



RETAINING WALL / ROCKERY COMMUNITY DEVELOPMENT

806 WEST MAIN STREET • MONROE, WA 98272

City Hall 360.794.7400 • Fax 360.794.4007

INSTRUCTIONS

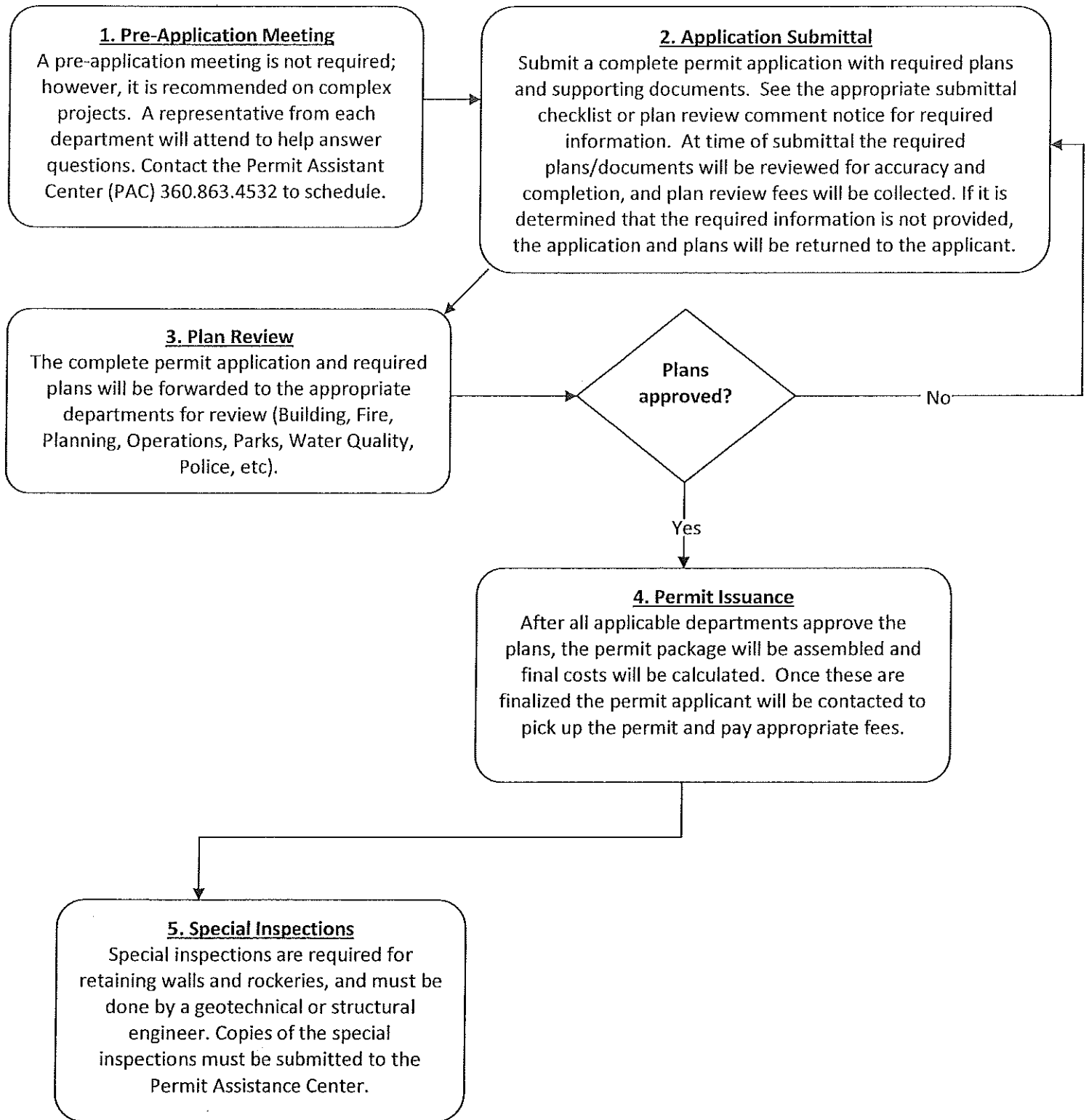
Below is a checklist of items that must be submitted as part of your application for a retaining wall / rockery review. Below outlines the minimum information that must be provided on your plan sheets. Please use only paper clips and/or binder clips when assembling documents.

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 360.863.4527.

SUBMITTAL CHECKLIST

- Completed Combined Permit Application
- Two (2) copies of wet-stamped, engineered plans
- Two (2) copies of structural calculations
- Two (2) copies of Stormwater Pollution Prevention Plan (SWPPP) meeting the requirements of the MMC 15.01, including temporary erosion and sedimentation control.

