



# Permit Type II

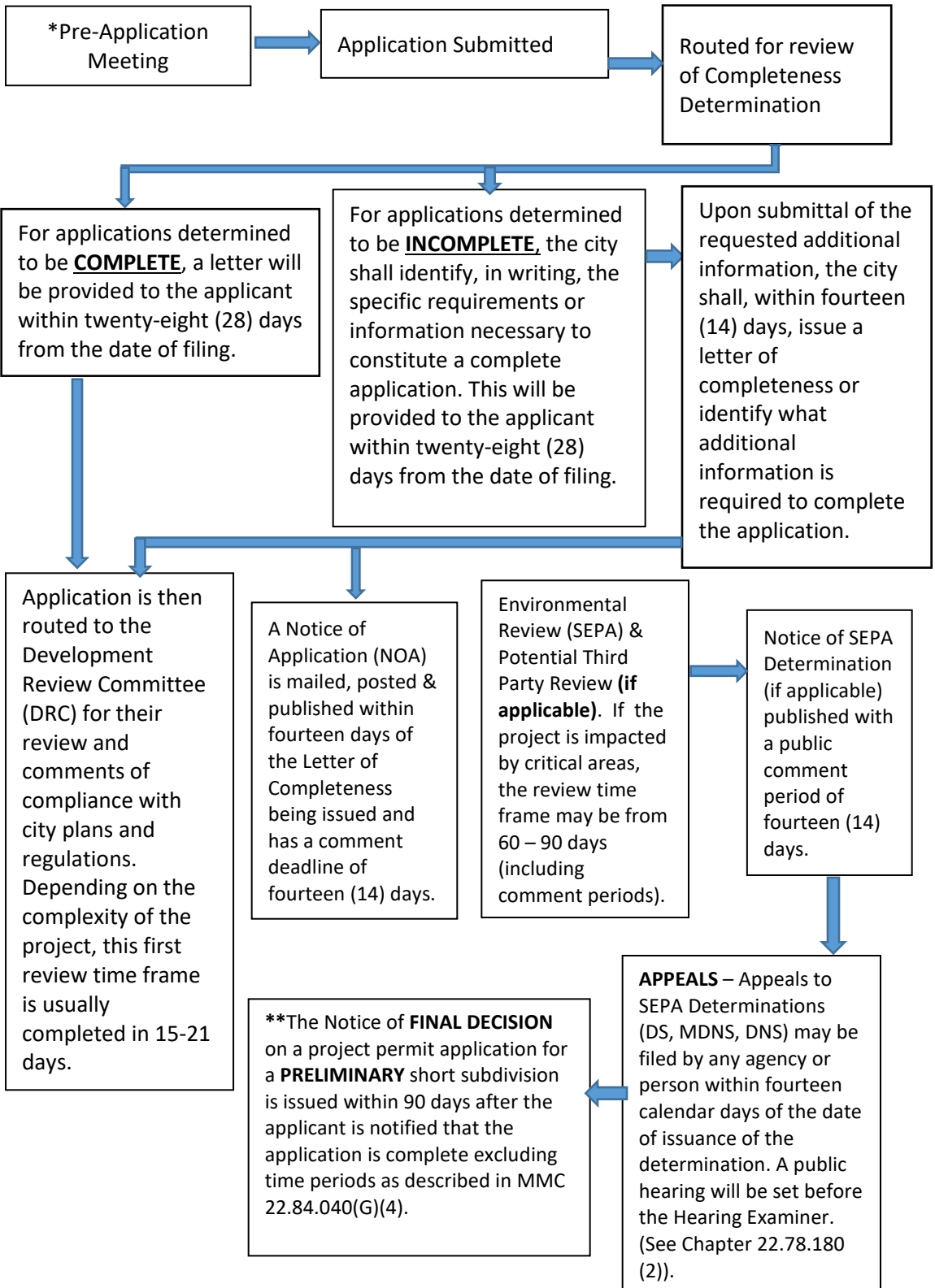
## Project Permit Types

Accessory Dwelling Unit
Binding Site Plan - Final
Binding Site Plan - Preliminary
Boundary Line Revision (not SEPA exempt)
Development Permit (not SEPA exempt)
Land Clearing/ Forest Practices (not SEPA exempt)
SEPA Threshold Determination/ EIS Adequacy
Shoreline Substantial Development
**Short Subdivision Preliminary
Single-Family Dwelling Exception to Development Moratoria

**TYPE II PERMITS ARE:** Major administrative actions subject to public notice. A public hearing is **NOT** required. Decisions on Type II actions are made by the zoning administrator.

