



Shoreline Permits Submittal Checklist



Project File Number: _____ Accepted By: _____

Project Name: _____ Date: _____

Office AND Applicant - (please check off all applicable “applicant” boxes)

Required Submittal Items

Applicant / Staff Verify

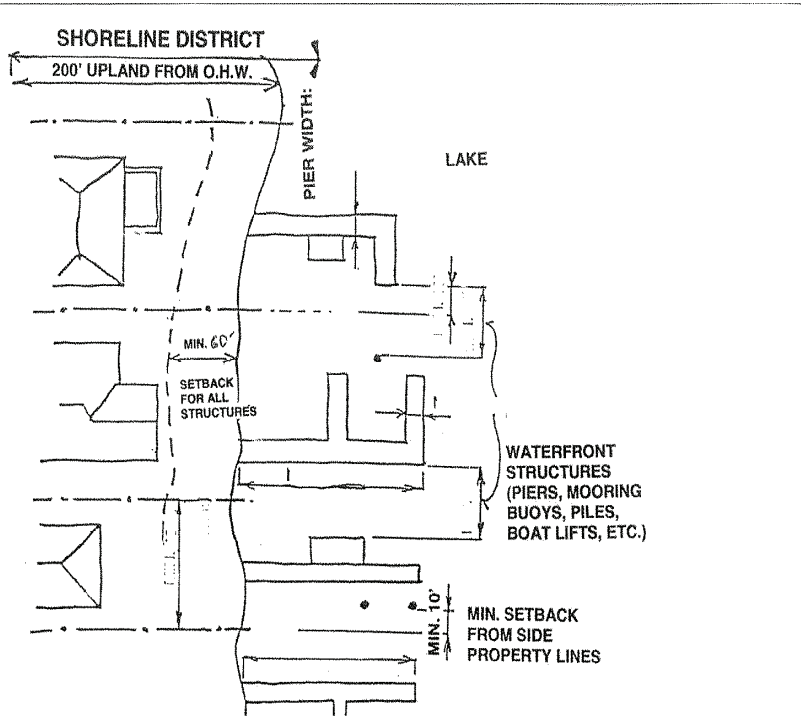
- 1. Shoreline Substantial Development Permit**—Completed Type II Application. Applicant should be owner of the property or primary proponent of project and not representative of owner or primary proponent. (3 copies)
- OR
- 2. Shoreline Conditional Use or Variance Permit**—Completed Type III Application. Applicant should be owner of the property or primary proponent of project and not representative of owner or primary proponent. (3 copies)
- 3. Detailed summary of proposal including the following information:** (3 copies)
 - a. Specifically describe in detail (e.g., size, setbacks, height, dimensions, etc.) all new development, construction activities, grading and filling quantities, construction materials, equipment, etc.
 - b. Describe how proposal meets Shoreline Development Regulations specific to the type of new development (see Shoreline Master Program)
- 4. A complete application for a substantial development, conditional use, or variance permit shall contain, as a minimum, the following information (WAC 173-27-180):** (3 copies)
 - a. Identification of name of shoreline (water body) that site of proposal is associated with. This should be the water body from which jurisdiction of the act over the project is derived.
 - b. A general description of the proposed project that includes the proposed use or uses and the activities necessary to accomplish the project. Include type of construction and materials.
 - c. Fair market value of improvements and project costs.
 - d. A general description of the property as it now exists including its physical characteristics and improvements and structures.
 - e. A general description of vicinity of proposed project including identification of the adjacent uses, structures and improvements, intensity of development and physical characteristics.
- 5. Conditional Use or Variance requires completed Supplement** (separate supplement for each)
- 6. Completed FEMA Floodplain Development Permit Application**, if required.
- 7. Completed SEPA Checklist** (3 copies)
- 8. Electronic list of property owners within 300 feet of subject property boundaries** (may email)
- 9. Permit Fees** (Please consult the Permit Specialist for the fee amount)