Retaining Wall/Rockery Permit 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

- | | | | |
|---|---|--|--|
| <p>BUILDING</p> <ul style="list-style-type: none"> <input type="checkbox"/> Building (new construction) <input type="checkbox"/> Commercial T/I <input type="checkbox"/> Demolition <input type="checkbox"/> Garage/Carport <input type="checkbox"/> Mechanical <input type="checkbox"/> Plumbing <input type="checkbox"/> Residential Remodel <input type="checkbox"/> Sign <input type="checkbox"/> Other _____ | <p>ENGINEERING</p> <ul style="list-style-type: none"> <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 | <p>FIRE</p> <ul style="list-style-type: none"> <input type="checkbox"/> Fire Alarm <input type="checkbox"/> Fire Sprinkler <input type="checkbox"/> High Piled Storage <input type="checkbox"/> Hood Suppression <input type="checkbox"/> Spray Booth <input type="checkbox"/> Tents & Canopies <input type="checkbox"/> Other _____ | <p>LAND USE</p> <ul style="list-style-type: none"> <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 _____ |
|---|---|--|--|

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

A retaining wall or rockery permit is required before constructing a retaining wall or a rockery. Some exemptions may apply (see IBC 105.2 #4).

Description of project:

Retaining Wall or Rockery Cost (valuation of project) \$ _____

Engineer name _____

Company _____ License Number _____

Address _____

Phone _____ Fax _____

Email _____

Contractor/Contact name _____

Company _____ License Number _____

Address _____

Phone _____ Fax _____

Email _____

Additional Information:

- Special inspections are required for retaining walls and rockeries.
- A grading permit may also be required for the retaining wall or rockery project, even if an exemption applies to the retaining wall or rockery.
- If a grading permit is needed, a SEPA determination may also be required. Please contact the City of Monroe Planning Department.

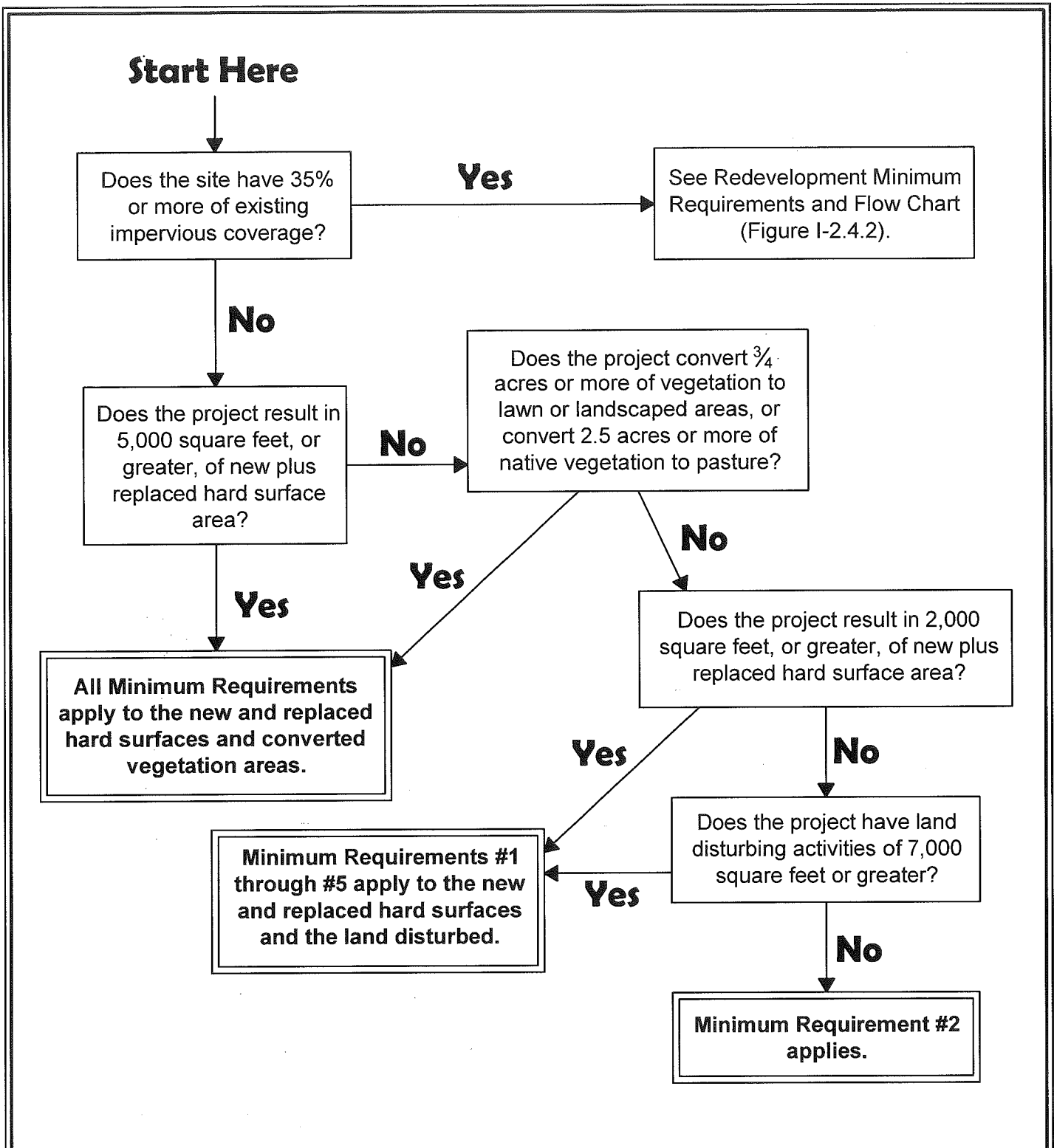


Figure I-2.4.1
Flow Chart for Determining Requirements for
New Development

Revised June 2015



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ECOLOGY
 State of Washington

