



CITY OF MONROE COMMUNITY DEVELOPMENT PERMIT DIVISION

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

FINAL BINDING SITE PLAN

MMC CHAPTER 22.68.070

The purposes of a Binding Site Plan are to 1) Provide a method for division of land for commercial and industrial zoned property, or condominiums; 2) Allow the zoning administrator to authorize sharing of open space, parking, access and other improvements among contiguous properties subject to the binding site plan.

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 II permits (**FINAL BINDING SITE PLAN**). 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 or email landuse@monroewa.gov.

FINANCIAL SECURITIES (BONDS):

Prior to submittal of a Final Binding Site Plan application, a Financial Security will be required from the applicant to ensure that all required improvements are constructed OR will be constructed. Please contact Hannah Maynard, Planning Admin Assistant, at 360-863-4609 or hmaynard@monroewa.gov for further assistance with the Financial Securities.

SUBMITTAL:

➤ <https://monroe.onlama.com/>

SUBMITTAL CHECKLIST:

Below is a checklist of items that must be submitted as part of your **FINAL BINDING SITE PLAN 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.

- TITLE REPORT.** 30 days to current at time of submittal.
- FEES.** Payment of all applicable fees, as established by the City's current fee schedule.
- VICINITY MAP.** A vicinity map (8.5" X 11") showing the location of the project with respect to public streets and boundaries of adjacent properties.
- WRITTEN PROJECT NARRATIVE.** Description of proposal.
- CONDITIONS, COVENANTS, RESTRICTIONS (CC&R'S).** If the development includes common property and/or easements or tracts that are not dedicated to the city, an owner's association or other legal entity is required. The planning department shall review the conditions, covenants, and restrictions (CC&R's).
- LOT CLOSURES.** A full and correct description of the lands divided as they appear on the binding site plan.
- MAILBOX LOCATION.** Approval from the PostMaster indicating the mailbox location. Monroe Post Office: 122 N Blakeley St. or (360)805-1962
- 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:
 - The location of all existing and proposed structures, including, but not limited to, buildings, fences, culverts, bridges, roads and streets on the subject property;
 - The existing boundary lines (bearing and distance) and proposed boundary line changes;
 - All proposed and existing buildings and all other pertinent setback lines;
 - The locations of all critical areas and their associated buffers, if any;
 - All easements and other encumbrances occurring within the affected lots;
 - Drain field locations (if existing)
 - The locations and size of all existing and proposed utility structures and lines;
 - The storm water drainage systems for existing and proposed structures, including the location and extent of curbs and gutters;
- FINAL BINDING SITE PLAN MAP (CHAPTER 22.68.040).** The final binding site plan shall consist of a binding site plan map and survey information attachments. The approved preliminary binding site plan may be used as the final binding site plan provided all specification requirements of this section are included. The final binding site plan map shall be prepared by or under the supervision of a land surveyor registered in the State of Washington and prepared in black ink on any standard material consistent with and conforming to Chapter 58.09 RCW and WAC 332-130-150 and acceptable to the city measuring 18 inches by 24 inches in size. Each sheet, including the index sheet, shall conform to, and compatible with, the Snohomish County Recorder's recording standards and guidelines. The binding site plan shall include the following information:
 - Information required by the preliminary binding site plan approval, including the building envelopes, significant trees to be retained, and sensitive areas and buffers;
 - The name of adjacent subdivisions and unplatted property shall be identified using dotted lines;
 - The name of the binding site plan, name(s) of the applicants(s) and the name of the registered surveyor that prepared the binding site plan shall be on all maps and surveyor notes;
 - All lots shall be dimensioned and numbered consecutively starting with number (1) and show the lot area and the building setback lines in accordance with this title;
 - The length and bearing of all straight lines, central angles, radii, and curve lengths of all curves;

- All dimensions along lot lines with accurate dimensions in feet and hundredths of feet with true bearings and angles to streets and alley lines;
 - Suitable primary control points, approved by the public works director, or descriptions and ties to such control points, to which all dimensions, angles, bearings and similar data given on the subdivision shall be referred;
 - Accurate distances, bearings, locations and dimensions of the binding site plan boundary lines, street lines, monuments and corporate limit, township or section lines which are referenced to a survey datum as prescribed by the public works director;
 - Show on the face of the binding site plan map, all land which is offered for dedication to the city related to streets, alley ways, easements, sensitive areas and associated buffers, parks, open space and other public use and/or dedication to other person and persons or entities for other purposes as shown on the approved preliminary subdivision. Any dedication, donation or grant shown on the face of the subdivision shall be considered for all intent and purposes as a quit claim deed;
 - The final binding site plan shall contain a legal description of the development;
 - The final binding site plan shall show the easement provisions, restrictions section, dedication and certification statements with appropriate signatures and seals, as set forth in greater detail in a checklist prepared by the public works director, before the binding site plan is approved and recorded.
- TOPOGRAPHIC MAP.** A topographic map that delineates contours, both existing and proposed, at intervals of two feet, and which locates existing lakes, streams, and forested areas.
 - LANDSCAPING PLAN.** Criteria to be in accordance with Chapter 22.46. Plans shall be prepared by a Washington State registered landscape architect or other landscape professional.
 - LIGHTING PLAN.** Criteria to be in accordance with Chapter 15.15.
 - FINAL CRITICAL AREAS MITIGATION PLAN.** If applicable.

UPON FINAL APPROVAL

- The applicant shall be responsible for providing the original of the final signed binding site plan to Snohomish County Auditor's Office for recording within a timely manner.
- The applicant shall provide the City with a conforming reproducible copy within 10 days of recording. One paper copy shall be filed with the county assessor.

You can find the requirements for documents submitted to the Snohomish County Auditor's office for recording at the following link:
<https://snohomishcountywa.gov/280/Document-Format-Requirements>