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See Page 2 for continuation

10. **Site Development Plan** consisting of maps and elevation drawings, drawn to an appropriate scale to depict clearly all required information, photographs and text which shall include (*Plan shall include the 200 feet landward of the Ordinary High Water Mark and waterward as far as any existing or planned development similar to example below with more details included.*):

- a. The boundary of the parcel(s) of land upon which the development is proposed.
- b. Ordinary high water mark of all water bodies located adjacent/within project boundary.
- c. State whether the project is in a flood zone and the base flood elevation.
- d. Existing and proposed land contours. The contours shall be a 2-5 foot interval to accurately determine the existing character of the property and the extent of proposed change to the land that is necessary for the development. Areas within the boundary that will not be altered by the development may be indicated as such and contours approximated for that area.
- e. A delineation of all wetland areas, steep slopes, or other critical areas including buffers, and description if they will be altered or used as a part of the development.
- f. A general indication of the character of vegetation found on the site.
- g. Dimensions and locations of all existing and proposed structures and improvements including but not limited to: buildings, paved or graveled areas, roads, utilities, septic tanks and drainfields, material stockpiles or surcharge, and stormwater management facilities.
- h. Where applicable, a landscaping plan for the project.
- i. Where applicable, plans for development of areas on or off the site as mitigation for impacts associated with the proposed project shall be included and contain information consistent with the requirements of this section.
- j. Quantity, source and composition of any temporary or permanent fill material placed on site.
- k. Quantity, composition and destination of any excavated or dredged material.
- l. A vicinity map showing the relationship of the property and proposed development or use to roads, utilities, existing developments, and uses on adjacent properties.
- m. Where applicable, depiction of impacts to views from existing residential uses and public areas.
- n. On all **variance applications** the plans shall clearly indicate where development could occur without approval of a variance, the physical features and circumstances on the property that provide a basis for the request, and the location of adjacent structures and uses.



SHORELINE CONDITIONAL USE SUPPLEMENT

Applicant/Property Owner: _____ Permit #: _____
Address: _____

1. Describe the project and the reason for the conditional use request:

2. Will the proposed use:

A. Recognize and protect the statewide interest over local interest?

YES (If yes, how? _____)

NO (If no, do you propose to mitigate? Explain.

B. Preserve the natural character of the shoreline?

YES (If yes, how? _____)

NO (If no, do you propose to mitigate? Explain.

C. Result in long-term over short-term benefit?

YES (If yes, how? _____)

NO (If no, do you propose to mitigate? Explain.

D. Protect the resources and ecology of the shoreline?

YES (If yes, how? _____)

NO (If no, do you propose to mitigate? Explain.

E. Increase public access to publicly owned areas of the shoreline?

YES (If yes, how? _____)

NO (If no, do you propose to mitigate? Explain.

SHORELINE CONDITIONAL USE SUPPLEMENT (continued)

F. Increase recreational opportunities for the public in the shorelines?

YES (If yes, how? _____)

NO (If no, do you propose to mitigate? Explain.

3. Will the proposed use interfere with the normal public use of public shorelines? Please explain.

4. Will the proposed use cause adverse effects to the shoreline environment designation in which it is to be located? Please explain.

5. Will the public interest suffer a detrimental effect as a result of your project? Please explain.

Please use additional sheets, if necessary.

Please address criteria in WAC 173-27-160 review criteria for conditional use permits.

SHORELINE VARIANCE SUPPLEMENT (continued)

4. Are there any deed restrictions or have you taken any action that has caused or increased the described hardship?

5. Describe the compatibility of your project design with that of other permitted activities in the area:

6. Describe potential effects to adjacent properties and the shoreline environment:

SHORELINE VARIANCE SUPPLEMENT (continued)

7. Describe how approval of the requested variance would not be a grant of special privilege not enjoyed by other properties in the area:

8. Describe how the design of the project makes the request for variance the minimum necessary to obtain relief:

9. Describe effects to the public interest, including recreational use of the shoreline and the rights of navigation:

Please use additional sheets, if necessary.

Please address the criteria within WAC 173-27-170 review criteria for variance permits.