**\*Pre-application meetings**  
 Applications for Type II permits are not required 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. The Pre-application checklist is available at:  
<http://www.monroewa.gov/512/Pre-Application-Review>

## Project Permit Review Process





# CITY OF MONROE COMMUNITY DEVELOPMENT PERMIT DIVISION

806 WEST MAIN STREET | MONROE, WA 98272  
City Hall 360.794.7400 | [www.monroewa.gov](http://www.monroewa.gov)

## ACCESSORY DWELLING UNIT (ADU)

### MMC CHAPTER 22.16.050 / CHAPTER 22.84

The purpose of this chapter is to regulate the establishment of accessory dwelling units within or in conjunction with residential dwelling units while preserving the character of single-family residential neighborhoods. This section is intended to permit the establishment of additional living quarters within residential neighborhoods in order to (A) make it possible for adult children to provide care and support to a parent or other relative in need of assistance, (B) provide increased security and companionship for homeowners, (C) provide the opportunity for homeowners to gain the extra income necessary to help meet the rising costs of home ownership, and/or (D) provide for the care of disabled persons within their own homes.

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. Please note that a pre-application meeting is **HIGHLY ENCOURAGED** for Type II permits (**ACCESSORY DWELLING UNIT**). 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](mailto: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.

### **SUBMITTAL CHECKLIST:**

Below is a checklist of items that must be submitted as part of your **ACCESSORY DWELLING UNIT 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.



# CITY OF MONROE

## COMMUNITY DEVELOPMENT PERMIT DIVISION

806 WEST MAIN STREET | MONROE, WA 98272  
City Hall 360.794.7400 | [www.monroewa.gov](http://www.monroewa.gov)

- APPLICATION FORM.** A completed and signed City of Monroe Combined Permit Application form by majority of those persons having an ownership interest of lots, tracts, parcels, or sites.
- AFFIDAVIT.** An affidavit, signed by the property owner before a notary public, affirming that the owner occupies either the primary dwelling unit or the accessory dwelling unit for more than six months per year (**see attached form**).
- COVENANT.** A covenant providing notice to future owners of ADU limitations (**see attached form**).
- TITLE REPORT.** 30 days to current at time of submittal
- 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 boundaries of adjacent properties.
- WRITTEN PROJECT NARRATIVE.** A project narrative describing the proposal, which meets the following criteria:
  - a. Accessory dwelling units shall only be allowed within single-family residential zoning districts, pursuant to MMC section 22.16.050.
  - b. An accessory dwelling unit shall be subordinate to and situated on the same lot as an existing primary dwelling unit.
  - c. No more than one accessory dwelling unit shall be permitted per lot.
  - d. Accessory dwelling units shall only be permitted as subordinate and incidental to detached single-family dwelling units. Accessory dwelling units shall not be permitted within attached dwelling units.
- 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 structures, 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 all other pertinent setback lines;
  - d. The locations of all critical areas and their associated buffers, if any;
  - e. All existing and proposed easements;
  - f. Drain field locations (if existing);
  - 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. Location and extent of street dedication, widening or other road improvements;
  - l. The existing zoning district of the proposed development site and any other zoning district within three hundred feet of the site;
  - m. 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;



## CITY OF MONROE COMMUNITY DEVELOPMENT PERMIT DIVISION

806 WEST MAIN STREET | MONROE, WA 98272  
City Hall 360.794.7400 | [www.monroewa.gov](http://www.monroewa.gov)

- ❑ **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.
- ❑ **SNOHOMISH HEALTH DISTRICT APPROVAL(s).** The written approval(s) of the Snohomish Health District, if required.

