



## **ENGINEERING REVIEW**

806 WEST MAIN STREET • MONROE, WA 98272  
City Hall 360.794.7400 • Fax 360.794.4007

### **INSTRUCTIONS**

Below is a checklist of items that must be submitted as part of your application for engineering review. Below outlines the minimum information that must be provided on your plan sheets. Numbers in parenthesis equal the number of copies required. Please use only paper clips and/or binder clips when assembling documents.

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 360.863.4532.

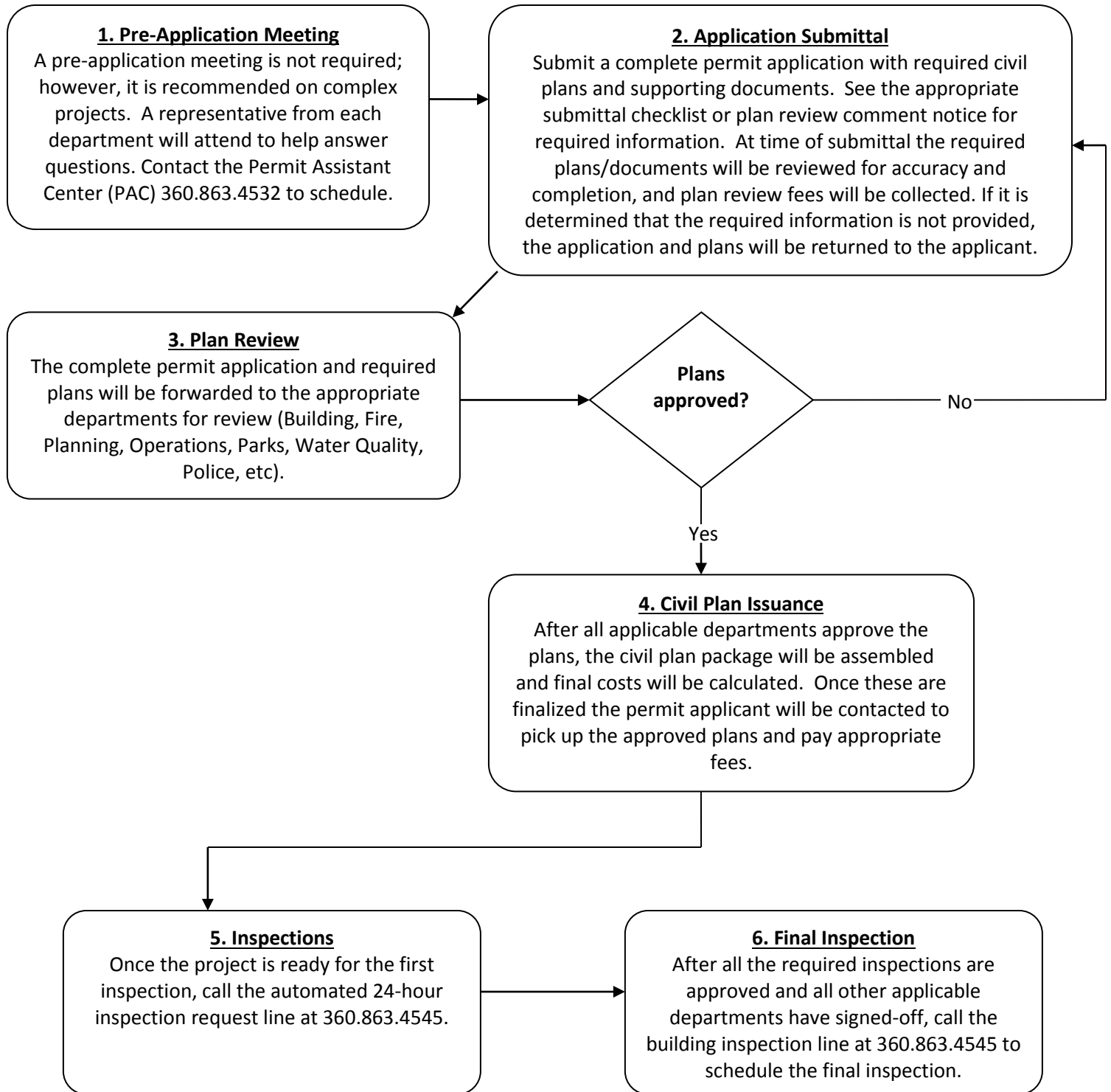
### **SUBMITTAL CHECKLIST**

- (1) CD with Individual PDFs of Each Item Listed Below↓
- (1) Original, plus (2) copies of the Combined Permit Application Form
- (3) Copies of plans at full scale
- (2) Copies of all reports
- (2) Copies of Stormwater Management plan meeting the requirements of the MMC 15.01, including temporary erosion and sedimentation control

