



CITY OF MONROE PERMIT DIVISION COMMUNITY DEVELOPMENT

806 WEST MAIN STREET | MONROE, WA 98272
City Hall 360.794.7400 | www.monroewa.gov

ANNEXATION - MMC CHAPTER 22.76

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.

This checklist is to determine completeness of a submittal.
It does not verify the accuracy of materials received.

SUBMITTAL CHECKLIST (10% PETITION ANNEXATION):

Below is a checklist of items that must be submitted as part of your **ANNEXATION APPLICATION**. The following items are required in order for a complete application submittal.

- APPLICATION FORM.** A completed and signed City of Monroe Combined Permit Application.
- 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.
- NOTICE OF INTENTION TO COMMENCE ANNEXATION.** A letter by property owners of not less than 10% in value of the property within the annexation area. (See attached example).
- SNOHOMISH COUNTY ASSESSOR'S MAP.** A map which clearly depicts the following information:
 - a. Proposed annexation boundary;
 - b. Acreage of proposed annexation;
 - c. Monroe corporate limits in relation to proposed annexation area.
- ANNEXATION MAP.** A map which clearly depicts the following information:
 - a. Proposed annexation boundary;
 - b. Monroe corporate limits in relation to proposed annexation area;
 - c. Boundaries of any special purpose districts;
 - d. Current and proposed zoning.
- DRAFT LEGAL DESCRIPTION.**

Petitioners will pay fees Monday 7/21

A placeholder legal description is included. Draft legal description from surveyor pending.

SUBMITTAL CHECKLIST (60% PETITION ANNEXATION)

If the annexation 10% petition is accepted by City Council the following items must be submitted:

- LEGAL DESCRIPTION.** A legal description of the area to be annexed as submitted or geographically modified stamped by a surveyor licenses within the State of Washington.
- ANNEXATION MAP.** Map of area to be annexed as submitted or geographically modified
- PETITION.** A petition containing not less than 60% of the property owner signatures. (The city will provide petitions for collecting signatures)