### **GENERAL PROVISIONS FOR ACCESSORY DWELLING UNITS**

- **Owner Occupancy.** Either the primary dwelling unit or the accessory dwelling unit shall be occupied by an owner of the subject property. Owner occupancy is defined as a property owner, as reflected in title records, who makes his or her legal residence at the site, as evidenced by voter registration, vehicle registration, or similar means, and actually resides at the site more than six months out of any given year, and at no time receives rent for the designated owner-occupied unit.
- **Rental of Owner-Occupied Unit.** The owner(s) shall not rent the designated owner-occupied unit, or any portion thereof, at any time for any period during the possession of the accessory dwelling unit (ADU) permit. Such rental shall void the permit.
- **Number of Occupants.** The total number of occupants in both the primary dwelling unit and accessory dwelling unit combined shall not exceed the maximum number established for a family as defined in MMC Chapter 22.12, Definitions. The purpose of this limitation is to ensure that the approval of an accessory dwelling unit shall not increase the overall density of the single-family residential neighborhood in which the accessory dwelling unit is located.
- **Location.** The accessory dwelling unit may be attached to or included within the primary dwelling unit or located in a detached structure. Detached accessory dwelling units shall be subordinate in location relative to the primary unit and shall only be located at the side or the rear of the primary dwelling unit. An accessory dwelling unit will be considered to be "detached" from the primary dwelling unit if it is surrounded on all sides by open space and does not share a common roof structure with the primary unit.
- **Minimum Lot Area.** Accessory dwelling units shall only be allowed on lots in single-family residential zoning districts that have a minimum gross lot area of at least three thousand square feet.
- **Size and Scale.**
  - Maximum Floor Area. In no case shall the total floor area of an accessory dwelling unit, whether attached or detached, exceed eight hundred square feet or forty percent of the floor area of the primary dwelling unit, whichever is less.
  - Bedrooms. An accessory dwelling unit shall contain no more than two bedrooms.

**\*\*\*\*\*IF THE ADU RECEIVES ADMINISTRATIVE APPROVAL, A SEPARATE BUILDING PERMIT WILL BE REQUIRED FOR CONSTRUCTION OF THE ADU**

**ANY OTHER ITEMS DEEMED NECESSARY BY THE ZONING ADMINISTRATOR**



# CITY OF MONROE

## COMMUNITY DEVELOPMENT PERMIT DIVISION

806 WEST MAIN STREET | MONROE, WA 98272  
City Hall 360.794.7400 | [www.monroewa.gov](http://www.monroewa.gov)

- ❑ **APPLICATION FORM.** A completed and signed City of Monroe Combined Permit Application form by majority of those persons having an ownership interest of lots, tracts, parcels, or sites.
- ❑ **AFFIDAVIT.** An affidavit, signed by the property owner before a notary public, affirming that the owner occupies either the primary dwelling unit or the accessory dwelling unit for more than six months per year (see attached form).
- ❑ **COVENANT.** A covenant providing notice to future owners of ADU limitations (see attached form).
- ❑ **TITLE REPORT.** 30 days to current at time of submittal
- ❑ **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 boundaries of adjacent properties.
- ❑ **WRITTEN PROJECT NARRATIVE.** A project narrative describing the proposal, which meets the following criteria:
  - a. Accessory dwelling units shall only be allowed within single-family residential zoning districts, pursuant to MMC section 22.16.050.
  - b. An accessory dwelling unit shall be subordinate to and situated on the same lot as an existing primary dwelling unit.
  - c. No more than one accessory dwelling unit shall be permitted per lot.
  - d. Accessory dwelling units shall only be permitted as subordinate and incidental to detached single-family dwelling units. Accessory dwelling units shall not be permitted within attached dwelling units.
- ❑ **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 structures, 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 all other pertinent setback lines;
  - d. The locations of all critical areas and their associated buffers, if any;
  - e. All existing and proposed easements;
  - f. Drain field locations (if existing);
  - 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. Location and extent of street dedication, widening or other road improvements;
  - l. The existing zoning district of the proposed development site and any other zoning district within three hundred feet of the site;
  - m. 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;



# CITY OF MONROE

## COMMUNITY DEVELOPMENT PERMIT DIVISION

806 WEST MAIN STREET | MONROE, WA 98272  
City Hall 360.794.7400 | [www.monroewa.gov](http://www.monroewa.gov)

- ❑ **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.
- ❑ **SNOHOMISH HEALTH DISTRICT APPROVAL(s).** The written approval(s) of the Snohomish Health District, if required.

