



Permit Type II

COMMUNITY DEVELOPMENT

806 WEST MAIN STREET
 MONROE, WA 98272
 PERMIT CENTER (360) 863.4501
www.monroewa.gov

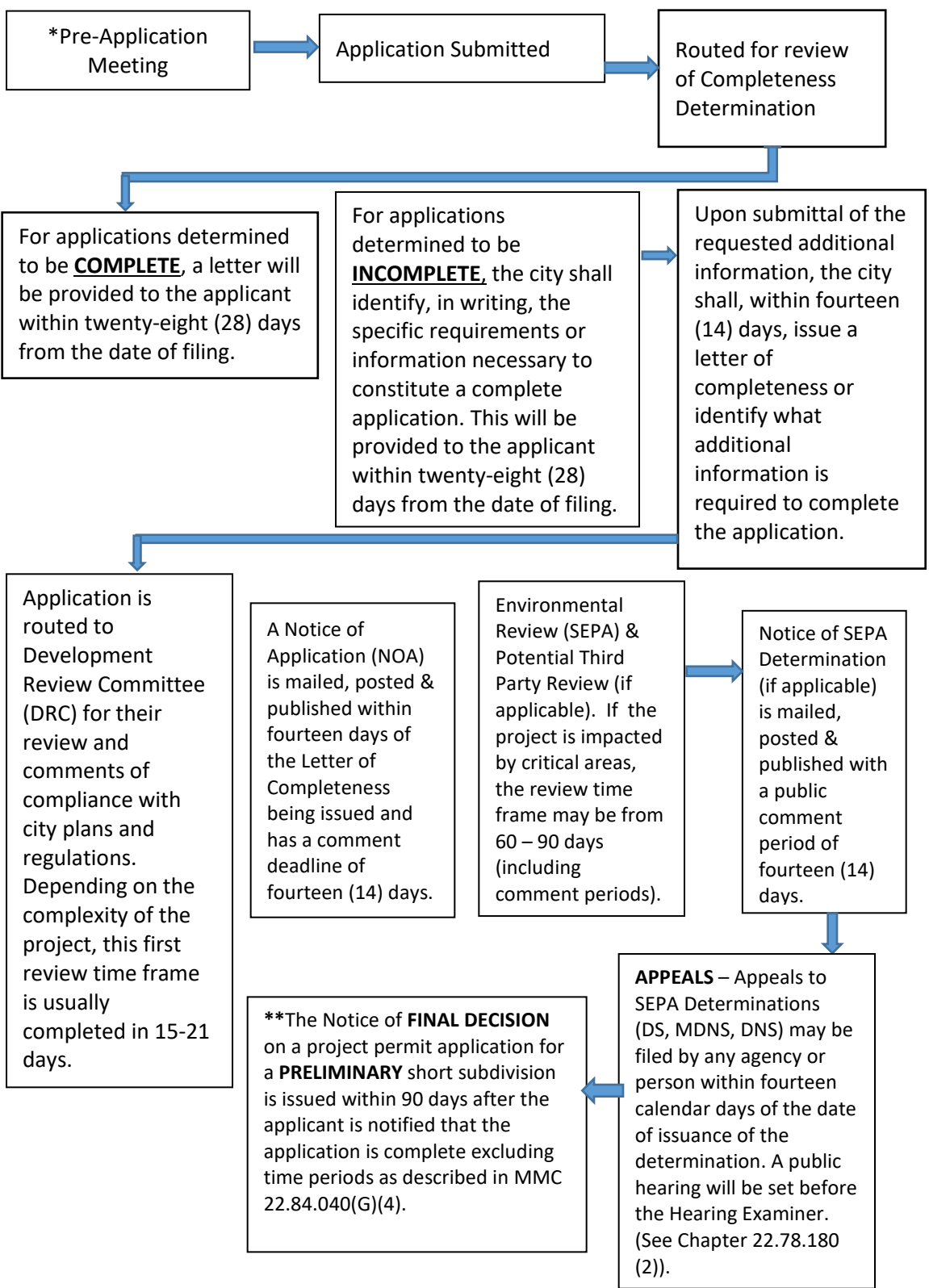
Project Permit Types

Accessory Dwelling Unit
Binding Site Plan - Final
Binding Site Plan - Preliminary
Boundary Line Revision (not SEPA exempt)
Development Permit (not SEPA exempt)
Land Clearing/ Forest Practices (not SEPA exempt)
SEPA Threshold Determination/ EIS Adequacy
Shoreline Substantial Development
**Short Subdivision Preliminary
Single-Family Dwelling Exception to Development Moratoria

TYPE II PERMITS ARE: Major administrative actions subject to public notice. A public hearing is **NOT** required. Decisions on Type II actions are made by the zoning administrator.

***Pre-application meetings**
 Applications for Type II 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. The 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

LAND USE MODIFICATION APPLICATION
MMC 22.68

FOR OFFICE USE ONLY
PERMIT FILE #
APPLICATION #
SEPA#

- Subdivision Alteration (Type III Permit)
Preliminary Subdivision Modification (Type II Permit)

Site Address or Property Location:

Assessor's tax parcel #(s):

Size of site (acre/square feet): Number of Lots:

Applicant/Agent: Phone #: ()

Signature: Printed Name:

Mailing Address: Fax #: ()

City: State: Zip: E-mail:

Property Owner: Phone #: ()
(if different from applicant)

*Signature: Printed Name:

Mailing Address: Fax #: ()

City: State: Zip: E-mail:

2nd Property Owner: Phone #: ()
(if applicable)

*Signature: Printed Name:

Mailing Address: Fax #: ()

City: State: Zip: E-mail:

Attach a separate sheet with the above requested information if there are additional Property Owners or Parcels.

