



## 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)

### FINAL SUBDIVISION / FINAL SHORT SUBDIVISION

#### MMC CHAPTER 22.68 / CHAPTER 22.42

The purpose of the Final Subdivision and Final Short Subdivision process is to ensure accuracy and conformance with the approved preliminary subdivision and the requirement of city ordinances and state law.

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 I permits (**FINAL SUBDIVISION/FINAL SHORT SUBDIVISION**). 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.

#### **FINANCIAL SECURITIES (BONDS):**

Prior to submittal of a Final Subdivision or Final Subdivision/Final Short Subdivision application, a Financial Security will be required from the applicant to ensure that all required improvements are constructed OR will be constructed. Please contact Kim Shaw, Land Use Permit Supervisor, @ 360-863-4532 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 SUBDIVISION / FINAL SHORT SUBDIVISION 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.
- PROJECT NARRATIVE.** Description of proposal.
- 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.
- CONDITIONS, COVENANTS, RESTRICTIONS (CC&R'S).** If the subdivision includes common property and/or easements or tracts that are not dedicated to the city, a homeowner's association 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 subdivision
- MAILBOX LOCATION.** Approval from the PostMaster indicating the mailbox location (Monroe Post Office: 122 N Blakeley St., Monroe/Phone: 360.805.1962)
- FINAL SUBDIVISION/SHORT SUBDIVISION PLAT MAP (CHAPTER 22.68.040).** The final subdivision shall consist of a subdivision map and survey information attachments. The approved preliminary subdivision may be used as the final subdivision provided all specification requirements of this section are included. The final subdivision 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 subdivision shall include the following information:
  - Information required by the preliminary subdivision 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 subdivision, name(s) of the subdivider(s) and the name of the registered surveyor that prepared the subdivision 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;

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- Accurate distances, bearings, locations and dimensions of the subdivision 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 subdivision 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 subdivision shall contain a legal description of the subdivision property;
- The final subdivision 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 subdivision is approved and recorded.

**UPON FINAL APPROVAL**

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