



Permit Type II

COMMUNITY DEVELOPMENT

806 WEST MAIN STREET
 MONROE, WA 98272
 PERMIT CENTER (360) 863.4501
www.monroewa.gov

Project Permit Types

Accessory Dwelling Unit
Binding Site Plan - Final
Binding Site Plan - Preliminary
Boundary Line Revision (not SEPA exempt)
Development Permit (not SEPA exempt)
Land Clearing/ Forest Practices (not SEPA exempt)
SEPA Threshold Determination/EIS Adequacy ¹
Shoreline Substantial Development
**Short Subdivision Preliminary
Single-Family Dwelling Exception to Development Moratoria

TYPE II PERMITS ARE:

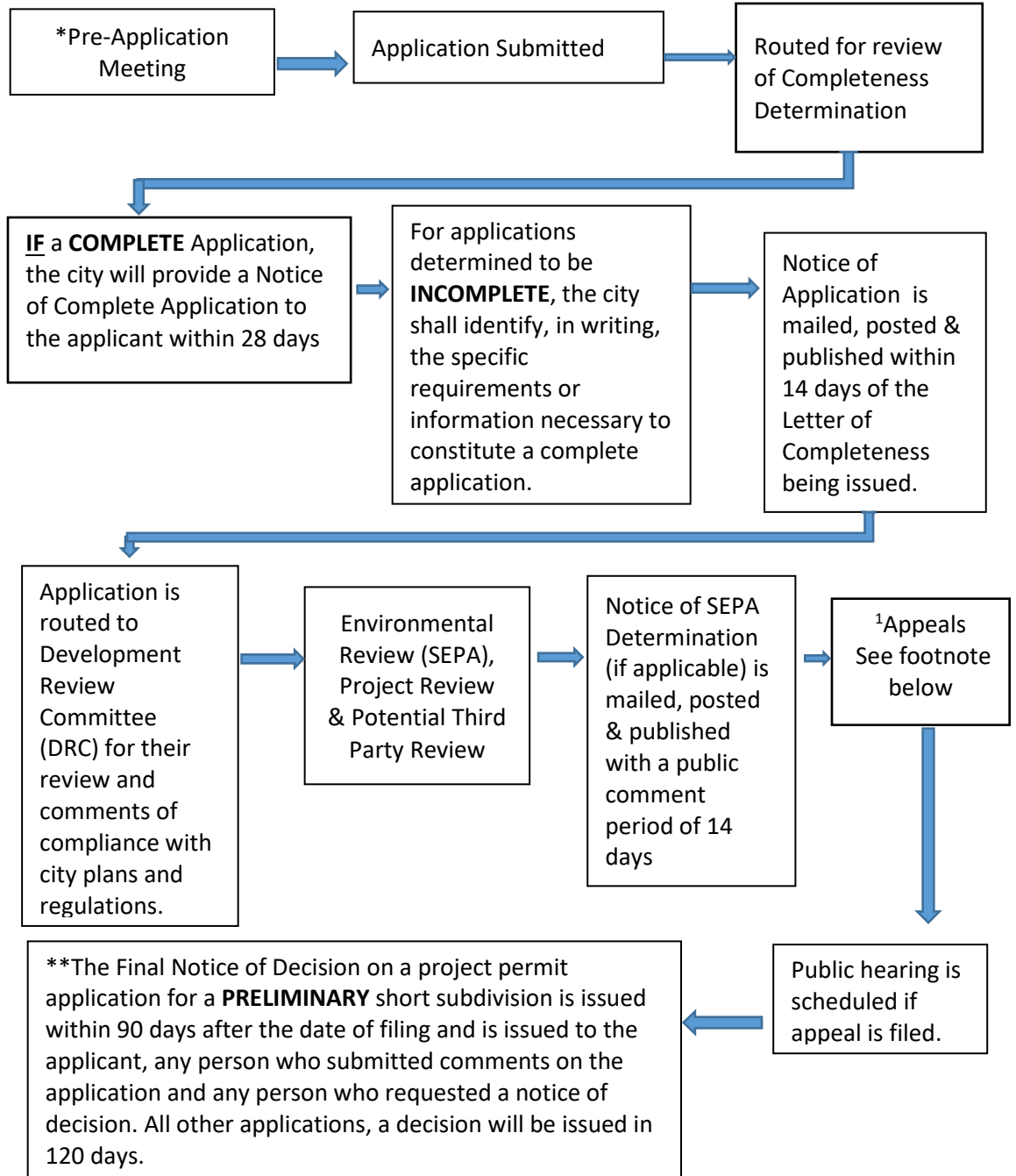
Major administrative actions subject to public notice. A public hearing is **NOT** required. Decisions on Type II actions are made by the zoning administrator.

