
22.84.040 Application and review process.

A. *Application Forms.* All applications for permits and other city approvals under the development regulations shall be submitted on forms provided by the department of community development. All applications shall be acknowledged by the property owner(s) and any interested parties, if applicable.

B. *Consolidated Permit Processing.* The city shall consolidate all project permit applications for a development proposal to integrate the development permit and environmental review processes, while avoiding duplication of the review processes. An applicant may request in writing that their permit reviews remain unconsolidated. Upon receiving a written request, the zoning administrator may allow for the permit applications to remain unconsolidated and be reviewed separately.

1. An application that involves two or more procedures may be processed collectively under the highest numbered procedure required for any part of the application or processed individually under each of the procedures identified by code. If the application is processed under the individual procedure option, the highest numbered type procedure must be processed prior to the subsequent lower numbered procedure. If multiple applications are submitted concurrently, the city shall process as a consolidated application unless notified otherwise by the applicant.

2. SEPA review shall be conducted concurrently with project review except where exempted by Chapter [22.78](#) MMC.

3. Applications processed in accordance with this subsection (B), Consolidated Permit Processing, which have the same numbered procedure but are assigned to different hearing bodies, shall be consolidated and heard by the highest decision-making authority. The city council is the highest decision-making authority, followed by the hearing examiner, and then the zoning administrator.

4. Project permit applications are allowed a maximum of one open record public hearing.

C. *Preapplication Meetings.*

1. A preapplication meeting is optional, but encouraged, for applications for Type I and Type II permits.

2. Applications for Type III and IV permits will not be accepted until the applicant has attended a preapplication meeting. This requirement may be waived by the zoning administrator.
3. The purpose of the preapplication meeting is to discuss the proposal, permit requirements, fees, review process, applicable plans, policies, and regulations.
4. The zoning administrator shall establish procedures, reasonable schedules, and staff participation for preapplication meetings.
5. The applicant shall be responsible for all staff costs related to the preapplication meeting.
6. Preapplication meetings are nonbinding, and shall not prevent the city from enforcing all applicable codes, ordinances, and regulations in effect at the time of application.

D. *Project Permit Applications.*

1. All applications submitted for review under this title shall include all the materials and information described in subsections [\(D\)\(1\)\(a\)](#) through [\(j\)](#) of this section. Development applications shall not be deemed complete until all of the materials and information specified in subsections [\(D\)\(1\)\(a\)](#) through [\(j\)](#) of this section are received. The zoning administrator may also require such additional information as reasonably necessary to fully and properly evaluate the proposal. The following materials shall be submitted with a project permit application unless waived by the zoning administrator pursuant to subsection [\(D\)\(3\)](#) of this section:

- a. The title and location of the proposed development, together with the names, addresses and telephone numbers of the record owner or owners of the land, and of the applicant, and, if applicable, the names, addresses and telephone numbers of any architect, planner, designer or engineer responsible for the preparation of the plan, and of any authorized representative of the applicant;
- b. The proposed use or uses of the land and buildings;
- c. A site plan drawing or drawings at a scale of not less than one inch for each fifty feet which shall include or show:

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- i. The location of all existing and proposed structures, including, but not limited to, buildings, fences, culverts, bridges, roads and streets on the subject property;
 - ii. The boundaries of the property proposed to be developed;
 - iii. All proposed and existing buildings and setback lines;
 - iv. All areas, if any, to be preserved as buffers or to be dedicated to a public, private, or community use or for open space under the provisions of this or any other city ordinance, information regarding percentage of area covered, locations, and general types of landscaping;
 - v. All existing and proposed easements;
 - vi. The locations and size of all existing and proposed utility structures and lines;
 - vii. The storm water drainage systems for existing and proposed structures, including the location and extent of curbs and gutters;
 - viii. All means of vehicular and pedestrian ingress and egress to and from the site and the size and location of driveways, streets and roads;
 - ix. The location and design of off-street parking areas showing their size and locations of internal circulation and parking spaces;
 - x. Traffic volumes and flows estimated to be generated by the proposed development on adjacent roads;
 - xi. Location and extent of street dedication, widening or other road improvements;
 - xii. Location and extent of acceleration and deceleration lanes, if needed;
 - xiii. Location of traffic-control devices on and off the site;
 - xiv. The location of all loading spaces, including, but not limited to, loading platforms and loading docks where trucks will load or unload; and
 - xv. Location and area, in square feet, of all signs.

- d. Topographic map or maps which delineate contours, both existing and proposed, at intervals of two feet and which locate existing lakes, streams and forested areas;
- e. The existing zoning district of the proposed development site and any other zoning district within three hundred feet of the site;
- f. 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;
- g. The proposed number of dwelling units and number of bedrooms in the development;
- h. The proposed number of square feet in gross floor area for each commercial and industrial use;
- i. A description of each commercial and industrial use; and
- j. The written approvals of the Snohomish health district, if required.

