



FINAL PLAT 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 final plat. Below outlines the minimum information that must be provided on your plan sheets. 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 PDFs of each item listed below ↓
- ◇ (1) Original plus (2) copies of the combined permit application form.
- ◇ (1) Original plus (2) copies of 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.
- ◇ (1) Approval from the Post Master indicating the mailbox location.
- ◇ (2) Vicinity Map (on 8½" X 11")
- ◇ (2) Written narrative (description of proposal)
- ◇ (1) Written approval from the City of Monroe Engineering Department to submit for final plat.
- ◇ (1) Public Notice Materials (instructions attached)

DOCUMENTS

- ◇ (2) Lot closures
- ◇ (1) Plat certificate/title report (30 days to current from date of submittal)
- ◇ (1) Real estate excise tax affidavit from Snohomish County Treasurer (verifying all taxes are current)
- ◇ (2) Covenants, Conditions, & Restrictions of plat (if any)
- ◇ (1) Approved site civil construction record drawings

PLAT MAPS

- ◇ (1) Original (wet-stamped) plus (2) full size copies
- ◇ (3) 11" X 17"

See plan requirements below

BONDS (Contact Kim Shaw at 360.863.4532)

- ◇ (1) Performance bond (or other surety device if applicable)
- ◇ (1) Maintenance bond (or other surety device if applicable)

GENERAL REQUIREMENTS:

- A. The final plat shall be prepared in ink on mylar eighteen inches (18") by twenty-four inches (24") in size, with borders of one-half inch (1/2 "). All documents shall contain the name and address of the subdivider, his surveyor, and the name of the subdivision.
- B. The final plat shall contain a legal description of the subdivision property.
- C. The final plat shall provide space for the approving signatures of the City Engineer, Community Development Director, Mayor, and the City Clerk shall attest the signatures.



FINAL PLAT COMMUNITY DEVELOPMENT

806 WEST MAIN STREET • MONROE, WA 98272
City Hall 360.794.7400 • Fax 360.794.4007

D. The final plat shall contain the following certificate of the professional land surveyor:

I _____, professional land surveyor, do hereby certify that the plat of (name of subdivision) is based on an actual survey and that the distances, courses, and angles are shown thereon correctly and that monuments have been set and lot corners staked on the ground as shown on the plat. (Signature of land surveyor)

E. If the final plat contains dedication of land for public purposes, it shall contain the following statement:

Know all men by these presents that (name of subdivider) do hereby declare this plat and dedicate to the public forever all roads and ways and other public property shown hereon, and the use thereof for any and all public purposes, with the right to make all necessary slopes for cuts and fills, and the right to continue to drain the roads and ways over and across any lot or lots, where water might take a natural course, in the original reasonable grading of the roads and ways shown hereon.

Following original reasonable grading of roads and ways hereon, no drainage waters on any lot or lots shall be diverted or blocked from their natural course so as to discharge upon any public road rights-of-way, or to hamper proper road drainage. Any enclosing of drainage waters in culverts or drains or rerouting thereof across any lot as may be undertaken by or for the owner of such lot shall be done by and at the expense of such owner, but only after approval by the city engineer.

F. Homeowners Association. A homeowners association established for purposes of tract ownership and maintenance pursuant to this title shall be incorporated as a profit or nonprofit corporation and shall remain the owner unless tract ownership by all lots within the subdivision is authorized pursuant to the plat alteration process. In the event that a homeowners association established pursuant to this title should be dissolved, then each lot shall have an equal and undivided ownership interest in the tracts previously owned by the association as well as responsibility for maintaining the tracts. A covenant that requires maintenance of the tracts consistent with city code, that restricts use of the tracts to that specified in the approved preliminary plat, and that requires compliance with the city regulations and conditions of subdivision approval specified on the plat must be approved by the city and recorded with the county auditor. Said covenant shall be binding upon and inure, to the benefit of the homeowners association, the owners of all lots within the short subdivision and all others having any interest in the tracts or lots.

SPECIFIC REQUIREMENTS:

- A. The date, scale, designation of north, and the date on which the survey was made;
- B. Boundary lines with accurate distances and bearings, location and width of all previously recorded public highways approaching and intersecting boundaries of the subdivision referred to U.S. Coast and Geodetic Survey Datum, or the plain coordinate system of the state of Washington, or other data acceptable to the city engineer;
- C. Boundary lines of parks and playgrounds and rights-of-way of public highways contained in the subdivision with a statement of dedication of such public lands;
- D. Lines and names of streets, parks, playgrounds and easements for public dedication;
- E. Lines and names of existing platted streets, parks, playgrounds and easements adjacent to the subdivisions, including municipal boundaries, township, and section lines;
- F. Lengths and bearings of all straight lines, curve radii, arcs, and central angle of all curves;



FINAL PLAT COMMUNITY DEVELOPMENT

806 WEST MAIN STREET • MONROE, WA 98272

City Hall 360.794.7400 • Fax 360.794.4007

- G. All dimensions along lines of each lot, with true bearings and any other data necessary to locate lot lines in the field;
- H. Suitable primary control points, acceptable to the city engineer, or descriptions and ties to such control points, to which all dimensions, angles, bearings, and similar data given on the plat shall be referred;
- I. Monuments at all street intersections, boundary angle points, points of curves in streets, and at such intermediate points as may be required by the city engineer;
- J. Names of all contiguous subdivisions;
- K. Boundaries of the subdivision property with courses and distances marked thereon, as determined by a field survey made by a professional land surveyor registered in the state of Washington, in accordance with WAC [332-130-090](#);
- L. Street names which shall be approved by the city engineer;
- M. Addresses shall be provided by the municipality and must be clearly shown on the final plat at the time of approval.
- N. Complete field and computation notes shall be available upon request of the city engineer;
- O. Where partial or complete section subdivision is required to determine boundaries of the property, a drawing showing the section subdivision shall be submitted with the final plat to be placed on file with the county auditor.



Prior to the recording of the final plat, the Community Development Department shall receive evidence that the articles of incorporation for the Homeowners Association have been prepared and are ready for filing with the subdivision, and a copy of the recorded articles of incorporation shall be provided to the department.

UPON FINAL APPROVAL

Upon final approval by the administrator and city signatories, it shall be filed for record with the Snohomish County auditor and a mylar copy, a blue-line copy and a copy reduced to eight and one-half by eleven inches containing an auditor's recording number shall be filed with the administrator.



COMMUNITY DEVELOPMENT

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.**

City of Monroe
Land Use Permit Application- Page 2



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.

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):

Detailed Description of work:

FOR OFFICE USE ONLY

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



PUBLIC NOTICE MATERIALS 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 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)