*Pre-application meetings

Applications for Type II permits are not required but HIGHLY ENCOURAGED. The purpose of the pre-application meeting is to discuss the proposal, permit requirements, fees, review process, applicable plans, policies, and regulations. Pre-application checklist is available at:

<http://www.monroewa.gov/512/Pre-Application-Review>

Project Permit Review Process



¹ Appeals based on the substantive authority of SEPA for conditions imposed determination process are appealable to the city council, as required by RCW 43.21C.060. Otherwise, appeals of SEPA threshold determinations and EIS adequacy are considered procedural determinations and therefore appealable to the hearing examiner per WAC 197-11-680(3)(iv).



CITY OF MONROE COMMUNITY DEVELOPMENT PERMIT DIVISION

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

ACCESSORY DWELLING UNIT (ADU)

MMC CHAPTER 22.16.050 – 22.16.040 / CHAPTER 22.84

The purpose of this chapter is to regulate the establishment of accessory dwelling units within or in conjunction with residential dwelling units while preserving the character of single-family residential neighborhoods. This section is intended to permit the establishment of additional living quarters within residential neighborhoods in order to (A) make it possible for adult children to provide care and support to a parent or other relative in need of assistance, (B) provide increased security and companionship for homeowners, (C) provide the opportunity for homeowners to gain the extra income necessary to help meet the rising costs of home ownership, and/or (D) provide for the care of disabled persons within their own homes.

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 (**ACCESSORY DWELLING UNIT**). 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 OPTIONS:

- **ELECTRONIC** Submittals can be made electronically by requesting a Sharefile link at landuse@monroewa.gov. Please see the General Guidelines (*attached*) for electronic submittals.
- **IN PERSON** If you prefer to submit hard copies in person at City Hall, please call the Permit Center @ 360-863-4501 for an intake appointment. If making application in person, please provide (1) original plus (1) copy of all checklist items in addition to a CD with individual PDFs of each of the required items.

SUBMITTAL CHECKLIST:

Below is a checklist of items that must be submitted as part of your **ACCESSORY DWELLING UNIT 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.



CITY OF MONROE

COMMUNITY DEVELOPMENT PERMIT DIVISION

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

- APPLICATION FORM.** A completed and signed City of Monroe Combined Permit Application form by majority of those persons having an ownership interest of lots, tracts, parcels, or sites.
- AFFIDAVIT.** An affidavit, signed by the property owner before a notary public, affirming that the owner occupies either the primary dwelling unit or the accessory dwelling unit for more than six months per year (see attached form).
- COVENANT.** A covenant providing notice to future owners of ADU limitations (see attached form).
- 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 boundaries of adjacent properties.
- WRITTEN PROJECT NARRATIVE.** A project narrative describing the proposal, which meets the following criteria:
 - a. Accessory dwelling units shall only be allowed within single-family residential zoning districts, pursuant to MMC section 22.16.050.
 - b. An accessory dwelling unit shall be subordinate to and situated on the same lot as an existing primary dwelling unit.
 - c. No more than one accessory dwelling unit shall be permitted per lot.
 - d. Accessory dwelling units shall only be permitted as subordinate and incidental to detached single-family dwelling units. Accessory dwelling units shall not be permitted within attached dwelling units.
- 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:
 - a. The location of all existing and proposed structures, including, but not limited to, buildings, fences, culverts, bridges, roads and streets on the subject property;
 - b. The boundaries of the property proposed to be developed;
 - c. All proposed and existing buildings and all other pertinent setback lines;
 - d. The locations of all critical areas and their associated buffers, if any;
 - e. All existing and proposed easements;
 - f. Drain field locations (if existing);
 - g. The locations and size of all existing and proposed utility structures and lines;
 - h. The storm water drainage systems for existing and proposed structures, including the location and extent of curbs and gutters;
 - i. All means of vehicular and pedestrian ingress and egress to and from the site and the size and location of driveways, streets and roads;
 - j. The location and design of off-street parking areas showing their size and locations of internal circulation and parking spaces;
 - k. Location and extent of street dedication, widening or other road improvements;
 - l. The existing zoning district of the proposed development site and any other zoning district within three hundred feet of the site;
 - m. 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;



CITY OF MONROE

COMMUNITY DEVELOPMENT PERMIT DIVISION

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

- ❑ **TOPOGRAPHIC MAP.** A topographic map that delineates contours, both existing and proposed, at intervals of two feet, and which locates existing lakes, streams, and forested areas.
- ❑ **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.