### GENERAL PROVISIONS FOR ACCESSORY DWELLING UNITS

- **Owner Occupancy.** Either the primary dwelling unit or the accessory dwelling unit shall be occupied by an owner of the subject property. Owner occupancy is defined as a property owner, as reflected in title records, who makes his or her legal residence at the site, as evidenced by voter registration, vehicle registration, or similar means, and actually resides at the site more than six months out of any given year, and at no time receives rent for the designated owner-occupied unit.
- **Rental of Owner-Occupied Unit.** The owner(s) shall not rent the designated owner-occupied unit, or any portion thereof, at any time for any period during the possession of the accessory dwelling unit (ADU) permit. Such rental shall void the permit.
- **Number of Occupants.** The total number of occupants in both the primary dwelling unit and accessory dwelling unit combined shall not exceed the maximum number established for a family as defined in MMC Chapter 22.12, Definitions. The purpose of this limitation is to ensure that the approval of an accessory dwelling unit shall not increase the overall density of the single-family residential neighborhood in which the accessory dwelling unit is located.
- **Location.** The accessory dwelling unit may be attached to or included within the primary dwelling unit, or located in a detached structure. Detached accessory dwelling units shall be subordinate in location relative to the primary unit and shall only be located at the side or the rear of the primary dwelling unit. An accessory dwelling unit will be considered to be "detached" from the primary dwelling unit if it is surrounded on all sides by open space and does not share a common roof structure with the primary unit.
- **Minimum Lot Area.** Accessory dwelling units shall only be allowed on lots in single-family residential zoning districts that have a minimum gross lot area of at least three thousand square feet.
- **Size and Scale.**
  - Maximum Floor Area. In no case shall the total floor area of an accessory dwelling unit, whether attached or detached, exceed eight hundred square feet or forty percent of the floor area of the primary dwelling unit, whichever is less.
  - Bedrooms. An accessory dwelling unit shall contain no more than two bedrooms.

**IF THE ADU RECEIVES ADMINISTRATIVE APPROVAL, A SEPARATE BUILDING PERMIT  
WILL BE REQUIRED FOR CONSTRUCTION OF THE ADU**

**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: [Handwritten Signature] Printed Name:
Mailing Address: Fax # ( )
City State Zip E-mail

Property Owner: Phone # ( )
\*\*Signature: [Handwritten 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.

**FOR OFFICE USE ONLY**

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

806 WEST MAIN STREET  
 MONROE, WA 98272  
 PERMIT CENTER (360) 863.4501  
[www.monroewa.gov](http://www.monroewa.gov)

**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 <sup>3</sup>
Short Subdivision - Final	Development Permit (not SEPA exempt)	Shoreline Conditional Use Permit <sup>2</sup>	
Site Plan Review	Land Clearing/ Forest Practices (not SEPA exempt)	Shoreline Variance <sup>2</sup>	
Subdivision - Final	SEPA Threshold Determination/EIS Adequacy <sup>1</sup>	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.

**ACCESSORY DWELLING UNIT COVENANT**

**Property Address** \_\_\_\_\_  
Monroe, Washington  
**Assessor's Parcel Number:** \_\_\_\_\_  
**Legal Description:** \_\_\_\_\_  
\_\_\_\_\_

I, the undersigned, have attained approval or an accessory dwelling unit (ADU) at the property address above, in accordance with the provisions of Chapter 22.16.050 (Accessory Dwelling Units) of the Monroe Municipal Code.

I agree and understand that it is my responsibility to notify all future property owners or long term lessors of the existence of the ADU and that its existence is predicated upon the occupancy of either the ADU or primary dwelling unit by the owner of the property. Additionally, I will notify all prospective buyers of the limitations on use and maintenance of the ADU as stipulated in Chapter 22.16.050 (Accessory Dwelling Units) of the Monroe Municipal Code. An example of the limitations of the ADU per Chapter 22.16 is the requirement of the property owner to reside in the primary or accessory dwelling unit for 6 months out of every year.

Finally, this covenant shall be recorded in order to notify all current and future property owners that if any conditions of the ADU approval are violated, the property owner will be required to remove all improvements which were added to convert the primary dwelling unit into an ADU and restore the site to a single-family dwelling unit. This covenant shall be construed as running with the land and be binding on all future owners and lessors of the premises.

Property Owner Signature: \_\_\_\_\_  
Print Name: \_\_\_\_\_

Property Owner Signature: \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Date: \_\_\_\_\_

STATE OF WASHINGTON )  
) )  
COUNTY OF SNOHOMISH)

I certify that I know of or have satisfactory evidence that \_\_\_\_\_ signed this instrument and acknowledge it to be his/her free and voluntary act for the uses and purposes mentioned in this instrument.

Notary's pressure seals must be smudged. Dated: \_\_\_\_\_  
Signature of Notary Public: \_\_\_\_\_  
Residing at: \_\_\_\_\_  
My Appointment Expires: \_\_\_\_\_

**THIS DOCUMENT MUST BE RECORDED WITH THE SNOHOMISH COUNTY AUDITOR.**



## AFFIDAVIT

STATE OF WASHINGTON )  
 )  
COUNTY OF SNOHOMISH)

\_\_\_\_\_  
Application Name and Number

I, \_\_\_\_\_, being first duly sworn on oath  
depose and say that I affirm I am the property owner for tax parcel  
# \_\_\_\_\_ located at \_\_\_\_\_ Monroe,  
Washington 98272 and occupy the primary residence or the accessory dwelling unit  
for more than six (6) months of the year.