2. The applicant shall apply for all permits identified in the preapplication meeting, or as otherwise specified by the zoning administrator.

3. The zoning administrator shall have the authority to prepare and revise submittal requirements.

E. *Project Permit Application Completeness.* Upon receiving a date-stamped application, and payment of required fees, the city shall route the application to the development review committee (DRC), described below, for review; within twenty-eight days, the city shall provide the applicant with a written determination that the application is complete or incomplete.

1. *Determination of Completeness.*

- a. A project application shall be declared complete only when it contains all of the following materials:
 - i. A fully completed, signed, and acknowledged development application and all applicable review fees.

- ii. A fully completed, signed, and acknowledged environmental checklist for projects subject to review under the State Environmental Policy Act.
 - iii. The information specified for the desired project in the appropriate chapters of this code and as identified in subsection [\(D\)\(1\)](#) of this section.
- b. Following a determination of completeness, the city shall provide the applicant written comments that identify specific issues not in compliance with city regulations and standards. If the applicant does not respond to the requested corrections within thirty days of notice, the city may close the application due to inactivity.

2. *Determination of Incompleteness.*

- a. For applications determined to be incomplete, the city shall identify, in writing, the specific requirements or information necessary to constitute a complete application.
- b. If the requested additional information is not submitted within thirty days of determining the application is incomplete, the application file shall be closed.
- c. Upon submittal of the additional information, the city shall, within fourteen days, issue a letter of completeness or identify what additional information is required to complete the application.
- d. If the city does not provide the determination required by this section within twenty-eight days, the application shall be deemed complete for purposes of further processing, but that shall not preclude the city from requesting any additional information required for the application to be actually complete under the city's codes, nor shall it preclude the city from requesting additional information or studies as authorized by RCW [36.70B.070](#).

F. *Development Review Committee.*

- 1. The development review committee (DRC) is composed of city department heads or designees and may include representatives from affected utility districts, the fire district, and any other entities or agencies as deemed appropriate by the zoning administrator.
- 2. The DRC shall review the development application for compliance with city plans and regulations, coordinate necessary permit reviews, and identify the development's environmental impacts.

3. The zoning administrator or their designee shall route project permit applications to all affected city departments for review and comment. Timing of such routing shall be determined in consultation with the DRC. Project permit applications shall be reviewed in accordance with applicable city policies and regulations. The zoning administrator shall set out time periods for review by affected departments and distribute information at DRC meetings.

G. *Time Limits/Review Clock.*

1. The city shall issue a notice of final decision on a project permit application for a preliminary long or short subdivision [or preliminary unit lot subdivision](#) within ninety days from the date of filing, pursuant to RCW [59.17.140\(2\)](#).
2. The city shall issue a notice of final decision on a project permit application for a final subdivision [or final unit lot subdivision](#) within thirty days from the date of filing, pursuant to RCW [59.17.140\(2\)](#).
3. The city shall issue a notice of final decision on all other project permit applications within one hundred twenty days after the applicant is notified that the application is complete or within fourteen days of approval.
4. The city shall exclude the following periods from the time limits of this subsection (G):
 - a. Any time required to process necessary amendments to the comprehensive plan (including the initial adoption of subarea plans), or development regulations.
 - b. Any time required to correct plans, perform studies, or provide additional information; provided, that within fourteen calendar days of receiving the requested additional information, the zoning administrator shall determine whether the information is adequate to resume the project review.
 - c. Any time during which substantial project revisions are made or requested by an applicant, in which case the one hundred twenty days will be calculated from the time that the city determines the revised application to be complete.
 - d. Any time required for the preparation and review of an environmental impact statement.

- e. Any time required to complete the process for the siting of an essential public facility.
 - f. Any extension of time mutually agreed upon by the city and the applicant.
 - g. Any time required to obtain any necessary variance.
 - h. Any time required for any remand to the hearing body.
 - i. Any time required for any administrative appeal of project permits, if applicable.
 - j. Any specific amount of additional time that the city determines is necessary for the processing of a specific complete project permit application.
5. The city shall make every effort to process applications in a timely manner. When time limitations are not met, the city shall provide a written explanation to the applicant. The explanation shall state the reasons why the decision has not been issued and the estimated date of the decision. Alternatively, an applicant and the city can mutually agree to extend the time period for a decision. (Ord. 001/2025 § 3 (Exh. B); Ord. 005/2019 § 10 (Exh. B))

The Monroe Municipal Code is current through Ordinance 001/2025, passed January 14, 2025.

Disclaimer: The city clerk's office has the official version of the Monroe Municipal Code. Users should contact the city clerk's office for ordinances passed subsequent to the ordinance cited above.

[City Website: www.monroewa.gov](http://www.monroewa.gov)

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