GENERAL PROVISIONS FOR ACCESSORY DWELLING UNITS

- **Owner Occupancy.** Either the primary dwelling unit or the accessory dwelling unit shall be occupied by an owner of the subject property. Owner occupancy is defined as a property owner, as reflected in title records, who makes his or her legal residence at the site, as evidenced by voter registration, vehicle registration, or similar means, and actually resides at the site more than six months out of any given year, and at no time receives rent for the designated owner-occupied unit.
- **Rental of Owner-Occupied Unit.** The owner(s) shall not rent the designated owner-occupied unit, or any portion thereof, at any time for any period during the possession of the accessory dwelling unit (ADU) permit. Such rental shall void the permit.
- **Number of Occupants.** The total number of occupants in both the primary dwelling unit and accessory dwelling unit combined shall not exceed the maximum number established for a family as defined in MMC Chapter 22.12, Definitions. The purpose of this limitation is to ensure that the approval of an accessory dwelling unit shall not increase the overall density of the single-family residential neighborhood in which the accessory dwelling unit is located.
- **Location.** The accessory dwelling unit may be attached to or included within the primary dwelling unit, or located in a detached structure. Detached accessory dwelling units shall be subordinate in location relative to the primary unit and shall only be located at the side or the rear of the primary dwelling unit. An accessory dwelling unit will be considered to be "detached" from the primary dwelling unit if it is surrounded on all sides by open space and does not share a common roof structure with the primary unit.
- **Minimum Lot Area.** Accessory dwelling units shall only be allowed on lots in single-family residential zoning districts that have a minimum gross lot area of at least three thousand square feet.
- **Size and Scale.**
 - **Maximum Floor Area.** In no case shall the total floor area of an accessory dwelling unit, whether attached or detached, exceed eight hundred square feet or forty percent of the floor area of the primary dwelling unit, whichever is less.
 - **Bedrooms.** An accessory dwelling unit shall contain no more than two bedrooms.

**IF THE ADU RECEIVES ADMINISTRATIVE APPROVAL, A SEPARATE BUILDING PERMIT
WILL BE REQUIRED FOR CONSTRUCTION OF THE ADU**

ANY OTHER ITEMS DEEMED NECESSARY BY THE ZONING ADMINISTRATOR



Community Development
Permit Division

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

FOR OFFICE USE ONLY
PERMIT FILE #
APPLICATION #
SEPA #

COMBINED PERMIT APPLICATION

PERMIT SUBMITTAL HOURS
MONDAY - FRIDAY 8:00 - 12:00 / 1:00 - 5:00

Building Operations Fire Land Use
[] Basic SFR [] Engineering Review [] Fire Alarm [] Type I Permit
[] Commercial T/I [] Fencing [] Fire Sprinkler [] Type II Permit
[] Demolition [] Grading [] High Piled Storage [] Type III Permit
[] Garage/Carport [] Retaining wall [] Hood Suppression [] Type IV Permit
[] Mechanical [] Rockery [] Operational [] See permit types listed on
[] New Construction (Commercial/Residential) [] Right-of-Way Disturbance [] Spray Booth attached form
[] Plumbing [] Utility Service [] Tents & Canopies [] Other
[] Racking [] Other [] Other
[] Residential Remodel
[] 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 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



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):

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.

FOR OFFICE USE ONLY

Planning Application Fee: _____ Publication Fee: _____
Fire Plan Check Fee: _____ Mailing Fee: _____
SEPA Fee: _____ Technology Fee: _____

Hearing Examiner Deposit required (\$2,500.00):

Consultant review fee (if applicable) – Deposit for estimated cost + 10% Admin fee:

TOTAL FEES: _____

ACCESSORY DWELLING UNIT COVENANT

Property Address _____
 Monroe, Washington

Assessor’s Parcel Number: _____

Legal Description: _____

I, the undersigned, have attained approval or an accessory dwelling unit (ADU) at the property address above, in accordance with the provisions of Chapter 22.16.050 (Accessory Dwelling Units) of the Monroe Municipal Code.