\_\_\_\_\_  
Signed

Subscribed and sworn to me this \_\_\_\_\_ day \_\_\_\_\_, 20\_\_\_\_

NOTARY SEAL

\_\_\_\_\_  
Signature

NOTARY PUBLIC in and for the State of  
Washington:

Residing at: \_\_\_\_\_

Printed Name: \_\_\_\_\_

**My commission expires:** \_\_\_\_\_



## General Requirements

The City of Monroe has determined that the following minimum submittal standards must be met to consider permit application submittal documents sufficient for review.

**Q: Which file types are acceptable for electronic submittals?**

A: All electronic submittals must be in Portable Document Format (PDF).

**Q: Are there any specific requirements for my PDF submittal documents?**

A: Yes, please refer to the list below when creating your PDF submittal documents.

- Each submittal document uploaded to the ShareFile link provided by the Permit staff must be a separate PDF. To request a link to upload your submittal documents, please email your request to [building@monroewa.gov](mailto:building@monroewa.gov) / [landuse@monroewa.gov](mailto:landuse@monroewa.gov) or call the Permit Center at (360) 863-4501.
- Ensure all layers are flattened in the authoring program prior to export and submittal. Scanned documents are inherently flattened.
- Orient all sheets so the top of the page is always at the top of the computer screen (right side up).
- All documents must be titled using the nomenclature below:
  - ✓ Project Title
  - ✓ Lot # (if applicable)
  - ✓ Document Title
  - ✓ Examples: MonroePlat\_WetlandReport **(OR)** MonroePlat\_Lot3\_SitePlan

**Q: What are the requirements for design professional signatures on electronic documents?**

A: Permit submittals, which require the signature of a licensed design professional, may be submitted electronically, provided the signed document is submitted as a “flattened” PDF such that all layers of text, graphics, and content are merged into a single graphic entity. See security settings below for more information. See *Guidelines for Electronic Documents* on the [DOL website](#). Refer to [18.43 RCW](#), [18.210 RCW](#), [196-23 WAC](#) and [196-33 WAC](#) for more information.

**Q: May I apply security settings to my submitted documents?**

A: Electronic documents submitted for plan review and permit issuance must be provided in a state that allows for document mark up, file combining and processing. Documents submitted in any manner that prevents the city from completing the review and permit-issuance process, including but not limited to submitting documents that are locked, may result in additional review time and/or permitting delays.

---

NOTE: All electronic documents submitted to the City of Monroe and on line are subject to public disclosure laws.



## Electronic Document General Standard Guidelines

July 2019

---

### Q: Are there any specific drawing scale requirements?

A: Yes, please refer to the following list when considering your drawing scale.

#### **BUILDING PLANS**

- The minimum allowed scale for submittal drawings is  $1/4" = 1'$ .
- The use of a  $1/8" = 1'$  scale for full building floor plans, exterior elevations, or building sections is acceptable when unit plans, core plans, detail plans, detail sections and detail elevations are provided at the minimum scale of  $1/4" = 1'$ .

#### **SITE PLAN**

- For all projects, the site plan must have a north arrow and drawn at a scale of not less than  $1" = 50'$  unless property size makes this impractical.

#### **PRELIMINARY AND/OR FINAL PLAT**

- The minimum allowed scale for plans is  $1" = 100'$  unless property size makes this impractical.
- All supplemental and preliminary plat plans must have a north arrow provided.

#### **CIVIL CONSTRUCTION DRAWINGS**

- For drawings using a horizontal scale of not less than  $1" = 50'$  and a vertical scale of not less than  $1" = 10'$ .
- Match lines and separate plan sheets must be used when necessary to provide acceptable drawing quality and clarity in lieu of over-crowded drawings. An overall keyed reference plan for the match lines should be provided on the associated plan sheets.
- A smaller scale may be acceptable in certain cases. Please contact the Permit Center for specific approval prior to submittal.

### Q: Are there minimum drawing quality standards?

A: Yes, please refer to the list below when preparing your PDF submittal documents.

