



**CITY OF MONROE
PERMIT DIVISION
COMMUNITY DEVELOPMENT**

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

**ADMINISTRATIVE DEPARTURE –
MMC CHAPTER 22.42 / 22.46**

An administrative departure is a mechanism by which the city may require or allow departures from MMC 22.42 – Design Standards and/or MMC 22.46 Landscaping Standards - under certain circumstances.

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 **OPTIONAL** for Type I permits. 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.

SUBMITTAL:

➤ <https://monroe.onlama.com/>

SUBMITTAL CHECKLIST:

Below is a checklist of items that must be submitted as part of your **ADMINISTRATIVE DEPARTURE 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.

FEES. Payment of all applicable fees, as established by the City's current fee schedule.



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- 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.
- WRITTEN PROJECT NARRATIVE.** A project narrative describing the proposal, which includes the following information:
 - The title and location of the proposed development (if applicable).
 - Names, addresses, and telephone numbers of the owner(s) of record 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;
 - The existing zoning district(s) of the subject site;
 - The existing zoning district(s) within three hundred feet of the site;
 - The existing and proposed use(s) of the project site;
 - The proposed use or uses of the land and buildings;
 - 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;
 - The proposed number of dwelling units and number of bedrooms in the development;
 - The proposed number of square feet in gross floor area for each commercial and industrial use;
 - A description of each commercial and industrial use; and
 - A description of the design and/or landscaping standard(s) the administrative departure is needed.
- SITE PLAN.** A site plan drawing or drawings at a scale of not less than one inch for each fifty feet (1" = 50') which shall include or show:
 - a. Locations of all existing and proposed buildings and structures;
 - b. The boundaries of the subject site;
 - c. All setback lines;
 - d. All critical areas and their associated buffers;
 - e. Existing lot area
 - f. All existing and proposed easements;
 - g. The locations and size of all existing and proposed utility structures and lines;
 - h. The storm water drainage systems for existing and proposed structures;
 - i. Sizes and locations of driveways, streets, and roads.
- BUILDING ELEVATIONS.**
- DESCRIPTION OF HOW REQUEST COMPLIES WITH MMC 22.42.100 (A)(1)-(3).** Each circumstance detailed in this code section must be addressed.

ANY OTHER ITEMS DEEMED NECESSARY BY THE ZONING ADMINISTRATOR.