I agree and understand that it is my responsibility to notify all future property owners or long term lessors of the existence of the ADU and that its existence is predicated upon the occupancy of either the ADU or primary dwelling unit by the owner of the property. Additionally, I will notify all prospective buyers of the limitations on use and maintenance of the ADU as stipulated in Chapter 22.16.050 (Accessory Dwelling Units) of the Monroe Municipal Code. An example of the limitations of the ADU per Chapter 22.16 is the requirement of the property owner to reside in the primary or accessory dwelling unit for 6 months out of every year.

Finally, this covenant shall be recorded in order to notify all current and future property owners that if any conditions of the ADU approval are violated, the property owner will be required to remove all improvements which were added to convert the primary dwelling unit into an ADU and restore the site to a single-family dwelling unit. This covenant shall be construed as running with the land and be binding on all future owners and lessors of the premises.

Property Owner Signature: _____

Print Name: _____

Property Owner Signature: _____

Print Name: _____

Date: _____

STATE OF WASHINGTON)
)
 COUNTY OF SNOHOMISH)

I certify that I know of or have satisfactory evidence that _____ signed this instrument and acknowledge it to be his/her free and voluntary act for the uses and purposes mentioned in this instrument.

Notary’s pressure seals must be smudged. Dated: _____

Signature of Notary Public: _____

Residing at: _____

My Appointment Expires: _____

THIS DOCUMENT MUST BE RECORDED WITH THE SNOHOMISH COUNTY AUDITOR.



AFFIDAVIT

STATE OF WASHINGTON)
)
COUNTY OF SNOHOMISH)

Application Name and Number

I, _____, being first duly sworn on oath
depose and say that I affirm I am the property owner for tax parcel
_____ located at _____ Monroe,
Washington 98272 and occupy the primary residence or the accessory dwelling unit
for more than six (6) months of the year.

Signed

Subscribed and sworn to me this _____ day _____, 20____

NOTARY SEAL

Signature

NOTARY PUBLIC in and for the State of
Washington:

Residing at: _____

Printed Name: _____

My commission expires: _____



COMMUNITY DEVELOPMENT

806 WEST MAIN STREET
 MONROE, WA 98272
 PERMIT CENTER (360) 863.4501
www.monroewa.gov

Table 22.84.060(B)(1): Project Permit Types

Type I	Type II	Type III	Type IV
Administrative Interpretation	Accessory Dwelling Unit	Administrative Approval (when a Conflict of Interest Exists)	Comprehensive Plan Amendment
Boundary Line Revision (SEPA exempt)	Binding Site Plan - Final	Conditional Use	Unified Development Regulations Amendment
Development Permit (SEPA exempt)	Binding Site Plan - Preliminary	Reasonable Use Exception	Area-Wide Zoning Map Amendment (Area-Wide Rezone)
Land Clearing/ Forest Practices (SEPA exempt)	Boundary Line Revision (not SEPA exempt)	Removal of a Six-Year Development Moratorium	Pre-Annexation Zoning ³
Short Subdivision - Final	Development Permit (not SEPA exempt)	Shoreline Conditional Use Permit ²	
Site Plan Review	Land Clearing/ Forest Practices (not SEPA exempt)	Shoreline Variance ²	
Subdivision - Final	SEPA Threshold Determination/EIS Adequacy ¹	Site-Specific Zoning Map Amendment (Site-Specific Rezone)	
Temporary Use	Shoreline Substantial Development	Subdivision - Preliminary	
	Short Subdivision - Preliminary	Variance	
	Single-Family Dwelling Exception to Development Moratoria	Variance from Flood Hazard Regulation	

Table Notes:

1. Appeals based on the substantive authority of SEPA for conditions imposed outside the threshold determination process are appealable to the city council, as required by RCW 43.21C.060. Otherwise, appeals of SEPA threshold determinations and EIS adequacy are considered procedural determinations and therefore appealable to the hearing examiner per WAC 197-11-680(3)(iv).
2. Shoreline conditional use permits and variances require final approval by the Department of Ecology per MMC Chapter 22.82, Shoreline Management.
3. City council shall hold two public hearings for a prezone application, as consistent with RCW 35A.14.340.