



# 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 for ESSENTIAL PUBLIC FACILITY - MMC CHAPTER 22.38

The purpose of the local essential public facility siting process is to allow the city to impose reasonable conditions on an essential public facility necessary to mitigate the impacts of the project while ensuring that its development regulations do not preclude the siting of an essential public facility.

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 for ESSENTIAL PUBLIC FACILITY**). 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 of ESSENTIAL PUBLIC FACILITY 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.



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**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.

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- LOCAL OUTREACH.** The applicant shall conduct local outreach efforts with early notification to prospective neighbors to inform them about the project and to engage residents in the development of the proposal, site planning, and mitigation design prior to submittal of a conditional use permit application.
- DOCUMENTATION OF NEED.** Demonstrate the need for the proposed essential public facility. Included in the analysis of need should be the projected service population, an inventory of existing and planned comparable facilities, and projected demand for this type of essential public facility
- ALTERNATIVE SITE SELECTION.** The applicant shall search for and investigate alternative sites. The proposal shall include a written analysis indicating whether any alternative sites have been identified that meet the minimum site requirements of the facility.
- PUBLIC PARTICIPATION PLAN.** The conditional use permit application shall include a public participation plan for city review and comment that is designed to encourage early public involvement in the permitting decision and in determining possible mitigation measures.
- . The written approval(s) of the SnohomishHealth District, if required.
- CONSISTENCY WITH APPLICANT'S PLANS.** Provide a written analysis demonstrating that the proposal is consistent with the applicant's own long-range plans for facilities and operations.
- CONSISTENCY WITH COMPREHENSIVE PLAN.** Provide a written analysis demonstrating that the proposal is consistent with the Monroe comprehensive plan.
- CONSISTENCY WITH UNIFIED DEVELOPMENT REGULATIONS.** Provide a written analysis demonstrating that the proposal is consistent with the Monroe unified development regulations.
- MINIMUM SITE REQUIREMENTS.** Submit documentation showing the minimum siting requirements for the proposed facility. Site requirements may be determined by the following factors: minimum size of the facility, access, support facilities, topography, geology, and mitigation needs. The applicant shall also identify future expansion needs of the facility.
- PROPOSED IMPACT MITIGATION.** The proposal must include adequate, appropriate, and reasonable mitigation measures for the impacted area(s) and community. Mitigation measures may include, but are not limited to, natural features that will be preserved or created to serve as buffers, other site design elements used in the site plan, and/or operational or other programmatic measures contained in the proposal. The proposed measures shall be adequate to substantially reduce or compensate for anticipated adverse impacts created by the proposed facility.