### **CIVIL PLAN REQUIREMENTS**

- Site plat at a scale of 1" = 50' or larger
- Show lot lines, easements, and right-of-ways with dimensions on and within 100 feet of the site.
- Provide vicinity map, legal description, and assessor's tax parcel number.  
Show existing and proposed topography with a two-foot contour interval.
- Show existing and proposed land use and buildings, existing and proposed roads and utilities. Show dimensions and distances to property lines

# Engineering Review Process Flow Chart





CITY OF MONROE

806 West Main Street • Monroe, WA 98272
Phone: (360) 794-7400 • Fax: (360) 794-4007

FOR OFFICE USE ONLY
PERMIT #(s) \_\_\_\_\_

COMBINED PERMIT APPLICATION

Permit Submittal Hours Monday through Friday:
8:00 am – 12:00 pm & 1:00 pm – 5:00 pm

- BUILDING
Building (new construction)
Commercial T/I
Demolition
Garage/Carport
Mechanical
Plumbing
Residential Remodel
Sign
Other \_\_\_\_\_

- ENGINEERING
Engineering Review
Fencing
Grading
Retaining wall
Rockery
Right-of-Way Disturbance
Special Flood Hazard Area
Utility Service

- FIRE
Fire Alarm
Fire Sprinkler
High Piled Storage
Hood Suppression
Spray Booth
Tents & Canopies
Other \_\_\_\_\_

- LAND USE
Accessory Dwelling Unit
Boundary Line Adjustment /Lot Consolidation
Conditional/Special Use
Land Clearing/Forest Practices
Planned Residential Development
Shoreline Permit
Short Plat
Subdivision/Plat
Variance
Other \_\_\_\_\_

NOTE: All required Electrical Permits will be issued by the Dept. of Labor & Industries.

THIS APPLICATION WILL NOT BE ACCEPTED WITHOUT COMPLETED SUBMITTAL REQUIREMENTS

Site Address or Property Location: \_\_\_\_\_

Size of site (acre/square feet): \_\_\_\_\_

Assessor's Tax Parcel Number (14 digits): \_\_\_\_\_

Applicant: \_\_\_\_\_ Phone # (\_\_\_\_) \_\_\_\_\_

\*Signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Fax # (\_\_\_\_) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ E-mail \_\_\_\_\_

Property Owner: \_\_\_\_\_ Phone # (\_\_\_\_) \_\_\_\_\_

\*\*Signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Fax # (\_\_\_\_) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ E-mail \_\_\_\_\_

Attach a separate sheet for additional property owners/additional addresses

\*Applicant: By your signature above, you hereby certify that the information submitted is true and correct and that you are authorized by the property owner(s) to act on their behalf.

\*\*Property Owner(s): By your signature above, you hereby certify that you have authorized the above Applicant to make application on your behalf for this application.

## Combined Permit Application - Page 2

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Engineering review is required for all engineered, civil plans.