*Applicant/Agent/: 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 Owner(s): By your signature above, you hereby certify that you have authorized the above Applicant and/or Agent to make application and act on your behalf for this application. A property owner is any person, corporation, or financial institution that has ownership of all or of a portion or percentage of a property as shown on a Title Certificate for said property.



LAND USE MODIFICATION APPLICATION PAGE 2

Date of Preliminary/Final Plat approval: _____

Snohomish County Assessor's recording # of Final Plat (if applicable): _____

City of Monroe File # of the original Land Use action: _____

List all amendments to the decision that are being requested. Attach a separate sheet if necessary.

FOR OFFICE USE ONLY

Planning Application Fee: \$ _____	Publication Fee: \$ _____
Fire Plan Check Fee: \$ _____	Mailing Fee: \$ _____
SEPA Fee: \$ _____	Technology Fee: \$ _____
TOTAL FEES: \$ _____	



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LAND USE MODIFICATION/ALTERATIONS

MMC CHAPTER 22.68

The purpose of the Plat Alterations/Modifications process is to achieve the orderly development of land within the City by promoting the public health, safety and general welfare in accordance with standards established by the State and the City. It further proposes to protect environmentally sensitive areas and preserve the community urban forest for its aesthetic, environmental and health benefits. By identifying the specific criteria and the required regulations and standards that govern the subdivision of land within the City, this process establishes and provides for the housing and commercial needs of the community.

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 **Encouraged** for Type II permits and **Required** for Type III permits. 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.



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SUBMITTAL CHECKLIST:

Below is a checklist of items that must be submitted as part of your **LAND USE MODIFICATION/ALTERATION 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.
- TITLE REPORT.** 30 days to current at time of submittal.
- (1) **COPY** of the Land Use decision you are amending.
- (1) **COPY** of the Legal descriptions of all properties involved.
- (1) **COPY** of the Ordinance/Resolution approving the Land Use action (if applicable).
- (1) Original signed Environmental Checklist
- FEES.** Payment of all applicable fees, as established by the City's current fee schedule.
- VICINITY SKETCH MAP.** A vicinity map on 8.5" X 11" paper showing the location of the project with respect to public streets and adjacent properties and development.
- PLANS:**
 - (1) Original Record of Survey plus (1) copy showing the amendment
 - (1) Set of plans reduced to 8 ½ " X 11"

ANY OTHER ITEMS DEEMED NECESSARY BY THE ZONING ADMINISTRATOR.



CHAPTER 22.68

PLAT ALTERATIONS/MODIFICATIONS

22.68.040 SUBDIVISION AND SHORT SUBDIVISIONS

F. Subdivision Alterations.

1. Any person interested in the alteration of any approved subdivision shall submit an application for the alteration to the Community Development Department. The application shall contain the signatures of the majority of those persons having an ownership interest of lots, tracts, parcels, sites, or divisions in the subject subdivision or portion to be altered and other application submittal materials as required. If the subdivision is subject to restrictive covenants which were filed at the time of the approval of the subdivision, and the alteration would result in the violation of a covenant, the application shall contain an agreement signed by all parties subject to the covenants providing that the parties agree to terminate or alter the relevant covenants to accomplish the purpose of the alteration.
2. Alterations shall be reviewed in accordance with the process set out in MMC 22.84, Permit Processing, for Type III permit applications.
3. If an alteration is approved, the applicant shall submit to the city a revised drawing of the approved alteration of the subdivision, which after signature of the decision-maker shall be filed by the applicant with the Snohomish County Auditor's Office to become the lawful subdivision of the property. The revised drawing shall be surveyed and prepared by a Washington State licensed land surveyor.

G. Preliminary Subdivision Modifications.

1. Applications to modify preliminary subdivisions that have received preliminary approval that result in any substantial changes as determined by the city shall be considered major modifications and treated as a new application for purposes of vesting and processing. For the purpose of this section, substantial change includes the creation of additional lots, the elimination of open space, change to the overall layout that would change the quality of the design or product, or changes to conditions of approval on an approved preliminary subdivision.
2. Minor modifications shall be reviewed in accordance with the process set out in MMC 22.84, Permit Processing, for Type II permit applications. The following modifications of preliminary plat approval may be reviewed administratively:
 - a. Engineering detail unless the proposed detail modifies or eliminates features specifically required as an element of the preliminary plat approval;
 - b. Minor changes in lot lines or lot dimensions;
 - c. A decrease in the number of lots to be created.
3. Minor modifications shall be reviewed for consistency with this chapter and the regulations of this title, as well as the following criteria:
 - a. The amendment maintains the design intent or purpose of the original approval;
 - b. The amendment does not cause a significant environmental or land use impact on or beyond the site;
 - c. The amendment is not precluded by the terms of this title or by state law from being decided administratively; and
 - d. Circumstances render it impractical, unfeasible or detrimental to the public interest to accomplish the subject condition or requirement of preliminary plat approval.