



CITY OF MONROE  
PERMIT DIVISION  
COMMUNITY DEVELOPMENT  
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## GRADING

### MMC CHAPTER 22.42.040

The purpose of this section is to minimize soil disturbance, integrate new developments into the natural terrain, contain and manage stormwater runoff on-site, and minimize impermeable site area. The goal is also to protect and enhance the city's environments for living, working, and shopping activities. This section applies to all land disturbing activity, as defined in MMC Chapter 22.12, Definitions. Minimal grading is essential to developing sites that are integrated into the natural environment.

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

#### **SUBMITTAL OPTIONS:**

➤ <https://monroe.onlama.com/>

#### **SUBMITTAL CHECKLIST**

- Fees.** Payment of all applicable fees, as established by the City's current fee schedule.
- SEPA.** An Environmental checklist for grading over 499 cubic yards or any grading in a "Critical Area" as defined in the City's critical area ordinance MMC 22.80.
- Drainage Report.** A stormwater and drainage control plan prepared in accordance with MMC 22.80.
- Stormwater Pollution Prevention Plan (SWPPP).** Must meet the requirements of the MMC 15.01, including temporary erosion and sedimentation control.
- Vicinity map.** To include legal description, and assessor's tax parcel number.
  
- Plan showing:**
  - Scale of 1" = 50' or larger. Grading involving 5,000 cubic yards or more shall have plans prepared and stamped by a civil engineer licensed in the State of Washington.
  - Filling and grading plans shall be prepared based on topographic data and comply with the City's critical areas ordinance, MMC 22.80.
  - Show lot lines, easements, and right-of-way dimensions on and within 100' of the site.
  - Provide vicinity map, legal description, and assessor's tax parcel number.
  - Show existing and proposed land use and buildings, existing and proposed roads and utilities.
  - Show dimensions and distances to property lines.

#### ***NOTE:***

If the grading permit will be combined with the civil construction review, it is not necessary to submit separate plans, however; please use this as a checklist for the plan requirements.