**Description of work:**

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Engineer name \_\_\_\_\_

Company \_\_\_\_\_ License Number \_\_\_\_\_

Address \_\_\_\_\_

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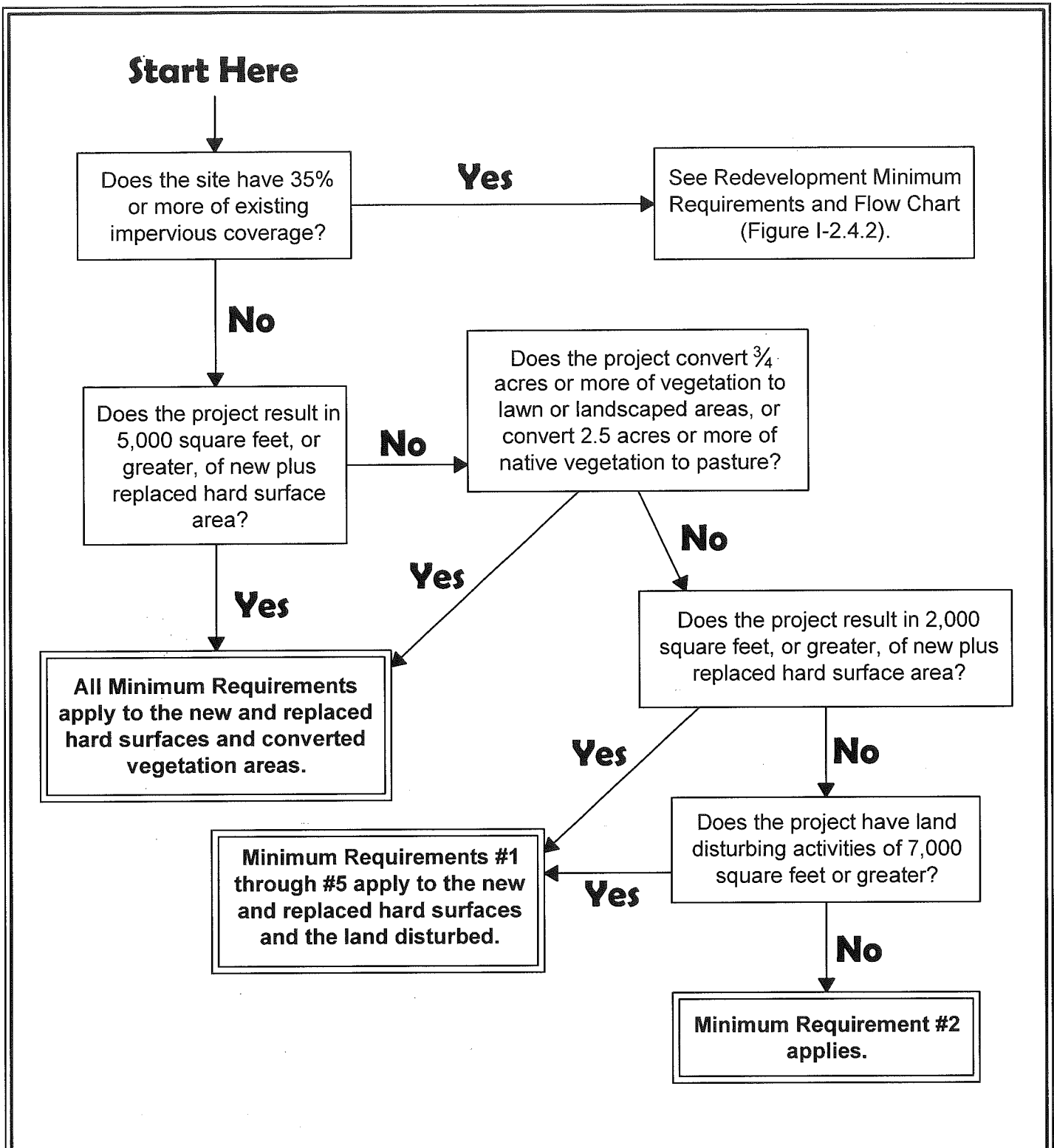
Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

**NOTE:** Please complete the plan review table below with total linear feet of water, storm, sewer, and street as shown on your plans. Your plan review fee, due at the time of permit application submittal, will be calculated based on this table. If our determination of linear feet differs from yours, your plan review fee will be adjusted accordingly.

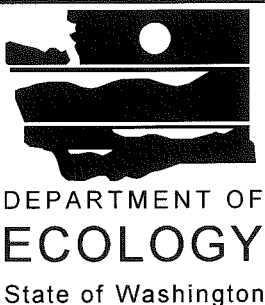
**Plan Review Table:** \$850.00 + \$.96 per foot

				Total	
Water:	Feet	x .96 = \$		+ \$850.00	= \$
Storm:	Feet	x .96 = \$		+ \$850.00	= \$
Sewer:	Feet	x .96 = \$		+ \$850.00	= \$
Street:	Feet	x .96 = \$		+ \$850.00	= \$
<b>SUBTOTAL</b>					<b>\$</b>
<b>5% TECHNOLOGY FEE</b>					<b>\$</b>
<b>TOTAL PLAN REVIEW FEE</b>					<b>\$</b>