- Drawings must be easy to read and free of extraneous information or markings.
- Line-weight(s) must provide sufficient contrast with the background and other drawing elements.
- All code information must be conveyed in a clear and legible manner for review and field inspection purposes.
- Fonts must have a clarity equivalent to, or better than, the fonts Arial, Gill Sans, or Tahoma. 'Boilerplate' font style may be per applicant's standard, but font size for text must be a minimum of 10 pt. or  $3/32"$  for CAD prepared documents.
- Scanned hand drawn documents must be legible in font and drafting.

### Q: Are there any specific drawing size requirements?

A: Yes, please refer to the following list when considering your drawing size.

- For **minor residential remodel** permit applications the minimum sheet size is  $11" \times 17"$  and for **commercial building, preliminary plat and all other applications** the sheet size is  $18" \times 24"$  with margins at  $2"$  on the left and  $1/2"$  for the others, when viewed in landscape orientation. Sheet size must not reduce the required minimum drawing scale.

---

NOTE: All electronic documents submitted to the City of Monroe and are subject to public disclosure laws.



## Electronic Document General Standard Guidelines

July 2019

- Smaller sheet sizes for permit applications may be acceptable in certain cases. Please contact the Permit Center for specific approval prior to submittal.
- Approved plans that are provided onsite for the field inspector must be printed at full size to scale ***IN COLOR***.

### Q: Are there any other specific drawing requirements?

A: Yes, please refer to the following list for ***BUILDING CONSTRUCTION DRAWINGS*** orientation and layout.

- Drawings must accurately represent what is proposed for construction. Alternative designs, optional layouts (except those allowed in Basic Plans), irrelevant notes and unused details must not be included in the plan set.
- Remove all references to “NOT FOR CONSTRUCTION” or similar language.
- Plan sets must be fully dimensioned.
- Mirrored plans will ***NOT BE*** accepted.
- For residential projects, the site plan must have a north arrow. Where the floor plan(s) orientation does not match the site plan, north arrows must also be provided on the floor plan(s).
- For commercial projects a north arrow must be provided on all architectural site plans and building floor plan sheets.
- Elevation views must be labeled as North, South, East and West as appropriate. Final grade should be accurately depicted on the elevation views.
- Building plans and Civil Engineered drawings must correspond to the site topographic conditions.

A: Yes, please refer to the following list for ***LAND USE DRAWINGS*** orientation and layout.

- Plan sets must be fully dimensioned.
- All supplemental and preliminary plat plans must have a north arrow provided.
- Elevation views must be labeled as North, South, East and West as appropriate. Final grade should be accurately depicted on the elevation views.
- Civil Engineered plans must correspond to the site topographic conditions.

### Q: Is it acceptable for my PDF submittal to be a scanned document?

A: PDF documents created from electronic sources are preferred; however, documents which are only available in paper format may be submitted as scanned document PDFs. Original paper documents must be as clean as possible, and scanned at a resolution which ensures the pages are legible when viewed on a computer screen and when printed.

Scanning must be done at a minimum of 150 dpi and a maximum of 300 dpi to balance legibility and file size. Full-photo scan settings for copies must be avoided.

### Q: Are there any specific drawing layout suggestions?

A: Yes, the following suggestions can help reviewers navigate your submittal documents more efficiently.

- A title block should be located on the right-hand side of each page. The title block should include page numbers that are unique to each page and provide a logical sequence of drawings.

NOTE: All electronic documents submitted to the City of Monroe and are subject to public disclosure laws.



## *Electronic Document General Standard Guidelines*

*July 2019*

- 
- As much as practicable, each drawing sheet should have one scale. Detail sheets with multiple scales are not preferred.
  - Locate the title block in the same location on all drawings. This allows approval stamps to be applied more efficiently.
  - The building orientation should be the same across all architectural, structural and MEP drawings.

### **Q: Are there any additional suggested navigational enhancements for my PDF submittal?**

A: The use of a coversheet index, bookmarks and hyperlinks are strongly encouraged when there are multiple pages within the PDF submittal.

- A drawing index provided on the cover page should be specific to the drawing submittal.
- Bookmarks should match the index sequence.
- Bookmarks should be named in a way so the reviewer can quickly move from sheet to sheet.
- Bookmark settings should be set to open each page at full view.
- Hyperlinks are extremely useful for navigating drawing sets and are strongly encouraged for linking detail callouts on the floor plans to the referenced sheet or specific detail.

---

NOTE: All electronic documents submitted to the City of Monroe and are subject to public disclosure laws.