



CITY OF MONROE COMMUNITY DEVELOPMENT PERMIT DIVISION

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

ADMINISTRATIVE INTERPRETATION

MMC CHAPTER 22.10.050 / CHAPTER 22.84

Upon request or as determined necessary, the Zoning Administrator shall interpret the meaning or application of the provisions of the UDR and issue a written administrative interpretation within 30 days. The purpose of the Administrative Interpretation process is to regulate the minimum requirements necessary to accomplish the purposes of the Unified Development Regulations (UDR). Any act or activity regulated in this title shall also comply with all other applicable requirements of city code, laws, and regulations. Administrative interpretations, subject to Title 22, shall be appealable, as outlined under appeal procedures in Chapter 22.84, Permit Processing.

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 **HIGHLY ENCOURAGED** for Type I permits (**ADMINISTRATIVE INTERPRETATION**). 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 INTREPRETATION**. The following items are required in order for a complete application submittal.

- PROJECT NARRATIVE.** Identify the issues and desired interpretation.
- 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.

INTERPRETATIONS SHALL BE BASED ON:

- The defined or common meaning of the words of the provisions;
- The general purpose of the provision as expressed in this title;
- The logical or likely meaning of the provision viewed in relation to the comprehensive plan;
- Input and recommendations from other members of the development review committee; and
- Input and recommendations from the city attorney.

ANY OTHER ITEMS DEEMED NECESSARY BY THE ZONING ADMINISTRATOR.