



REZONE 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 Rezone. Requirements below outline the minimum information that must be provided as part of the application. 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
- ◇ (1) Vicinity Map (on 8½" X 11")
- ◇ (1) Original plus (2) copies of explanation for the criteria listed on Page 3
- ◇ (1) Title Report dated within 30 days of submittal
- ◇ (1) Original signed Environmental (SEPA Checklist) Plus (2) copies.
- ◇ (1) Set of Public Notice Materials (See requirements attached)

MAPS/SITE PLANS

- ◇ (2) Copies of all Site Plan/Maps (must show location of all easements, who it benefits, and who is responsible for maintenance activities)
- ◇ (2) 11" X 17"
- ◇ (2) 8½" X 11"

OFFICE USE ONLY

Date Received: _____ Application Number: _____

Received By: _____ Complete Application Date: _____

Fee Paid (date/time): _____ Zoning of Site: _____

Zoning of Adjacent Property: _____

Comp Plan Designation: _____

Comp Plan Adjacent Property: _____



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A zoning district reclassification (Rezone) means an amendment or change of zoning district on the Official Zoning Map for a specific parcel or parcels of land. The Planning Commission will review rezone applications and make a recommendation to the City Council. The City Council has the final authority to approve or reject all rezone requests.

PRE-DEVELOPMENT REVIEW MEETING

The City strongly encourages a Pre-Development Review meeting before submittal of a land development, subdivision, or commercial building application. This will provide you an opportunity, early in the planning stage, to meet with Development Review representatives who will assist you with preliminary direction regarding your 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 360.794.7400 to schedule a Pre-Development meeting following preparation of your Pre-Development submittal, and with any questions regarding this form.

Public Hearing – A hearing will be set for the first available hearing date after review of the application is complete. Planning Commission meetings are held at 7:00 p.m. on the second and fourth Mondays of each month in the Council Chambers in the City Hall, 806 West Main Street, Monroe, and are open to the public. The Planning Commission will submit a recommendation to the City Council within fourteen days of the hearing. This recommendation will be based on the findings of fact and include an analysis of findings considered by the Planning Commission to be controlling.

Action by the City Council – Upon receipt of the recommendation of the Planning Commission and consideration of the proposal, the City Council shall set the date to either adopt or reject the proposal at its next regular public meeting. Regular meetings of the City Council are held on the first and third Tuesdays of each month.

LIMITATIONS:

Further Action – After Planning Commission action, regarding a rezone application, no further action substantially involving the same property shall be considered within six months, unless an emergency exists and the Planning Commission waives this provision.

Continuance – The continuance of a rezoning classification is dependent on the fulfillment of all the standards and conditions established by the City Council or Planning Commission to protect the enjoyment of surrounding property at the time of the rezone.

Rezone Application Criteria for Approval TO BE COMPLETED BY THE APPLICANT

When reviewing an application for a REZONE, the following factors are considered:

1. This proposed zoning change shall be in keeping with the goals and policies of the Comprehensive Plan. (Explain how it meets the goals/policies.)
2. This proposed zoning change shall be in keeping with the purposes of the Zoning Code and the existing land uses of surrounding properties. (Explain how it is in keeping with Zoning Code and existing land uses.)
3. This proposed rezone reflects changes in economic patterns, social customs, policy changes and other factors that affect the character of the area. (Explain how it reflects these changes.)
4. This proposal will be assessed as to its impact on safety, welfare, public health, property values and other factors. Include a comparison of such factors under the current zoning designation and under the proposed rezone.

Please submit additional sheets if needed.



**Community Development
Permitting 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

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

Detailed Description of work:

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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: _____



PUBLIC NOTICE MATERIALS COMMUNITY DEVELOPMENT

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INSTRUCTIONS:

Below is a checklist of items that must be submitted as part of your permit application or land use request as indicated in the Submittal Checklist. Numbers in parenthesis equal the number of copies required. Please use only paper clips and/or binder clips when assembling documents.

These materials must be submitted concurrently with all other required submittals as indicated in the Submittal Checklist.

➤ For your convenience, when requesting these materials from Snohomish County, links to access their request forms are listed below.

Instructions for records requests:

<http://snohomishcountywa.gov/1704/Public-Records>

Form 1: Record Request

<http://snohomishcountywa.gov/DocumentCenter/View/18735>

Form 2: Release for List of Individuals

<http://snohomishcountywa.gov/DocumentCenter/View/18736>

➤ These materials can also be obtained through any Title Company.

SUBMITTAL CHECKLIST :

- ◇ (1) Snohomish County Assessor's Quarter Section Map including the following:
 - ◆ Show Subject Property
 - ◆ Show 500 ft. Boundary
- ◇ (1) Current Owner List (of properties within 500ft. radius) hard copy
- ◇ (1) Current Owner List (of properties within 500ft. radius) submitted electronically in an excel spreadsheet format with the following:
 - ◆ Tax Parcel ID Number(s)
 - ◆ Owner(s) Full Name(s)
 - ◆ Owner(s) Mailing Address(es)
- ◆ Include "Current Resident" & Mailing Address (if property owner doesn't reside at the property)