



CITY OF MONROE COMMUNITY DEVELOPMENT PERMIT DIVISION

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

PRELIMINARY SHORT SUBDIVISION

MMC CHAPTER 22.68 / CHAPTER 22.42 (DESIGN GUIDELINES)

The purpose of the Preliminary Short Subdivision process is to achieve the orderly development of land within the City by promoting the public health, safety and general welfare in accordance with standards established by the State and the City. It further proposes to protect environmentally sensitive areas and preserve the community urban forest for its aesthetic, environmental and health benefits. By identifying the specific criteria and the required regulations and standards that govern the subdivision of land within the City, this process establishes and provides for the housing and commercial needs of the community.

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 II permits (**PRELIMINARY 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.

SUBMITTAL:

➤ <https://monroe.onlama.com/>

SUBMITTAL CHECKLIST:

Below is a checklist of items that must be submitted as part of your **PRELIMINARY 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
- FEES.** Payment of all applicable fees, as established by the City's current fee schedule.



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- **VICINITY MAP.** A vicinity map (8 ½" X 11") showing the location of the project with respect to public streets and other parcels and development.
- **PRELIMINARY SUBDIVISION PLAT MAP (CHAPTER 22.68.040)** - Shall be Prepared by a professional land surveyor, at a scale of one inch equals one hundred feet (1" = 100') (unless property size makes this impractical), and containing the following information:
 - Name of the proposed subdivision (or dedication);
 - The date, scale of plat, size (in acres) of the property, designation of north, vertical control datum, and certification of the professional land surveyor;
 - The name and address of the subdivider;
 - Legal description of the proposed subdivision (or dedication);
 - Boundary lines, approximate and to scale, of the property to be subdivided or dedicated;
 - Within the proposed subdivision or dedication and within a distance of fifty feet from its boundaries, the locations, width, and designation of existing or platted public highways, and the location and designation of existing buildings, utilities, watercourses, power lines, culverts, section lines, and similar features;
 - The zoning of the property and contiguous parcels;
 - Topographic contours at intervals of two feet subject to prior approval by the city engineer;
 - Approximate dimensions of lots and blocks with lot numbers and block designations. The final subdivision shall contain a legal description of the subdivision property;
 - Parcels and tracts to be reserved or dedicated for parks, playgrounds, streets, alleys, schools or other public uses; and
 - Location and direction of flow of watercourses and approximate location of areas subject to inundation or storm water overflow within or adjacent to the proposed subdivision or dedication.
- **A STORM WATER SITE ASSESSMENT.** In substantial conformance with the WA. State DOE Stormwater Manual (latest edition) and the Puget Sound Partnership Low Impact Development technical Guidance Manual for Puget Sound dated December 2012;
- **A PRELIMINARY PLAN SHOWING:**
 - The location, grade, and sizes of sewer lines, manholes, and other sewerage structures;
 - The location and size of water mains, hydrants, reservoirs, pump stations, and other elements of the proposed water system;
 - The location and size of storm water management facilities;
 - The location and grade of roads, pedestrian facilities, parking areas, and ADA provisions;
- **LANDSCAPING** – Criteria to be in accordance with **CHAPTER 22.46.**

ANY OTHER ITEMS DEEMED NECESSARY BY THE ZONING ADMINISTRATOR.