



**CITY OF MONROE
COMMUNITY DEVELOPMENT
PERMIT DIVISION**

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

LAND CLEARING/FOREST PRACTICES

(SEPA EXEMPT)

MMC CHAPTER 22.86

This chapter regulates land clearing/forest practices activities to: Promote the public health, safety and general welfare of the citizens of Monroe; Implement the policies of the State Environment Policy Act; Implement the policies of the state Forest Practices Act pursuant to Chapter 76.09 RCW and Chapter 222-20 WAC; Implement the goals and policies of the city's comprehensive plan; and Comply with all municipal code requirements and public works standards including, but not limited to, erosion control, stormwater, and critical areas protection.

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 (**LAND CLEARING/FOREST PRACTICES**). 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 **LAND CLEARING/FOREST PRACTICES 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 as proof that the parcel is not currently subject to a six-year moratorium.
- PROJECT NARRATIVE.** Identifying and describing:
 - Specific work to be accomplished;
 - A time schedule for land clearing activities;
 - Type of equipment to be use; and,
 - Measures proposed to protect the site and adjacent properties from potential adverse impacts.
- 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.
- CRITICAL AREAS REPORT (IF APPLICABLE).** Shall be prepared by a qualified professional in accordance with MMC 22.80.070 that identifies and delineates critical areas, including but not limited to wetlands, streams, cultural resources, geologically hazardous area, flood hazard areas, and fish and wildlife habitat conservation areas.
- SITE MAP.** A site map, with topographic contours, drawn to a standard engineering scale that delineates:
 1. Property boundaries;
 2. Critical areas and buffers;
 3. Clearing limits with area(s) of land conversion and future development identified;
 4. Existing and proposed roads on and adjacent to the property; and
 5. Existing and proposed utility lines and easements.