



# Pre-Application Meeting Submittal Checklist

**Date and time of meeting (will be determined upon acceptance of submittal documents):**

**NOTE:** Any information given by the Development Review representatives at the Pre-Application meeting is considered **PRELIMINARY**. The information is not binding, does not vest the project or proposal, and does not represent a complete review of your project. In-depth reviews are provided once your project application has been submitted and deemed complete.

Be advised that the applicant, not the City, is ultimately responsible for correctly interpreting and applying City development standards. The City makes no assurances as to the accuracy of any information provided at pre-application meetings or in any other communications to applicants and assumes no liability if an applicant relies upon inaccurate information to its detriment.

The City of Monroe is committed to excellent and efficient customer service. To this end, the City strongly *encourages* a Pre-Application Meeting for Type I and II permits (See Chapter 22.84 Permit Processing for Permit Types) and for Type III and IV permits they are *required* 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-Application meetings are held weekly on Tuesday's beginning at 1:30 p.m. and are limited to 45-minute sessions, although complex projects may require additional time. Please contact the Planning Department at 360-863-4501 or email your request for a Pre-Application review meeting to [landuse@monroewa.gov](mailto:landuse@monroewa.gov).

Please complete the information below and provide the applicable checklist items to the best of your ability.

<b>Site Address or Property Location</b> _____			
<b>Size of site (acre/square feet)</b> _____		<b>Tax Parcel Number (14 digits)</b> _____	
<b>Applicant/Agent</b> _____		<b>Phone # (_____)</b> _____	
<b>Mailing Address</b> _____	<b>City</b> _____	<b>State</b> _____	<b>Zip</b> _____
<b>Email</b> _____			
<b>Property Owner</b> _____		<b>Phone # (_____)</b> _____	
<b>Mailing Address:</b> _____	<b>City</b> _____	<b>State</b> _____	<b>Zip</b> _____
<b>Email</b> _____			
<b>Property owner signature (if different than applicant)</b> _____			

**Give a brief project description, including current and proposed use and project feasibility. The more information you provide in your submittal package, the more feedback you will receive from project reviewers to help you towards finalizing your application.**

**Please include what you see as key issues or specify questions that you have about the property that you would like reviewers to respond to at the meeting. (If you need to, please add additional information on a separate sheet of paper).**

**PROVIDE THE FOLLOWING INFORMATION TO THE BEST OF YOUR ABILITY  
(AND IF APPLICABLE TO YOUR PROJECT):**

While plans can be conceptual and do not need to be construction quality, they do need to be of sufficient detail to allow staff to provide constructive comments.

\*\*\*\* The preferable method for submittal is via email but if you prefer to submit hard copies, please submit one copy of all related documents. Paper size may be 8 ½” x 11 or 11 x 17”.

- Site Map - drawn to scale and should include the following (as applicable to your specific project):
- Topography (contours, site features, significant trees, power poles, utility boxes, fire hydrants)
- Total land area
- All lot lines
- Existing and proposed structures, easements, and utilities, when applicable
- Access, parking and areas intended for open space
- Identify any known critical areas, e.g., wetlands, streams, slopes, seismic and erosion areas
- Setbacks to property lines appropriate to the zone
- Indicate impervious areas e.g., asphalt, gravel, buildings, concrete
- Site photos (optional)

**IF CONSTRUCTING A NEW BUILDING OR REMODELING,  
PROVIDE THE FOLLOWING INFORMATION.**

- Total area of each proposed structure, including an area breakdown by each floor and an area breakdown by occupancy (if applicable).
- Type of construction, including probable building materials and treatment of exterior surfaces on all proposed structures.
- Total number of dwelling units and description of the housing type for each proposed unit.