



CITY OF MONROE PERMIT DIVISION COMMUNITY DEVELOPMENT

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

GRADING

MMC CHAPTER 22.42.040

The purpose of this section is to minimize soil disturbance, integrate new developments into the natural terrain, contain and manage stormwater runoff on-site, and minimize impermeable site area. The goal is also to protect and enhance the city's environments for living, working, and shopping activities. This section applies to all land disturbing activity, as defined in MMC Chapter 22.12, Definitions. Minimal grading is essential to developing sites that are integrated into the natural environment.

This checklist is to determine completeness of a submittal. The checklist does not verify the accuracy of materials received.

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 **GRADING PERMIT 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.

- Application Form.** A completed and signed City of Monroe Combined Permit application form.
- Fees.** Payment of all applicable fees, as established by the City's current fee schedule.
- SEPA.** An Environmental checklist for grading over 499 cubic yards or any grading in a "Critical Area" as defined in the City's critical area ordinance MMC 22.80.
- Drainage Report.** A stormwater and drainage control plan prepared in accordance with MMC 22.80.
- Stormwater Pollution Prevention Plan (SWPPP).** Must meet the requirements of the MMC 15.01, including temporary erosion and sedimentation control.
- Vicinity map.** To include legal description, and assessor's tax parcel number.



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Plan showing:

- Scale of 1" = 50' or larger. Grading involving 5,000 cubic yards or more shall have plans prepared and stamped by a civil engineer licensed in the State of Washington.
- Filling and grading plans shall be prepared based on topographic data and comply with the City's critical areas ordinance, MMC 22.80.
- Show lot lines, easements, and right-of-way dimensions on and within 100' of the site.
- Provide vicinity map, legal description, and assessor's tax parcel number.
- Show existing and proposed land use and buildings, existing and proposed roads and utilities.
- Show dimensions and distances to property lines.

NOTE:

If the grading permit will be combined with the civil construction review, it is not necessary to submit separate plans, however; please use this as a checklist for the plan requirements.



**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

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

Combined Permit Application - Page 2

A grading permit is required for any project that includes grading, excavation and earthwork construction, including fills and embankments.

Description of project:

Grading Project Cost \$ _____

Amount Cut _____ cubic yards

Amount Fill _____ cubic yards

Engineer name _____

Company _____ License Number _____

Address _____

Phone _____ Fax _____

Email _____

Contractor/Contact name _____

Company _____ License Number _____

Address _____

Phone _____ Fax _____

Email _____