



SHORELINE SUBSTANTIAL DEVELOPMENT PERMIT APPLICATION REQUIREMENTS

The checklist below identifies elements and information necessary for the City to accept an application for a Shoreline Substantial Development Permit at the counter for further processing.

If you think an item is not applicable to your project, please bring this to the attention of staff prior to application submittal. Submittals without all items on this checklist – other than pre-approved exceptions – cannot be accepted at the counter for further processing.

In most cases, submittals must be made in person. Contact the Department of Public Works and Community Development at 425-413-8800 for an intake appointment prior to application submittal. Submittals by mail or email will be accepted solely at the discretion of the City and by prior arrangement only. The City is not be responsible for retaining material mailed or emailed without prior arrangement.

The information on this checklist is not meant to be all-inclusive and additional materials may be required as review proceeds.

Submittal Requirements

- A completed Master Land-Use Application, including all required information and signatures (three copies).
- Affidavit or letter of agency, signed by the property

owner(s), for any agent(s) authorized to act on behalf of the property owner (one copy).

- Application fee: \$650, due at application in the exact amount.
- Completed “Shoreline Substantial Development Permit Application Requirements” checklist (one copy).
- ** Pre-application summary (three copies).
- Legal description of the affected property, with original surveyor’s stamp (two copies).
- Written project narrative detailing the proposal including the following information: (three copies)
 - Identification of the name of the shoreline (water body) that the site of the proposal is associated with.
 - A general description of the proposed project that includes the proposed use or uses and the activities necessary to accomplish the project.
 - A general description of the property as it now exists including its physical characteristics and improvements and structures.
 - A general description of the vicinity of the proposed project including identification of the adjacent uses, structures and improvements, intensity of development and physical characteristics.
 - Quantity, source and composition of any fill material that is placed on the site whether

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temporary or permanent.

- Quantity, composition and destination of any excavated or dredged material.
- A site development plan consisting of maps and elevation drawings, drawn to an appropriate scale and depicting the following required information (three copies):
 - A vicinity map showing the relationship of the property and proposed development or use to roads, utilities, existing developments and uses on adjacent properties.
 - The boundary of the parcel(s) of land upon which the development is proposed.
 - The delineation of or ordinary high-water mark of all water bodies on or abutting any part of the development site.
 - A delineation of all wetlands on or near enough to affect the development site.
 - Existing and proposed topographic contours, with intervals sufficient to reveal the existing character of the property and the extent of topographic change resulting from the proposed development.
 - A general indication of the character of vegetation found on the site.
 - The 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 drain-fields, material stockpiles or surcharge, and stormwater management facilities.
 - Where applicable, a landscaping plan for the project.
 - 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.

- Where applicable, a depiction of the impacts to views from existing residential uses and public areas.
- A numbered list of the names and addresses of the owners of all properties within 500 feet of the proposed development site. Property owner information for addressing must come from the King County Assessor's office.
- One set of plain envelopes (not peel-and-stick) stamped with first-class postage (not metered) and labeled with mailing labels and numbers corresponding to the list of property owners above. If necessary, the City may require additional sets of stamped, addressed envelopes.
- A map highlighting all the parcels within 500 feet of the project.
- PDF copies of all documents on this checklist on a CD or flash drive.
- * A sign, prepared at the applicant's expense, designed pursuant to City specifications and located at the site, notifying the public of the development. You will receive notice when it is time to post the sign.

** Shoreline Substantial Development Permit applicants are required to participate in cost-free pre-application conference prior submitting an application.

* This item need not be included in the application submittal but will be required during the review.

Contact the Department of Public Works and Community Development at (425) 413-8800 with any questions.