



**CITY OF MONROE
PERMIT DIVISION
COMMUNITY DEVELOPMENT**

806 WEST MAIN STREET | MONROE, WA 98272
City Hall 360.794.7400 | www.monroewa.gov

SHORELINE SUBSTANTIAL DEVELOPMENT

MMC CHAPTER 22.82.110

The purpose of a Shoreline Substantial Development Permit is to ensure the development proposed is consistent with the policies and procedures of the Shoreline Management Act, the provisions of MMC 22.82 and the approved master program. The City of Monroe may attach conditions to the approval of permits as necessary to assure consistency of the project with the Shoreline Management Act and the Monroe SMP.

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 (**SHORELINE SUBSTANTIAL DEVELOPMENT**). 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 **SHORELINE SUBSTANTIAL DEVELOPMENT 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
- 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.
- WRITTEN PROJECT NARRATIVE.** A project narrative describing the proposal, which includes the following information:
 - The title and location of the proposed development, if applicable.
 - The names, addresses, and telephone numbers of the record owner(s) of the land;
 - Names, addresses, and telephone numbers of the owner(s) of record 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 existing zoning district of the proposed development site and any other zoning district within three hundred feet of the site;
 - The existing and proposed use(s) of the project site;
- WRITTEN APPROVAL CRITERIA.** Responses to development permit criteria, see attached;
- 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:
 - The location of all existing and proposed buildings and structure;
 - The boundaries of the subject site;
 - All setback lines;
 - Existing lot area;
 - All critical areas and their associated buffers;
 - 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;
 - Sizes and locations of driveways, streets, and roads.
 - 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 estimate to be generated by the proposed development on adjacent roads;
 - Location and extent of street dedication, widening or other road improvements;
 - Locations 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, if applicable.



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- SEPA CHECKLIST.** An original, signed SEPA Environmental Checklist is required, unless the project is categorically exempt. Please consult with a planner if you are unsure if the project is exempt.
- CRITICAL AREAS STUDY.** If the site is constrained by critical areas, provide a critical areas study prepared by a qualified professional, as subject to the requirements of MMC 22.80.070, Critical Areas Studies.
- SNOHOMISH HEALTH DISTRICT APPROVAL(S).** The written approval(s) of the Snohomish Health District, if required.

ANY OTHER ITEMS DEEMED NECESSARY BY THE ZONING ADMINISTRATOR.