



CITY OF MONROE
PERMIT DIVISION
COMMUNITY DEVELOPMENT
806 WEST MAIN STREET | MONROE, WA 98272
Permit Center – (360) 863-4501 | www.monroewa.gov

PRELIMINARY SUBDIVISION

MMC CHAPTER 22.68 / CHAPTER 22.42 (DESIGN GUIDELINES)

The purpose of the Preliminary 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 **REQUIRED** for Type III permits (**PRELIMINARY SUBDIVISIONS**). 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 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

- TRAFFIC REPORT.**
- FEES.** Payment of all applicable fees, as established by the City's current fee schedule.
- VICINITY SKETCH MAP.** A vicinity map on 8.5" X 11" paper showing the location of the project with respect to public streets and adjacent properties and development.
- WRITTEN NARRATIVE.**
 - The title and location of the proposed development, together with the names, addresses and telephone numbers of the record owner or owners 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 proposed use or uses of the land and buildings;
 - Topographic map or maps which delineate contours, both existing and proposed, at intervals of two feet and which locate existing lakes, streams and forested areas;
 - The existing zoning district of the proposed development site and any other zoning district within three hundred feet of the site;
 - The proposed number of square feet in paved or covered surfaces, whether covered by buildings, driveways, parking lots or any other structure covering land, and the total amount of square feet in the entire proposed development site;
 - The proposed number of dwelling units and number of bedrooms in the development;
 - The proposed number of square feet in gross floor area for each commercial and industrial use;
 - A description of each commercial and industrial use; and
 - The written approvals of the Snohomish Health District, if required.
- SITE PLAN DRAWING.** Drawing 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 structures, including, but not limited to, buildings, fences, culverts, bridges, roads and streets on the subject property;
 - The boundaries of the property proposed to be developed;
 - All proposed and existing buildings and setback lines;
 - All areas, if any, to be preserved as buffers or to be dedicated to a public, private, or community use or for open space under the provisions of this or any other city ordinance, information regarding percentage of area covered, locations, and general types of landscaping;
 - 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;
 - 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 estimated to be generated by the proposed development on adjacent roads;
 - Location and extent of street dedication, widening or other road improvements;
 - Location 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.

- 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 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;
- PRELIMINARY LANDSCAPING PLAN.** In accordance with **(Chapter 22.46.030 (A))**. Shall be prepared by a Washington State registered landscape architect or other landscape professional.

ANY OTHER ITEMS DEEMED NECESSARY BY THE ZONING ADMINISTRATOR.