



Permit Type I

COMMUNITY DEVELOPMENT

806 WEST MAIN STREET
 MONROE, WA 98272
 PERMIT CENTER (360) 863.4501
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

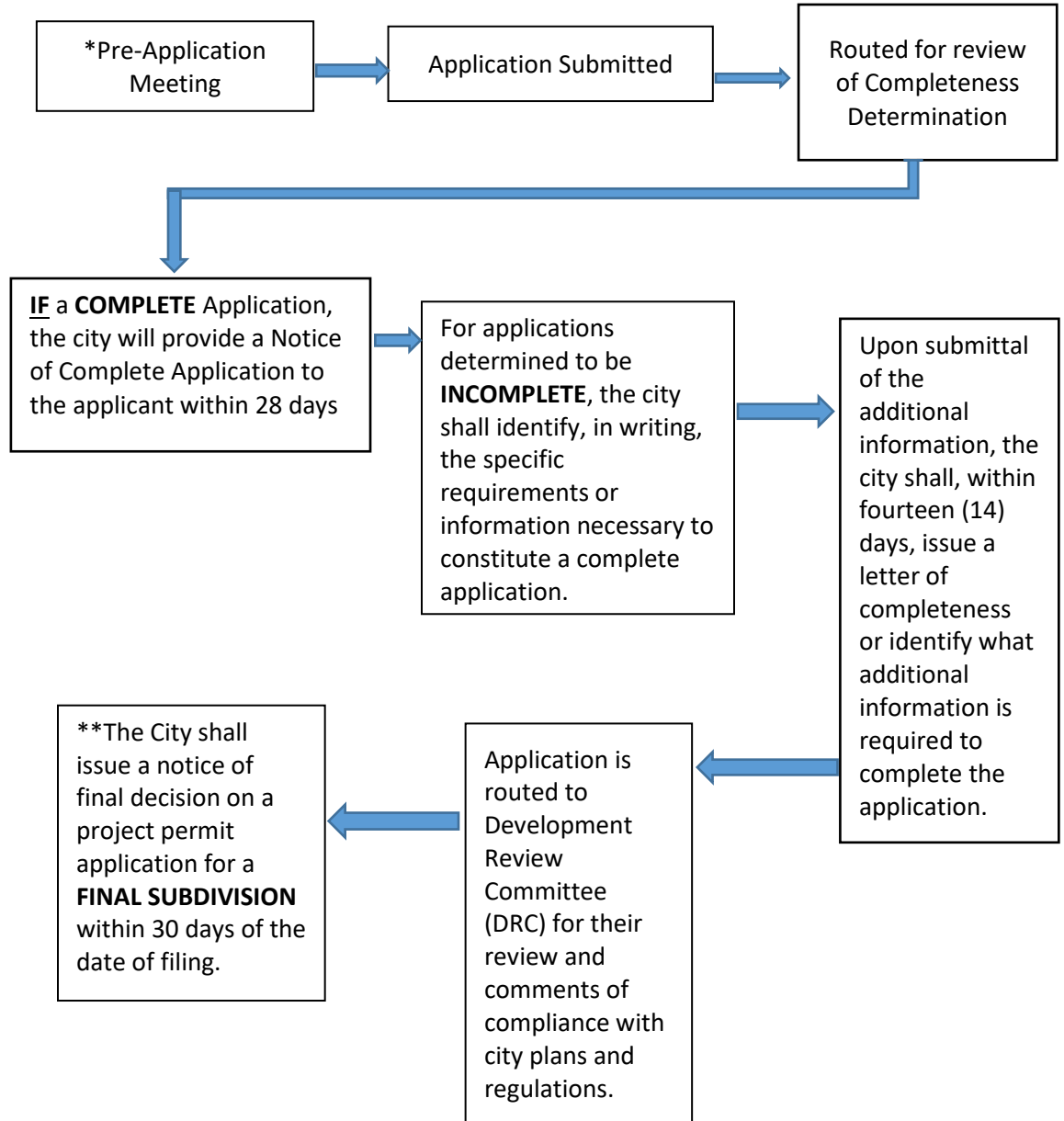
TYPE I PERMITS ARE:

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





CITY OF MONROE COMMUNITY DEVELOPMENT PERMIT DIVISION

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

BOUNDARY LINE REVISION (SEPA EXEMPT)

MMC CHAPTER 22.68.060 / CHAPTER 22.84

The Boundary Line Revision process is a mechanism by which the city may approve the alteration of boundary lines between subdivided or unsubdivided lots or both, where such a revision does not create any additional lot, tract, parcel, site, or division nor create lots which are nonconforming or more nonconforming than exists.

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 (**BOUNDARY LINE REVISION**). 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 **BOUNDARY LINE REVISION 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.

- 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.
- TITLE REPORT.** 30 days to current at time of submittal



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- 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. The proposed revision shall meet the exemption requirements provided in RCW 58.17.040(6);
 - b. The boundary line revision shall not result in the creation of any additional tract, lot, parcel, site or division;
 - c. The property being transferred within the boundary line revision shall be combined with the benefiting parcel and shall not be a separate parcel, which could be mistaken as a separate and distinct, conveyable tract without proper research;
 - d. The lots, tracts, or parcels resulting after the boundary line revision shall meet all dimensional requirements specified for the applicable zone as outlined in this title;
 - e. All lots modified by the boundary line revision procedures shall have legal access meeting the standards of the City of Monroe;
 - f. The boundary line revision shall not violate an applicable requirement or condition of a previous land use action, subdivision, short subdivision or binding site plan;
 - g. All boundary line revisions shall be recorded surveys consistent with the requirements of Chapter 58.09 RCW and Chapter 332-130 WAC. All lot lines being adjusted shall be surveyed, and newly established lot corners shall be staked.
- 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 existing boundary lines (bearing and distance) and proposed boundary line changes;
 - 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 easements and other encumbrances occurring within the affected lots;
 - 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;
- 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.
- SNOHOMISH HEALTH DISTRICT APPROVAL(s).** The written approval(s) of the Snohomish Health District, if required.

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

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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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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 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.