



## FOREST PRACTICES/LAND CLEARING COMMUNITY DEVELOPMENT

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 a Forest Practice/Land Clearing permit. Application requirements detailed below outline the minimum information and materials that must be provided with your application. Numbers in parentheses indicate 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**

A. Provide (1) CD with individual PDFs of each of the following items:

#### **1. General Application Materials:**

- (1) Original plus (3) copies of the Combined Permit Application form
- (1) Vicinity Map on 8½" X 11" paper
- Fees per current Fee Resolution
- (1) Copy of a current title report dated within 30 days of submittal as proof that the parcel is not currently subject to a six-year development moratorium. If the property is subject to a six-year development moratorium, the application will not be accepted, until the end of the moratorium or until the moratorium has been lifted.
- (1) Original plus (3) copies of a written narrative that identifies and describes the following:
  - a. Specific work to be accomplished
  - b. A time schedule for land clearing activities
  - c. Type of equipment to be used; and
  - d. Measures proposed to protect the site and adjacent properties from potential adverse impacts
- Provide a tax reporting account number from Department of Revenue if harvesting timber. For information about tax reporting or to receive a tax number, please call the Department of Revenue at (800) 548-8829.

#### **2. Site Plan:**

- One (1) original site plan plus one (1) additional copy of the site plan, drawn to a standard engineering scale, that includes the following information:
  - a. Topographic contours
  - b. Property boundaries
  - c. Critical areas and buffers
  - d. Clearing limits with area(s) of land conversion and future development identified



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- e. Existing and proposed roads on and adjacent to the property
- f. Existing and proposed utility lines and easements

- Two (2) 11" X 17" copies of the site plan
- Two (2) 8½" X 11" copies of the site plan
- At the discretion of the Community Development Director, a survey may be required if sufficient information is not provided or otherwise available

### **3. Tree Survey (if required):**

- (1) Original (wet-stamped) tree survey plus (3) full size copies
- (2) 11" X 17" copies of the tree survey

### **4. Environmental Review and Technical Reports (if required):**

- (1) Original signed SEPA checklist plus (3) copies
- (2) Copies of a Critical Areas report, prepared by a qualified professional in accordance with MMC 20.05.060 that identifies and delineates critical areas, including but not limited to wetlands, streams, cultural resources, geologically hazardous areas, flood hazard areas, and fish and wildlife habitat conservation areas.



**Planning & Permitting Division  
Permit Assistance Center**

806 West Main Street, Monroe, WA 98272  
Phone (360) 794-7400 Fax (360) 794-4007  
[www.monroewa.gov](http://www.monroewa.gov)

FOR OFFICE USE ONLY
PERMIT #(s) _____
_____
_____

## COMBINED PERMIT APPLICATION

### PERMIT SUBMITTAL HOURS

**MONDAY – FRIDAY 8:00 – 12:00 / 1:00 – 5:00**

Building	Operations	Fire	Land Use
<input type="checkbox"/> Commercial T/I <input type="checkbox"/> Demolition <input type="checkbox"/> Garage/Carport <input type="checkbox"/> Mechanical <input type="checkbox"/> New Construction (Commercial/Residential) <input type="checkbox"/> Plumbing <input type="checkbox"/> Racking <input type="checkbox"/> Residential Remodel <input type="checkbox"/> Sign <input type="checkbox"/> Other _____	<input type="checkbox"/> Engineering Review <input type="checkbox"/> Fencing <input type="checkbox"/> Grading <input type="checkbox"/> Retaining wall <input type="checkbox"/> Rockery <input type="checkbox"/> Right-of-Way Disturbance <input type="checkbox"/> Special Flood Hazard Area <input type="checkbox"/> Utility Service <input type="checkbox"/> Other _____	<input type="checkbox"/> Fire Alarm <input type="checkbox"/> Fire Sprinkler <input type="checkbox"/> High Piled Storage <input type="checkbox"/> Hood Suppression <input type="checkbox"/> Operational <input type="checkbox"/> Spray Booth <input type="checkbox"/> Tents & Canopies <input type="checkbox"/> Other _____	<input type="checkbox"/> Accessory Dwelling Unit <input type="checkbox"/> Boundary Line Adjustment /Lot Consolidation <input type="checkbox"/> Conditional/Special Use <input type="checkbox"/> Land Clearing/Forest Practices <input type="checkbox"/> Planned Residential Development <input type="checkbox"/> Shoreline Permit <input type="checkbox"/> Short Plat <input type="checkbox"/> Subdivision/Plat <input type="checkbox"/> Variance <input type="checkbox"/> Other _____
<p><b>NOTE: All required Electrical Permits will be issued by the Dept. of Labor &amp; Industries.</b></p>			

