



CITY OF MONROE
COMMUNITY DEVELOPMENT
PERMIT DIVISION

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

- ☒ **FEES.** Payment of all applicable fees, as established by the City's current fee schedule.
- ☒ **VICINITY SKETCH MAP.** A vicinity map on 8.5" X 11" paper showing the location of the project with respect to public streets and adjacent properties and development.
- ☒ **WRITTEN NARRATIVE.**
- ☒ **PRELIMINARY SUBDIVISION PLAT MAP (CHAPTER 22.68.040)** - Shall be Prepared by a professional land surveyor, at a scale of one inch equals one hundred feet (1" = 100') (unless property size makes this impractical), and containing the following information:
 - Name of the proposed subdivision (or dedication);
 - The date, scale of plat, size (in acres) of the property, designation of north, vertical control datum, and certification of the professional land surveyor;
 - The name and address of the subdivider
 - Legal description of the proposed subdivision (or dedication);
 - Boundary lines, approximate and to scale, of the property to be subdivided or dedicated;
 - Within the proposed subdivision or dedication and within a distance of fifty feet from its boundaries, the locations, width, and designation of existing or platted public highways, and the location and designation of existing buildings, utilities, watercourses, power lines, culverts, section lines, and similar features;
 - The zoning of the property and contiguous parcels;
 - Topographic contours at intervals of two feet subject to prior approval by the city engineer;
 - Approximate dimensions of lots and blocks with lot numbers and block designations. The final subdivision shall contain a legal description of the subdivision property;
 - Parcels and tracts to be reserved or dedicated for parks, playgrounds, streets, alleys, schools or other public uses; and
 - Location and direction of flow of watercourses and approximate location of areas subject to inundation or storm water overflow within or adjacent to the proposed subdivision or dedication.
- ☒ **A STORM WATER SITE ASSESSMENT.** In substantial conformance with the WA. State DOE Stormwater Manual (latest edition) and the Puget Sound Partnership Low Impact Development technical Guidance Manual for Puget Sound dated December 2012;
- ☒ **A PRELIMINARY PLAN SHOWING:**
 - The location, grade, and sizes of sewer lines, manholes, and other sewerage structures;
 - The location and size of water mains, hydrants, reservoirs, pump stations, and other elements of the proposed water system;
 - The location and size of storm water management facilities;
 - The location and grade of roads, pedestrian facilities, parking areas, and ADA provisions;
- ☒ **PRELIMINARY LANDSCAPING PLAN.** In accordance with **(Chapter 22.46.030 (A))**. Shall be prepared by a Washington State registered landscape architect or other landscape professional.

ANY OTHER ITEMS DEEMED NECESSARY BY THE ZONING ADMINISTRATOR.