



**CITY OF MONROE
COMMUNITY DEVELOPMENT
PERMIT DIVISION**

806 WEST MAIN STREET | MONROE, WA 98272
Permit Center – (360) 863-4501 | www.monroewa.gov

ZONING VERIFICATION LETTER

The Zoning Verification application is to be filed before receiving verification of property zoning and code information. Each application and \$30 fee applies to only one parcel number, unless multiple parcels are associated with a specific project. Additional parcels not associated with a project must be accompanied by a separate application and fee.

SUBMITTAL OPTIONS:

- **ELECTRONIC** Submittals can be made electronically by emailing landuse@monroewa.gov.

Applicant Information

Name: _____ Agency(if applicable): _____

Street Address: _____ City: _____ State: _____ ZIP: _____

Phone: _____ Email: _____

Location of Property/Address to be Verified

Parcel Number(s): _____

Address: _____

Intersection Street Names: _____

Project Name (if applicable): _____

Description of Current Use:



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Description of Proposed Use (if applicable):

Additional Information you would like the City of Monroe to address:

Request

Please check all that apply to your request. Depending on the subject site, not all information will be available. Please allow up to two working weeks for completion of the letter.

- Certificate of Occupancy
- Current zoning of the property
- Current land use designation of the property
- Is the current use of the property in compliance with the existing zoning?
- Are there any known legal non-conforming uses occurring on the site?
- Are there any known unresolved zoning/building code violations on record?
- Zoning of the abutting properties surrounding the subject site
- Have any Conditional Use Permits or Variances been granted for the subject site?
- Applicable building setbacks
- Allowable lot coverage
- Applicable parking ratio
- Other: _____



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Submittal Checklist

- Completed and signed request form

Signature

Applicant Name: _____

Signature: _____