**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 Owners: by your signature above, you hereby certify that you have authorized the above applicant to make application on your behalf for this application.**

**City of Monroe**  
**Land Use Permit Application- Page 2**



Give a detailed description below of the proposal / work. Provide details specific to your application e.g., current and proposed lot sizes, number of lots, description of driveway, description of proposed business including hours of operation, number of employees, existing and proposed parking spaces.

**Forest Tax Reporting Account Number** (if harvesting timber call the Department of Revenue at (800) 548-8829 for tax reporting information or to receive a tax number):

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**Detailed Description of work:**

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**FOR OFFICE USE ONLY**

Planning Application Fee: _____	Publication Fee: _____
Fire Plan Check Fee: _____	Mailing Fee: _____
SEPA Fee: _____	Technology Fee: _____
<b>TOTAL FEES:</b> _____	

# Land Clearing / Forest Practices Additional Information – Page 1

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**LAND CLEARING PERMIT** (applies to land clearing of more than a half an acre, over a six-year period, unless an associated land development permit has been issued)

**FOREST PRACTICES PERMIT** (applies to any forest practice resulting in the cutting and/or removal of more than 5,000 board feet of timber or more than a half an acre, whichever is greater, over a six-year period)

All Land Clearing or Forest Practices permit applications submitted must meet applicable sections of the Monroe Municipal Code (MMC), primarily chapters 20.04 SEPA, 20.05 Critical Areas, 20.08 Land Clearing and Forest Practices of the Monroe Municipal Code (MMC) and WAC 197-11-800.

## **PRE-DEVELOPMENT MEETINGS**

The City strongly encourages a Pre-Development review meeting before submittal of a Land Clearing/Forest Practices application. This will provide the applicant an opportunity, early in the planning stage, to meet with Development Review representatives who can provide preliminary direction on proposed project.

Pre-Development meetings are held every Tuesday beginning at 1:30 p.m. and are limited to 45-minute sessions. Contact the Community Development Department at 360.863.4532 to schedule a Pre-Development review meeting following preparation of your Pre-Development submittal packet.

## **PROCESS**

Once an application has been accepted and deemed complete, a notice of application will be issued with a fifteen (15) day comment period. If changes to the application are required, the city will notify the applicant in writing and identify necessary corrections. The Community Development Director will administratively review and approve, approve with conditions, or deny the application within 120-days. Parties of interest can appeal the decision in accordance with MMC 21.

## **PERFORMANCE STANDARDS (Chapter 20.08.070)**

- A. All land-modification activities shall conform to applicable regulations and standards as adopted by the city of Monroe.
- B. No land clearing ground cover management or tree cutting shall be conducted in a critical area or critical area buffer, except as allowed in Chapter [20.05](#) MMC.
- C. The applicant shall ensure that all land clearing/conversion activities:
  1. Will not create or contribute to landslides, accelerated soil creep, settlement and subsidence or hazards associated with strong ground motion and soil liquefaction;
  2. Will not create or significantly contribute to flooding, erosion, or increased turbidity, siltation or other form of pollution in a watercourse; and
  3. Will retain existing vegetation on the property to the maximum extent feasible. (Ord. 004/2009 § 2)

### **Time Limits**

Land clearing/forest practices permits shall be valid for two consecutive years, following the date of issuance, unless a different time limit has been established through an associated development permit, in which case the expiration shall be the same as that of the approved development permit. The applicant may submit a written request for an extension to the director of community development, at least thirty days prior to the expiration of the original application. The director may grant a one-time extension for up to one hundred eighty days.