



**CITY OF MONROE**  
**COMMUNITY DEVELOPMENT**  
**PERMIT DIVISION**

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

## **DEVELOPMENT AGREEMENT**

### **MMC CHAPTER 22.70**

A development agreement provides a mechanism for the city to enter into voluntary contractual agreements with an entity or entities that own or control real property within the city and/or its urban growth area to govern the development of land and the issuance of project permits. The agreement grants vesting rights to the proposed development consistent with the development regulations, use, and mitigation of the real property at the time of execution of the agreement for the duration specified in the agreement.

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 **DEVELOPMENT AGREEMENTS**. 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 **DEVELOPMENT AGREEMENT 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.



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- TITLE REPORT.** 30 days to current at time of submittal.
- PROJECT NARRATIVE.** Detailed description of proposal, including reasoning and/or goals for the Development Agreement, and consistency with the provisions of MMC 22.16 Development Agreement.
- FEES.** Payment of all applicable fees, as established by the City's current fee schedule.
- PRELIMINARY OUTLINE OF DEVELOPMENT AGREEMENT.** This should include a list of proposed components of the Development Agreement, consistent with MMC Chapter 22.70.040(B), which may include, but not limited to: uses of proposed and total square footage and/or residential units for each use, proposed infrastructure improvements to accommodate the proposal (such as water, sewer, storm, transportation improvements, and timing of construction), public dedications proposed, phasing information, vesting provisions, terms of agreement, impact fees, and other such details.
- 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.
- 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.



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**BUILDING ELEVATIONS (if applicable) Must show all sides of proposed structures and height of buildings from the average existing grade. Must include projects, upper floor setbacks/balconies, overhangs, windows, building entrances, roofs, utility and mechanical equipment, and similar architectural features.**

- 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.
- AFFILIATED STUDIES.** Any studies or reports that have been completed to support the proposal (such as stormwater report, critical areas report, traffic study, etc.)
- LEGAL DESCRIPTION.** Of any properties affected by proposal.
- ANY OTHER DOCUMENTS AS REQUIRED BY THE ZONING ADMINISTRATOR.**

**UPON FINAL APPROVAL**

- The applicant shall be responsible for providing the original of the final signed development agreement 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>