Pre-Application Review Checklist

Date and time of meeting:

NOTE: Any information given by the Development Review representatives at the Pre-Application Review meeting is considered **PRELIMINARY**. The information is not binding, does not vest the project or proposal, and does not represent a complete review of your project. In-depth reviews are provided once your project application has been submitted and deemed complete.

Be advised that the applicant, not the City, is ultimately responsible for correctly interpreting and applying City development standards. The City makes no assurances as to the accuracy of any information provided at pre-application meetings or in any other communications to applicants and assumes no liability if an applicant relies upon inaccurate information to its detriment.

Applicant signature_____

The City of Monroe is committed to excellent and efficient customer service. To this end, the City strongly encourages a Pre-Application Review meeting before submittal of a land development, subdivision, or commercial building application. This will provide you an opportunity, early in the planning stage, to meet with Development Review representatives who will assist you with preliminary direction regarding your proposed project.

Pre-Application meetings are held weekly on Tuesday's beginning at 1:30 p.m. and are limited to 1 hour sessions, although complex projects may require additional time. Contact the Planning Department at 360-863-4532 or email your request for a Pre-Application review meeting to kshaw@monroewa.gov.

Please complete the information below and provide the applicable checklist items to the best of your ability.

Site Address or Property Location_____

Size of site (acre/square feet)_____**Tax Parcel Number (14 digits)**_____

Applicant/Agent_____**Phone #** (_____) _____

Mailing Address_____**Fax #** (____) _____

City_____State _____Zip _____**E-mail** _____

Property Owner_____**Phone #** (____) _____

Mailing Address: _____**Fax #** (____) _____

City _____**State** _____**Zip** _____**E-mail** _____

Project Description, including current and proposed use.

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List any specific questions you may have about your project. Attach a separate page if necessary.

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<u>PROVIDE THE FOLLOWING INFORMATION TO THE BEST OF YOUR ABILITY (AND IF APPLICABLE TO YOUR PROJECT):</u>

- ❑ **Site Map (five (5) hard copies or via email)** drawn to scale. Paper size may be 81/2" x 11 **or** 11 x 17". Site map should include the following, as applicable to your specific project:

- ❑ Topography (contours, site features, significant trees, power poles, utility boxes, fire hydrants)

- ❑ Total land area

- ❑ All lot lines

- ❑ Existing and proposed structures, easements, and utilities, when applicable

- ❑ Access, parking and areas intended for open space

- ❑ Identify any known critical areas, e.g. wetlands, streams, slopes, seismic and erosion areas

- ❑ Setbacks to property lines appropriate to the zone

- ❑ Indicate impervious areas e.g. asphalt, gravel, buildings, concrete

- ❑ Site photos (optional)

<u>IF CONSTRUCTING A NEW BUILDING OR REMODELING, PROVIDE THE FOLLOWING INFORMATION.</u>

- ❑ Total area of each proposed structure, including an area breakdown by each floor and an area breakdown by occupancy (if applicable).

- ❑ Type of construction, including probable building materials and treatment of exterior surfaces on all proposed structures.

- ❑ Total number of dwelling units and description of the housing type for each proposed unit.

For more information regarding the <u>Monroe Municipal Code</u>, please go to the City of Monroe's website at <u>http://www.codepublishing.com/WA/Monroe</u>.

THE ADVENTURE STARTS HERE!