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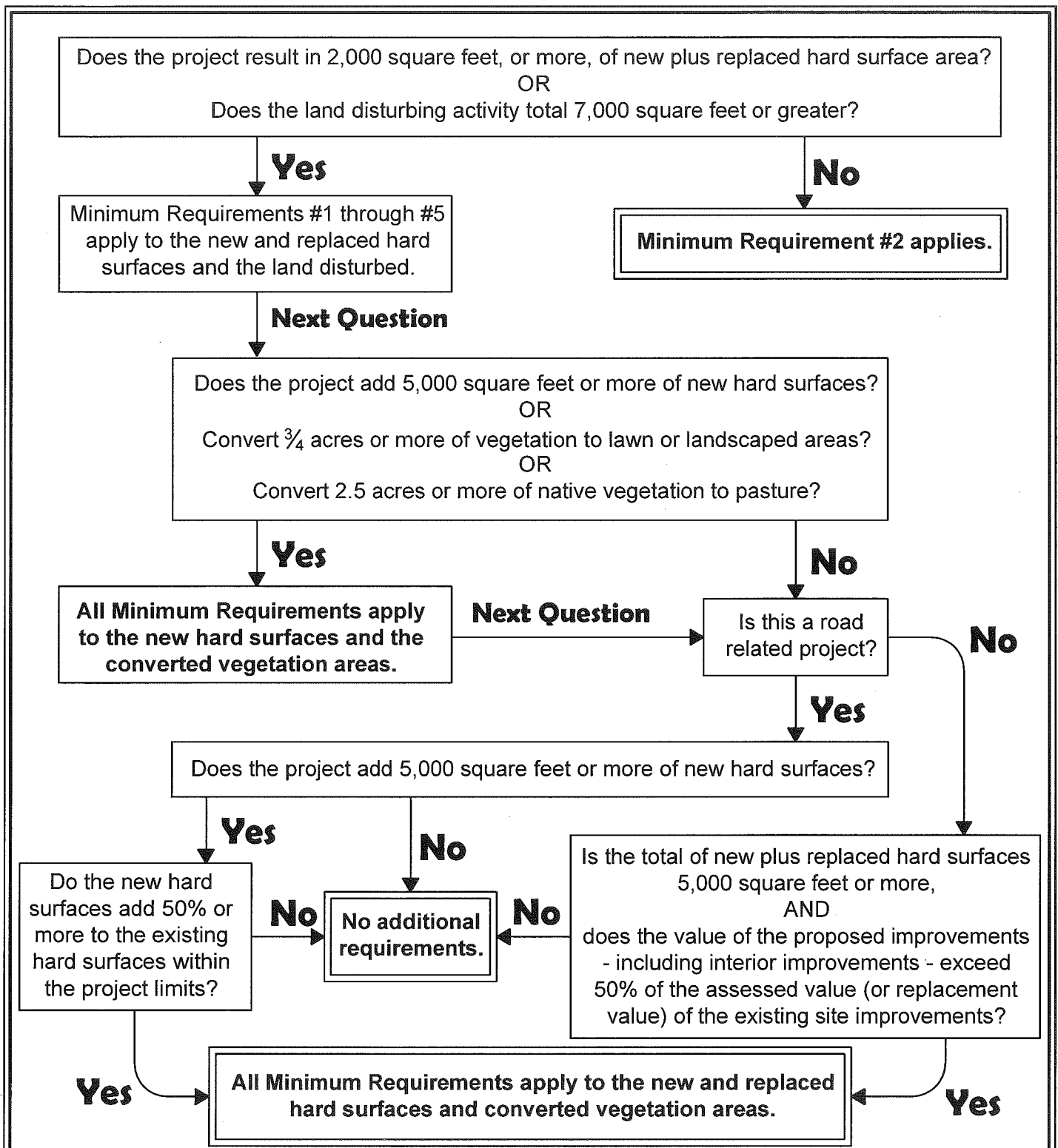
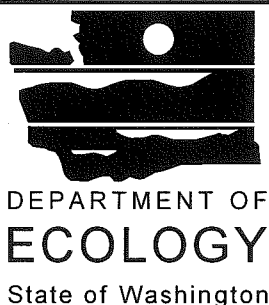


Figure I-2.4.2
Flow Chart for Determining Requirements for Redevelopment

Revised June 2015



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