

RETAINING WALL / ROCKERY COMMUNITY DEVELOPMENT

806 WEST MAIN STREET • MONROE, WA 98272 City Hall 360.794.7400 • Fax 360.794.4007

INSTRUCTIONS

Below is a checklist of items that must be submitted as part of your application for a retaining wall / rockery review. Below outlines the minimum information that must be provided on your plan sheets. Please use only paper clips and/or binder clips when assembling documents.

If you have any questions about what is required, or if you would like to schedule a preapplication meeting, please call the Community Development Department at 360.863.4527.

SUBMITTAL CHECKLIST

Completed Combined Permit Application
Two (2) copies of wet-stamped, engineered plans
Two (2) copies of structural calculations
Two (2) copies of Stormwater Pollution Prevention Plan (SWPPP) meeting the
requirements of the MMC 15.01, including temporary erosion and sedimentation control.

Retaining Wall/Rockery Permit Process Flow Chart

1. Pre-Application Meeting

A pre-application meeting is not required; however, it is recommended on complex projects. A representative from each department will attend to help answer questions. Contact the Permit Assistant Center (PAC) 360.863.4532 to schedule.

3. Plan Review

The complete permit application and required plans will be forwarded to the appropriate departments for review (Building, Fire, Planning, Operations, Parks, Water Quality, Police, etc).

2. Application Submittal

Submit a complete permit application with required plans and supporting documents. See the appropriate submittal checklist or plan review comment notice for required information. At time of submittal the required plans/documents will be reviewed for accuracy and completion, and plan review fees will be collected. If it is determined that the required information is not provided, the application and plans will be returned to the applicant.

4. Permit Issuance

Plans

approved?

Yes

After all applicable departments approve the plans, the permit package will be assembled and final costs will be calculated. Once these are finalized the permit applicant will be contacted to pick up the permit and pay appropriate fees.

5. Special Inspections

Special inspections are required for retaining walls and rockeries, and must be done by a geotechnical or structural engineer. Copies of the special inspections must be submitted to the Permit Assistance Center.



CITY OF MONROE

806 West Main Street • Monroe, WA 98272 Phone: (360) 794-7400 • Fax: (360) 794-4007

FOR OFFICE USE ONLY						
Permit #(s)						

COMBINED PERMIT APPLICATION

		s Monday through Friday n & 1:00 pm – 5:00 pm	<u>:</u>
BUILDING Building (new	ENGINEERING Engineering Review	FIRE Fire Alarm Fire Sprinkler	LAND USE Accessory Dwelling Unit
construction) Commercial T/I Demolition Garage/Carport Mechanical Plumbing Residential Remodel Sign	☐ Fencing ☐ Grading ☐ Retaining wall ☐ Rockery ☐ Right-of-Way Disturbance ☐ Special Flood Hazard Area ☐ Utility Service	High Piled Storage Hood Suppression Spray Booth Tents & Canopies Other	 □ Boundary Line Adjustment /Lot Consolidation □ Conditional/Special Use □ Land Clearing/Forest Practice □ Planned Residential Development □ Short Plat
☐ Sign ☐ Other	NOTE: All required Electrical Per Dept. of Labor &		Subdivision/Plat Variance Other
THIS APPL	ICATION WILL NOT BE ACCEPTED WITH	OUT COMPLETED SUBMITTA	L REQUIREMENTS
Site Address or Property	/ Location:		
	e feet):		
	umber (14 digits):		_
Applicant:		Phone # ()
*Signature:		Printed Name	:
Mailing Address:		Fax # ()	
City	State Zip	E-mail	
Property Owner:		Phone # (_)
**Signature:		Printed Name	:
	State Zip		

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 Owner(s): By your signature above, you hereby certify that you have authorized the above Applicant to make application on your behalf for this application.

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A retaining wall or rockery permit is required before constructing a retaining wall or a rockery. Some exemptions may apply (see IBC 105.2 #4).

Description of project:					
	_				
			_		
Retaining Wall or Rockery Cost (Engineer name					
Company		License Number			
Address					
Phone	Fax				
Email					
Contractor/Contact name					
Company		License Number			
Address					
Phone	Fax				
Email					

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Additional Information:

- Special inspections are required for retaining walls and rockeries.
- A grading permit may also be required for the retaining wall or rockery project, even if an exemption applies to the retaining wall or rockery.
- If a grading permit is needed, a SEPA determination may also be required. Please contact the City of Monroe Planning Department.

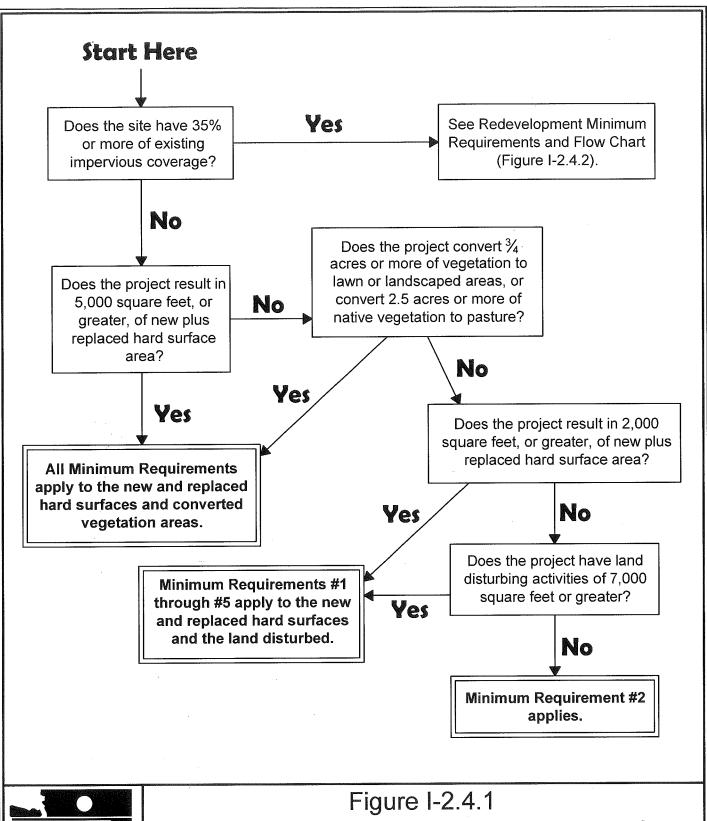




Figure I-2.4.1 Flow Chart for Determining Requirements for New Development

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