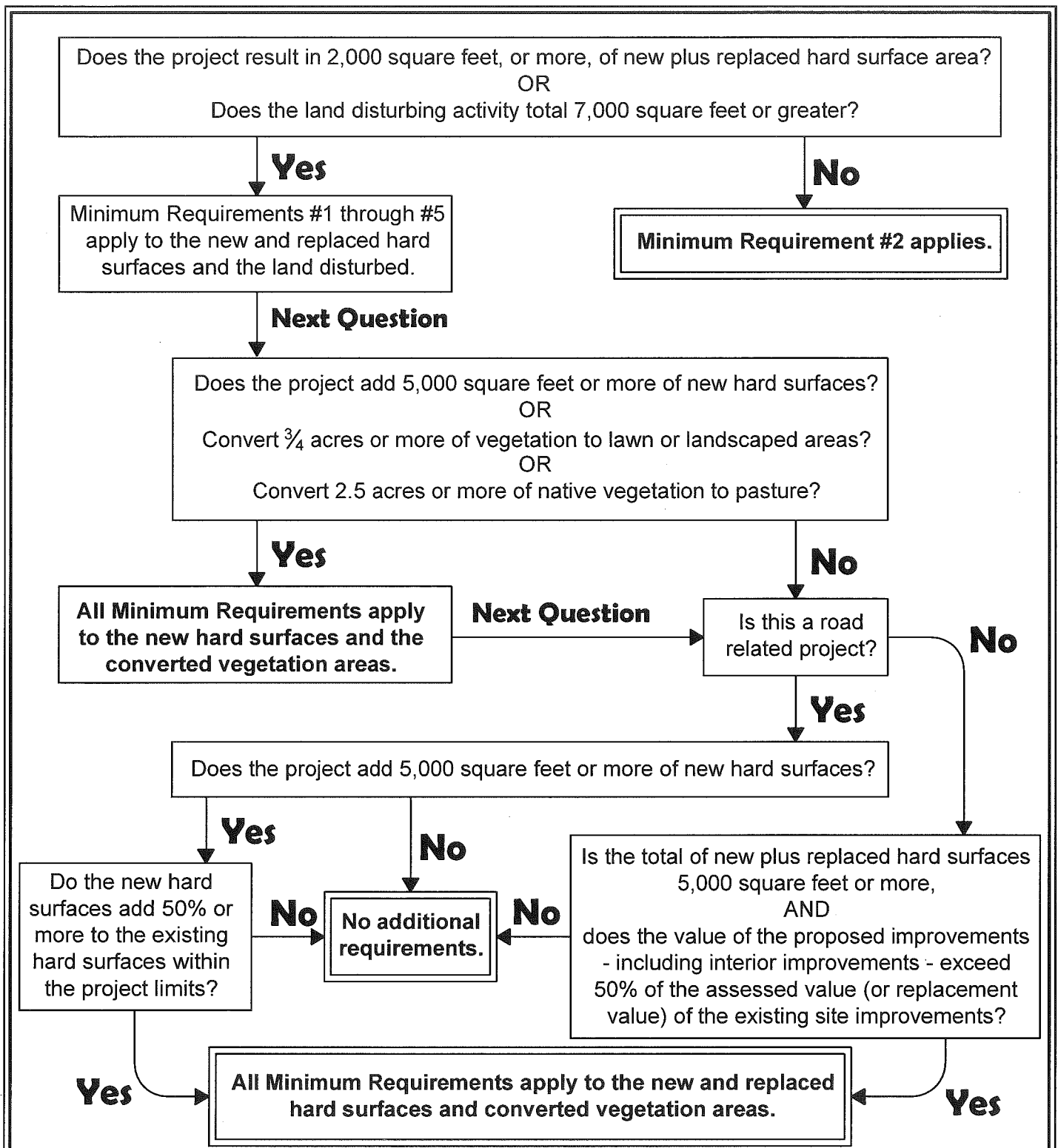


**Figure I-2.4.1**  
**Flow Chart for Determining Requirements for**  
**New Development**

Revised June 2015



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**Figure I-2.4.2**  
**Flow Chart for Determining Requirements for Redevelopment**

Revised June 2015



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