Smith Phone # (425) 450-1106

**Signature: [Signature] Printed Name: Jason Smith

Mailing Address: 500 108th Ave NE #200 #2400 Fax # (425) 451 3058

City Bellevue State Wa Zip 98004 E-mail jason.smith@kidder.com

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.

38,332. SF / .88 acre, lot to remain as a single parcel. The parcel will have a 26' wide drive lane access which will be shared with a single family lot to the north.

The parcel will be developed with a 6 unit townhouse building and a 15 unit stacked flats building.

A total of 21 units in 2 separate buildings will be developed on the site. 2 enclosed parking stalls per townhouse unit are proposed.

15 on site parking stalls will be provided and 10 interior parking stalls will be provided on the ground level of the stacked flats building.

The site will be graded for ADA access for each of the buildings.

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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: _____



COMMUNITY DEVELOPMENT

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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.