



# CITY OF MONROE PERMIT DIVISION COMMUNITY DEVELOPMENT

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

## CONDITIONAL USE - MMC CHAPTER 22.64

Conditionally permitted uses are those uses that require a level of review and opportunity for public input that is greater than that required for permitted uses. The purpose of a conditional use permit is to assure, by allowing for a public process and for the imposition of special conditions and requirements, that conditional uses are compatible with the uses permitted by this title and that the purpose of this title is maintained.

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 (**CONDITIONAL USE**). 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 **CONDITIONAL USE 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 on 8.5" X 11" paper showing the location of the project with respect to public streets and other parcels and development.



**CITY OF MONROE**  
**PERMIT DIVISION**  
**COMMUNITY DEVELOPMENT**  
806 WEST MAIN STREET | MONROE, WA 98272  
City Hall 360.794.7400 | [www.monroewa.gov](http://www.monroewa.gov)

**WRITTEN PROJECT NARRATIVE.** A project narrative describing the proposal, which includes the following information:

- The title and location of the proposed development, if applicable.
- The names, addresses, and telephone numbers of the record owner(s) of the land;
- 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 of the proposed development site and any other zoning district within three hundred feet of the site;
- The existing and proposed use(s) of the project site;

**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 buildings and structure;
- The boundaries of the subject site;
- All setback lines;
- Existing lot area;
- All critical areas and their associated buffers;
- 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;
- Sizes and locations of driveways, streets, and roads.
- 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.

**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.

**HEARING EXAMINER DEPOSIT.** Signed and notarized deposit agreement on file, along with deposit amount as determined by current fee resolution.