



**CITY OF MONROE  
COMMUNITY DEVELOPMENT  
PERMIT DIVISION**

806 WEST MAIN STREET | MONROE, WA 98272  
City Hall 360.794.7400 | [www.monroewa.gov](http://www.monroewa.gov)

**BINDING SITE PLAN (PRELIMINARY)**

**10 LOTS OR MORE**

**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 **REQUIRED** for Type III permits (**PRELIMINARY BINDING SITE PLAN – 10 lots or more**). 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](mailto:landuse@monroewa.gov).

**SUBMITTAL:**

➤ <https://monroe.onlama.com/>

## **SUBMITTAL CHECKLIST:**

Below is a checklist of items that must be submitted as part of your **PRELIMINARY 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.** A summary of the project proposal.
- PRELIMINARY BINDING SITE PLAN MAP (CHAPTER 22.68.040)** - Shall be prepared by a professional land surveyor, at a scale of one inch equals one hundred feet (1" = 100') (unless property size makes this impractical), and containing the following information:
  - Name of the proposed subdivision or development (or dedication);
  - The date, scale of plat, size (in acres) of the property, designation of north, vertical control datum, and certification of the professional land surveyor;
  - The name and address of the applicant;
  - Legal description of the proposed subdivision or development (or dedication);
  - Boundary lines, approximate and to scale, of the property to be subdivided or dedicated;
  - Within the proposed subdivision or development (or dedication) and within a distance of fifty feet from its boundaries, the locations, width, and designation of existing or platted public highways, and the location and designation of existing buildings, utilities, watercourses, power lines, culverts, section lines, and similar features;
  - The zoning of the property and contiguous parcels;
  - Topographic contours at intervals of two feet subject to prior approval by the city engineer;
  - Approximate dimensions of lots and blocks with lot numbers and block designations. The final binding site plan shall contain a legal description of the property;
  - Parcels and tracts to be reserved or dedicated for parks, playgrounds, streets, alleys, schools or other public uses; and
  - Location and direction of flow of watercourses and approximate location of areas subject to inundation or storm water overflow within or adjacent to the proposed subdivision or development (or dedication).
- 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 structure, including, but not limited to, buildings, fences, culverts, bridges, roads and streets on the subject property;
  - The boundaries of the property proposed to be developed;
  - All proposed and existing buildings and setback lines;
  - The locations of all critical areas and their associated buffers, if any;
  - All areas, if any, to be preserved as buffers or to be dedicated to a public, private, or community use or for open space under the provisions of this or any other city ordinance, information regarding percentage of area covered, locations, and general types of landscaping;
  - All existing and proposed easements;
  - 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;
  - All means of vehicular and pedestrian ingress and egress to and from the site and the size and location of driveways, streets and roads;

- The location and design of off-street parking areas showing their size and locations of internal circulation and parking spaces;
  - Traffic volumes and flows estimate to be generated by the proposed development on adjacent roads;
  - Location and extent of street dedication, widening or other road improvements;
  - Locations and extent of acceleration and deceleration lanes, if needed;
  - Location of traffic-control devices on and off the site;
  - The location of all loading spaces, including, but not limited to, loading platforms and loading docks where trucks will load or unload; and
  - Location and area, in square feet, of all signs, if applicable.
- A STORM WATER SITE ASSESSMENT.** In substantial conformance with the WA. State DOE Stormwater Manual (latest edition) and the Puget Sound Partnership Low Impact Development technical Guidance Manual for Puget Sound dated December 2012;
  - SHARED PARKING AND/OR SHARED ACCESS AGREEMENT.** If applicable.
  - 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.
  - A PRELIMINARY PLAN SHOWING:**
    - The location, grade, and sizes of sewer lines, manholes, and other sewerage structures;
    - The location and size of water mains, hydrants, reservoirs, pump stations, and other elements of the proposed water system;
    - The location and size of storm water management facilities;
    - The location and grade of roads, pedestrian facilities, parking areas, and ADA provisions;
  - SEPA CHECKLIST.** An original, signed SEPA Environmental Checklist is required, unless the project is categorically exempt. Please consult with a planner if you are unsure if the project is exempt.
  - CRITICAL AREAS STUDY.** If the site is constrained by critical areas, provide a critical areas study prepared by a qualified professional, as subject to the requirements of MMC 22.80.070, Critical Areas Studies.
  - SNOHOMISH HEALTH DISTRICT APPROVAL(s).** The written approval(s) of the Snohomish Health District, if required.

**ANY OTHER ITEMS DEEMED NECESSARY BY THE ZONING ADMINISTRATOR.**