



# Permit Type I

## COMMUNITY DEVELOPMENT

806 WEST MAIN STREET  
 MONROE, WA 98272  
 PERMIT CENTER (360) 863.4501  
[www.monroewa.gov](http://www.monroewa.gov)

### Project Permit Types

Administrative Interpretation
Boundary Line Revision (SEPA exempt)
Development Permit (SEPA exempt)
Land Clearing/ Forest Practices (SEPA exempt)
**Short Subdivision Final
Site Plan Review
**Subdivision Final
Temporary Use

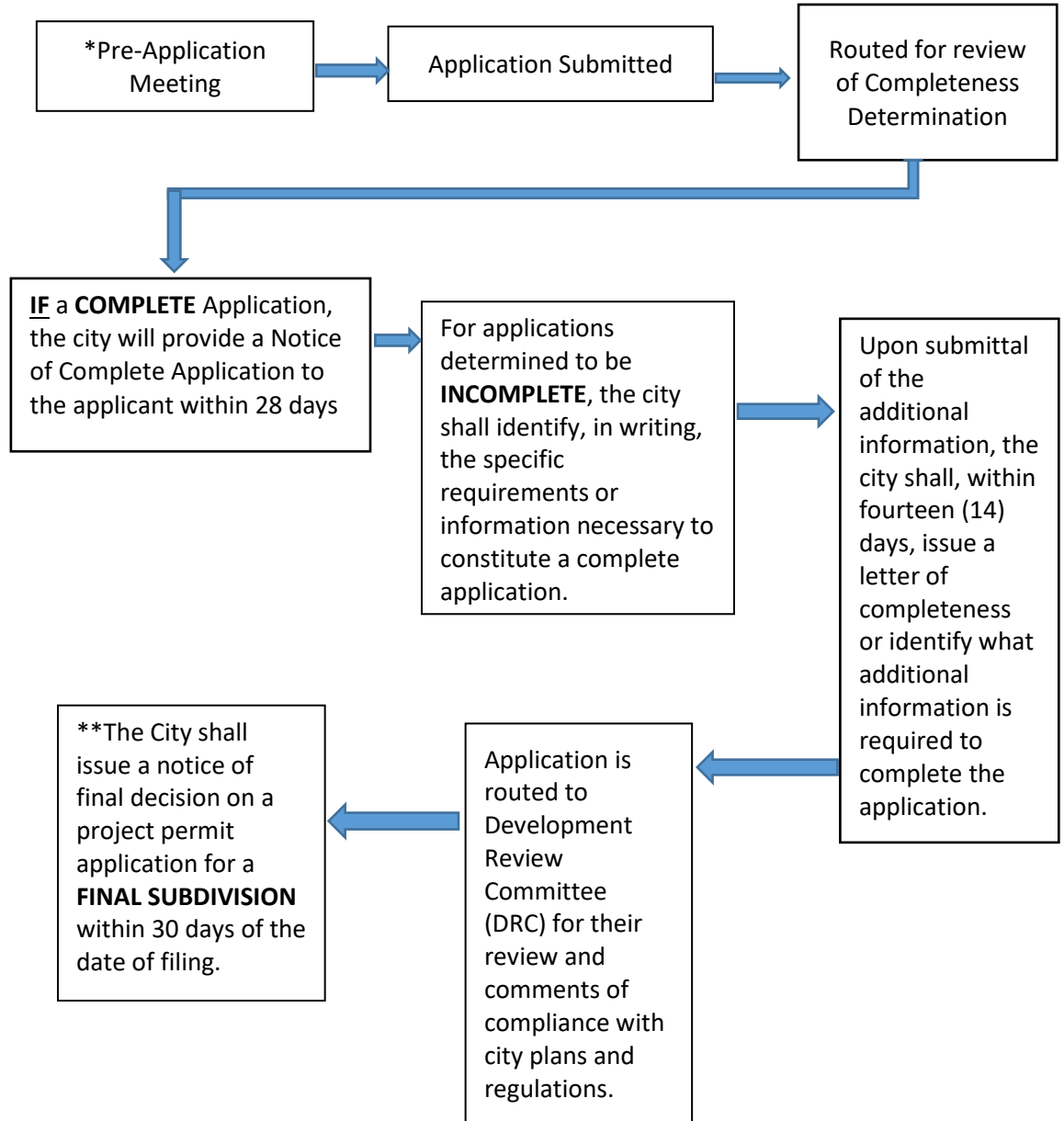
#### TYPE I PERMITS ARE:

Minor administrative actions and are not subject to public notice or a public hearing. Decisions on Type I actions are made by the zoning administrator.

#### \*Pre-application meetings

Applications for Type I 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



**IF a COMPLETE** Application, the city will provide a Notice of Complete Application to the applicant within 28 days

For applications determined to be **INCOMPLETE**, the city shall identify, in writing, the specific requirements or information necessary to constitute a complete application.

Upon submittal of the additional information, the city shall, within fourteen (14) days, issue a letter of completeness or identify what additional information is required to complete the application.

Application is routed to Development Review Committee (DRC) for their review and comments of compliance with city plans and regulations.

**\*\*The City shall issue a notice of final decision on a project permit application for a FINAL SUBDIVISION within 30 days of the date of filing.**



# CITY OF MONROE

## COMMUNITY DEVELOPMENT PERMIT DIVISION

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## ADMINISTRATIVE INTERPRETATION

### MMC CHAPTER 22.10.050 / CHAPTER 22.84

Upon request or as determined necessary, the Zoning Administrator shall interpret the meaning or application of the provisions of the UDR and issue a written administrative interpretation within 30 days. The purpose of the Administrative Interpretation process is to regulate the minimum requirements necessary to accomplish the purposes of the Unified Development Regulations (UDR). Any act or activity regulated in this title shall also comply with all other applicable requirements of city code, laws, and regulations. Administrative interpretations, subject to Title 22, shall be appealable, as outlined under appeal procedures in Chapter 22.84, Permit Processing.

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 I permits (**ADMINISTRATIVE INTERPRETATION**). 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](mailto: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 **ADMINISTRATIVE INTREPRETATION**. 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.
- PROJECT NARRATIVE.** Identify the issues and desired interpretation.
- FEES.** Payment of all applicable fees, as established by the City's current fee schedule.



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- **VICINITY MAP.** A vicinity map on 8.5" X 11" paper showing the location of the project with respect to public streets and other parcels and development.

**INTERPRETATIONS SHALL BE BASED ON:**

- The defined or common meaning of the words of the provisions;
- The general purpose of the provision as expressed in this title;
- The logical or likely meaning of the provision viewed in relation to the comprehensive plan;
- Input and recommendations from other members of the development review committee; and
- Input and recommendations from the city attorney.

**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.

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**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:** \_\_\_\_\_



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**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 <sup>3</sup>
Short Subdivision - Final	Development Permit (not SEPA exempt)	Shoreline Conditional Use Permit <sup>2</sup>	
Site Plan Review	Land Clearing/ Forest Practices (not SEPA exempt)	Shoreline Variance <sup>2</sup>	
Subdivision - Final	SEPA Threshold Determination/EIS Adequacy <sup>1</sup>	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.