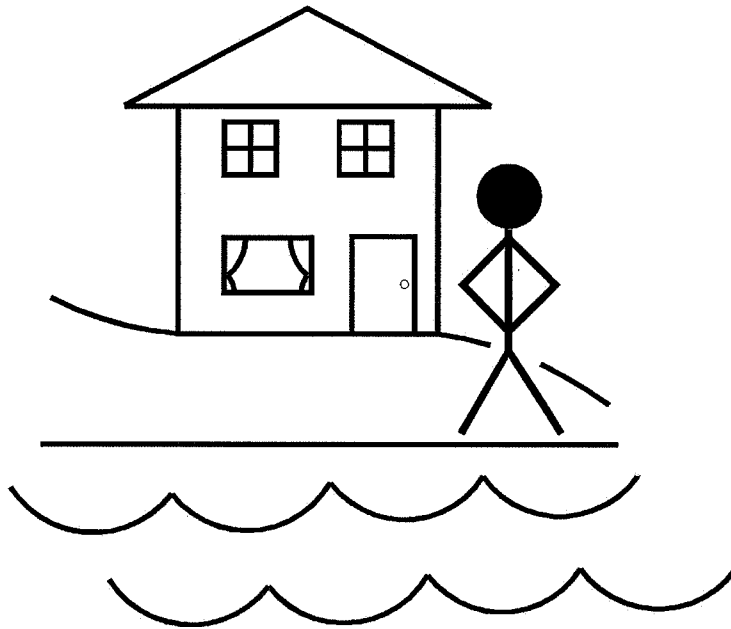




*Planning & Permitting Division
Permit Assistance Center*

SPECIAL FLOOD HAZARD AREA PERMIT APPLICATION PACKET



Contents

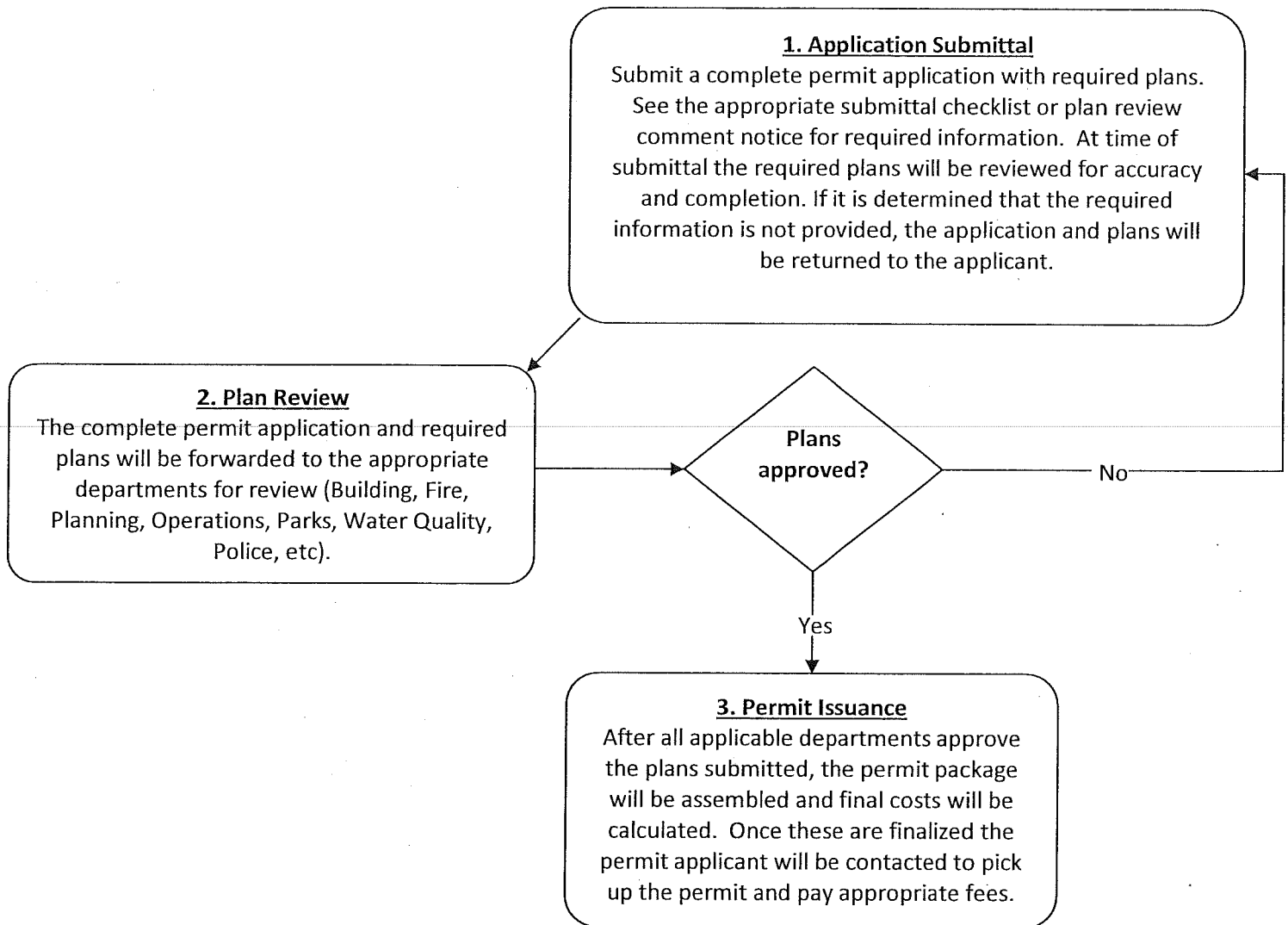
- 1) Special Flood Hazard Area Permit Process Flow Chart*
- 2) Combined Permit Application*
- 3) Submittal Checklist*

This is intended only as an informational guide. The information may not be complete and is subject to change.

Please verify accuracy of this information / form prior to submitting.

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

Special Flood Hazard Area Permit Process Flow Chart





**Planning & Permitting Division
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www.monroewa.gov

FOR OFFICE USE ONLY
PERMIT #(s) _____

COMBINED PERMIT APPLICATION
PERMIT SUBMITTAL HOURS
MONDAY – FRIDAY / 9:00 - 12:00 & 2:00 – 4:00

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 Owner(s): 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.
- 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.

**PERMIT SUBMITTAL COMPLETENESS CHECKLIST
 SPECIAL FLOOD HAZARD AREA**

Project name:		Accepted by/Date:
Project address:		File number:

**THE PURPOSE OF THIS CHECKLIST IS TO DETERMINE COMPLETENESS OF A SUBMITTAL.
 THE CHECKLIST DOES NOT VERIFY THE ACCURACY OF MATERIALS RECEIVED.
 Indicate the sheet number for each item in the left-hand column.**

GENERAL PROJECT SUBMITTALS

Sheet #	N/A	Office Use Only		Reference
			Completed Combined Permit Application.	
			Elevation Certificate (pre-construction).	
			Two (2) copies of special flood hazard area plans.	MMC 14.01.100

SPECIAL FLOOD HAZARD AREA PLAN REQUIREMENTS

Sheet #	N/A	Office Use Only		Reference
			Plans must be drawn to scale and show the nature, location, dimensions, and elevations of the property in question; existing and proposed structures, fill, pavement and other impervious surfaces, sites for storage of materials.	Floodplain Management and the Endangered Species Act, Section 4.2 (FEMA)
			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 zone, 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 filling, the site plan shall include proposed post-development terrain at one foot contour intervals.	