



SPECIAL FLOOD HAZARD AREA 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 Special Flood Hazard Area review. 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

- Completed Combined Permit Application
- Elevation Certificate (pre-construction)
- Two (2) copies of special flood hazard area plans

SPECIAL FLOOD HAZARD AREA PLAN REQUIREMENTS

- Plans must be drawn to scale and show the nature, location, dimensions, and elevation of the property in question; existing and proposed structures, fill, pavement and other impervious surfaces, sites for storage of materials
- Show names and location of all lakes, water bodies, waterways and drainage facilities within 300 feet of the site; show the proposed drainage system including, but not limited to, storm sewers, overland flow paths, detention facilities and roads.
- Show the elevations of the 10, 50, 100 and 500 year floods, where the data is available
- Show the boundaries of the Regulatory Floodplain, Special Flood Hazard Area, floodway, riparian habitat zona, and channel migration area, delineated in accordance with Section 3 of the Floodplain Management and the Endangered Species Act (FEMA)
- Show all wetlands
- Show designated fish and wildlife habitat conservation areas
- Show existing native vegetation and proposed revegetation
- If the proposed project involves regrading, excavation, or filing, the site plan shall include proposed post-development terrain at one foot contour intervals



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.

Combined Permit Application - Page 2

A special flood hazard area permit is required before construction or development can begin within any area of special flood hazard established in MMC 14.01.050. A special flood hazard area permit shall be required for all structures, including the placement of manufactured homes.

Description of project:

Additional Information:

- An Elevation Certificate will also be required after completion of any structure built or placed in the Special Flood Hazard Area.
- B. Application for a special flood hazard area development permit shall be made on forms furnished by the floodplain manager and may include but not be limited to: plans in duplicate drawn to scale showing the nature, location, dimensions, and elevations of the area in question; existing or proposed structures, fill, storage of materials, drainage facilities, and the location of the foregoing. Specifically, the following information is required:
 - 1. Elevation in relation to North American Vertical Datum of 1929 mean sea level, of the lowest floor (including the basement) of all structures;
 - 2. Elevation in relation to North American Vertical Datum of 1929 mean sea level to which any structure has been floodproofed;
 - 3. Certification by a registered professional engineer or architect that the floodproofing methods for any nonresidential structure meet the floodproofing criteria in MMC [14.01.130\(B\)\(2\)](#);
 - 4. Description of the extent to which a watercourse will be altered or relocated as a result of proposed development;
 - 5. Base flood elevation data; and
 - 6. Floodway data.
- The City of Monroe is a participant in the Nation Flood Insurance Program (NFIP) and the Community Rating System (CRS). The Community Rating System was created by the Federal Emergency Management Agency (FEMA) as an integral part of the National Flood Insurance Program to encourage communities to undertake activities to reduce flood losses, facilitate accurate insurance ratings and promote the awareness of flood insurance. The city's voluntary activities have resulted in a community rating of a Class 5 giving a 25% reduction in premiums for all new and renewed flood insurance policies for structures located in the floodplain.