

MODEL HOMES

MMC CHAPTER 22.68.050

The purpose of the Model Home process is to permit the construction of a limited number of model homes on an approved preliminary plat, prior to final plat approval. Allowing model homes provides the opportunity for builders and developers to showcase their product prior to final plat approval.

This checklist is to determine completeness of a submittal.
It does not verify the accuracy of materials received.

FINANCIAL SECURITIES (BONDS):

Submittal of financial securities at one hundred fifty percent (150%) of a contractor's cost estimate, approved by the city, necessary to restore the site to conditions existing prior to the construction of the model home(s) and all associated structures and improvements. Please contact Hannah Maynard, Planning Permit Technician, @ 360-863-4609 or hmaynard@monroewa.gov for further assistance with the Financial Securities.

SUBMITTAL:

➤ <https://monroe.onlama.com/>

SUBMITTAL CHECKLIST

- 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.
- TITLE REPORT.** 30 days to current at time of submittal
- WRITTEN PROJECT NARRATIVE.** A project narrative describing the proposal, which includes the following information:
 - Name of the approved preliminary plat as well as the proposed name of the final plat (if different).
 - Parent tax parcel number(s) involved in the complete development.
 - Date of preliminary plat approval.
 - Date of preliminary plat approval expiration.
 - Copy of adopting resolution or motion approving the preliminary plat approval.
 - Parking shall be subject to the regulations of MMC Chapter 22.44, Parking Standards and Design.
 - Individual site plans showing the location of the model home(s) in relation to the property lines and setbacks consistent with the preliminary plat approval;



CITY OF MONROE COMMUNITY DEVELOPMENT PERMIT DIVISION

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- **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:
 - Overall site plan showing the preliminary plat, including phases (if applicable) and the location of all proposed model homes;
 - Overall site plan shall include the location of proposed temporary improvements specific to the model home(s) use such as the location of sign-age, flags, banners, fencing, landscaping, sales trailer and impervious surfaces such as parking areas and sidewalks.

DURATION PERMITTED

The model home(s) and/or sales trailer may be used for no more than twenty-four months from the date of the model home permit approval, or no longer than the expiration of the preliminary plat approval, whichever is greater.

REMOVAL

The model home(s) and all associated improvements, including but not limited to a sales trailer and parking lot, shall be removed within six months of the following occurrences:

- A. Preliminary plat approval has expired and no extension has been granted.
- B. The subdivision was denied final plat approval and/or requires substantial improvements not consistent with the design of the preliminary approved plat in the opinion of the director of community development.
- C. The approval period has expired, consistent with MMC 22.68.040(A)(5)(c).