



CITY OF MONROE COMMUNITY DEVELOPMENT PERMIT DIVISION

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

FINAL SUBDIVISION / FINAL SHORT SUBDIVISION

MMC CHAPTER 22.68 / CHAPTER 22.42

The purpose of the Final Subdivision and Final Short Subdivision process is to ensure accuracy and conformance with the approved preliminary subdivision and the requirement of city ordinances and state law.

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 I permits (**FINAL SUBDIVISION/FINAL SHORT SUBDIVISION**). 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.

FINANCIAL SECURITIES (BONDS):

Prior to submittal of a Final Subdivision or Final Subdivision/Final Short Subdivision application, a Financial Security will be required from the applicant to ensure that all required improvements are constructed OR will be constructed. Please contact Kim Shaw, Land Use Permit Supervisor, @ 360-863-4532 for further assistance with the Financial Securities.

SUBMITTAL OPTIONS:

- **ELECTRONIC** Submittals can be made electronically by requesting a Sharefile link at 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 in addition to a CD with individual PDFs of each of the required items.

SUBMITTAL CHECKLIST:

Below is a checklist of items that must be submitted as part of your **FINAL SUBDIVISION / FINAL SHORT SUBDIVISION 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.



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- ✓ **APPLICATION FORM.** A completed and signed City of Monroe Combined Permit Application form.
- ✓ **TITLE REPORT.** 30 days to current at time of submittal.
- ✓ **PROJECT NARRATIVE.** Description of proposal.
- ✓ **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 other parcels and development.
- ✓ **CONDITIONS, COVENANTS, RESTRICTIONS (CC&R'S).** If the subdivision includes common property and/or easements or tracts that are not dedicated to the city, a homeowner's association is required. The planning department shall review the conditions, covenants, and restrictions (CC&R's).
- ✓ **LOT CLOSURES.** A full and correct description of the lands divided as they appear on the subdivision
- ✓ **MAILBOX LOCATION.** Approval from the PostMaster indicating the mailbox location (Monroe Post Office: 122 N Blakeley St., Monroe/Phone: 360.805.1962)
- ✓ **FINAL SUBDIVISION/SHORT SUBDIVISION PLAT MAP (CHAPTER 22.68.040).** The final subdivision shall consist of a subdivision map and survey information attachments. The approved preliminary subdivision may be used as the final subdivision provided all specification requirements of this section are included. The final subdivision map shall be prepared by or under the supervision of a land surveyor registered in the State of Washington and prepared in black ink on any standard material consistent with and conforming to Chapter 58.09 RCW and WAC 332-130-150 and acceptable to the city measuring 18 inches by 24 inches in size. Each sheet, including the index sheet, shall conform to, and compatible with, the Snohomish County Recorder's recording standards and guidelines The subdivision shall include the following information:
 - Information required by the preliminary subdivision approval, including the building envelopes, significant trees to be retained, and sensitive areas and buffers;
 - The name of adjacent subdivisions and unplatted property shall be identified using dotted lines;
 - The name of the subdivision, name(s) of the subdivider(s) and the name of the registered surveyor that prepared the subdivision shall be on all maps and surveyor notes;
 - All lots shall be dimensioned and numbered consecutively starting with number (1) and show the lot area and the building setback lines in accordance with this title;
 - The length and bearing of all straight lines, central angles, radii, and curve lengths of all curves;
 - All dimensions along lot lines with accurate dimensions in feet and hundredths of feet with true bearings and angles to streets and alley lines;
 - Suitable primary control points, approved by the public works director, or descriptions and ties to such control points, to which all dimensions, angles, bearings and similar data given on the subdivision shall be referred;



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- Accurate distances, bearings, locations and dimensions of the subdivision boundary lines, street lines, monuments and corporate limit, township or section lines which are referenced to a survey datum as prescribed by the public works director;
- Show on the face of the subdivision map, all land which is offered for dedication to the city related to streets, alley ways, easements, sensitive areas and associated buffers, parks, open space and other public use and/or dedication to other person and persons or entities for other purposes as shown on the approved preliminary subdivision. Any dedication, donation or grant shown on the face of the subdivision shall be considered for all intent and purposes as a quit claim deed;
- The final subdivision shall contain a legal description of the subdivision property;
- The final subdivision shall show the easement provisions, restrictions section, dedication and certification statements with appropriate signatures and seals, as set forth in greater detail in a checklist prepared by the public works director, before the subdivision is approved and recorded.

UPON FINAL APPROVAL

- The applicant shall be responsible for providing the original of the final signed subdivision to Snohomish County Auditor's Office for recording within a timely manner.
- The applicant shall provide the City with a conforming reproducible copy within 10 days of recording. One paper copy shall be filed with the county assessor.

You can find the requirements for documents submitted to the Snohomish County Auditor's office for recording at the following link:
<https://snohomishcountywa.gov/280/Document-Format-Requirements>



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) [] Spray Booth [] attached form
[] Plumbing [] Tents & Canopies [] Other
[] Racking [] 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: 13325 191st Ave. SE, Monroe, WA 98272

Size of site (acre/square feet): 1.75 acres (76,404 SF)

Assessor's Tax Parcel Number (14 digits): 28063600100100, 28063600100300 & 28063600100600

Applicant: MainVue WA LLC (Attn: Allison Rothstein, Director of Land Entitlement and Development) Phone # (425) 646-4022

*Signature: Allison Rothstein Printed Name: Allison Rothstein

Mailing Address: 121 3rd Avenue Fax #

City Kirkland State WA Zip 98033 E-mail Allison.Rothstein@mainvuehomes.com

Property Owner: Same as Applicant - See Above 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.

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):

N/A

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.

This is a final short plat application to subdivide the property by a 7-lot short plat with an average lot size of 6,815 SF and

smallest lot size of 5,711 SF based on the current R-4 zoning. Lots would take access from a dedicated

public street which would extend 133rd St. SE to the east, in the recorded plat of Eaglemont Div. Div. 6,

to 191st Avenue SE to the west. Sewer and water are provided by the City of Monroe.

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: _____