

Shoreline Exemption Submittal Checklist

Staff Use Only:

SHR #:

Project Name:

DEFINITION AND PURPOSE

Certain shoreline land uses and development activities are exempt from the requirement to obtain a Shoreline Substantial Development Permit, but are not exempt from compliance with the Shoreline Master Program (SMP). Exemptions are issued in writing by the City after the submission of a complete application, including a site plan. Even though an activity is exempt from requiring a Substantial Development Permit, a conditional use or variance permit may be required.

AUTHORITY AND APPLICATION

Developments which are exempt from requirement for a substantial development permit are identified in WAC 173-27-040 or as subsequently amended, and Section 8.4.1 of the Shoreline Master Program. The following is a short summary of the types of developments which do not require substantial development permits (see WAC 173-27-040 for detailed descriptions):

1. Any development, other than residential, of which the total cost or fair market value, whichever is higher, does not exceed \$7,047.00 if the development does not materially interfere with the normal public use of the water or shorelines of the state.
2. Normal maintenance repair of existing structure or developments, including damage by accident, fire, or elements.
3. Construction of the normal protective bulkhead common to single-family residences.
4. Emergency construction necessary to protect property from damage by the elements.
5. Construction and practices normal or necessary for farming, irrigation, and ranching activities, including agricultural service roads and utilities on wetlands.
6. Construction or modification of navigational aids such as channel markers and anchor buoys.
7. Construction on shorelands by an owner, lessee, on contract purchaser of a single-family residence for his own use or for the use of his family, which residence does not exceed a height of thirty-five (35) feet above average grade level.
8. Construction of a new dock, designed for pleasure craft only, for the private noncommercial use of the owners, lessee, or contract purchaser of a single-family residence or multiple-family residence, for which the cost or fair market value, whichever is higher, does not exceed \$11,200.
9. Construction of a replacement dock that is of equal or lesser square footage of the existing dock, designed for pleasure craft only, for the private noncommercial use of the owners, lessee, or contract purchaser of a single-family or multiple-family residence, for which the cost or fair market value, whichever is higher, does not exceed \$22,500.

10. Operations, maintenance, or construction of canals, waterways, drains, reservoirs, or other facilities that now exist or are hereafter created or developed as a part of an irrigation system.
11. The marking of property lines or corners on state owned lands.
12. Operation and maintenance of any system of dikes, ditches, drains, or other facilities existing on the effective date of the 1975 amendatory act.
13. Any project with a certification from the governor pursuant to chapter 80.50 RCW.
14. Site exploration and investigation activities that are prerequisite to preparation of an application for shoreline development authorization.
15. The process of removing or controlling aquatic noxious weeds through appropriate control methods.
16. Watershed restoration projects.
17. A public or private project that is designed to improve fish or wildlife habitat or fish passage.
18. The external or internal retrofitting of an existing structure with the exclusive purpose of compliance with the Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12101 et seq.) or to otherwise provide physical access to the structure by individuals with disabilities.

REVIEW PROCESS AND PROCEDURES

All shoreline exemption applications shall be considered in accordance with Section 8.4 of the SMP and be processed as Type I Permits per SMC Title 16A.

1. It will take approximately one (1) month from the date of filing your application for a shoreline exemption before a decision is made regarding your exemption.
2. The Shoreline Administrator will determine if an exemption is warranted based on the standards/criteria located in WAC 173-27-040. If a proposed project conforms with criteria of WAC 173-27-040, a shoreline exemption will be issued.
3. The decision on a Shoreline Exemption review may be appealed to the Hearing Examiner within fourteen (14) days of the issuance of such decision. The appeal must be filed with the City Clerk on a form supplied by the City Clerk along with a filing fee.

Application Checklist

The following materials are the minimum that must be submitted to review your Shoreline Exemption application. Additional information may be required after review of your proposal. **Please do not turn in your application until all items listed below, which apply to your proposal, have been checked off.** Submittals will not be accepted unless complete. Return completed checklist with application.

** Additional detailed specifications will be required in the plan submittal requirements at time of BLD and/or STE stage.*

*** Refer to current fee schedule, and/or contact a permit coordinator @ 206-973-4750 for information regarding required fees at the time of application submittal.*

****Detailed landscape and architectural plans will be reviewed and approved through the building permit.*

SUBMITTAL REQUIREMENTS		APPLICANT	STAFF
1	Required fee(s) paid.		
2	Original, plus two (2) copies of the completed application.		
3	Original, plus (2) copies of the site plan, elevation plan, and the submittal checklist.		
4	Legal description of the subject property.		
5	Water and Sewer availability letter, if applicable.		
6	<p>Project description:</p> <p>In a separate written attachment, please provide the following:</p> <ul style="list-style-type: none"> • Description of the current property, including: <ul style="list-style-type: none"> ○ Physical characteristics. ○ Existing improvements and structures. ○ Critical areas. ○ Shoreline Environment Designation. • Scope of the project: <ul style="list-style-type: none"> ○ Physical / Spatial changes (i.e. additions, lot coverage, gross floor area, unit counts, and underground space). ○ Land use (i.e. business type, uses proposed). ○ Parking stalls. ○ Open space, landscaping and amenities. 		
7	Vicinity map.		
8	<p>Plan set requirements (see below).</p> <ul style="list-style-type: none"> • Existing Site Plan • Proposed Site Plan • Conceptual Landscaping Plan (if applicable) • Conceptual Architectural Plan (if applicable) 		

PLAN REQUIREMENTS		APPLICANT <i>(List sheet number for each item)</i>	STAFF
<i>Unless otherwise noted, all plans shall have the following: Scale, north arrow and date drawn. Scale shall be standard engineering or architectural. The scale must allow clear depiction of all required information, typically between 1" = 10' and 1" = 40'.</i>			
1	Existing Site Plan		
	Location, dimensions, and use of existing structures on site (includes fences, accessory buildings, temporary structures such as trailers/mobile homes, and bulkhead/retaining walls).		
	Indicate all structures to be removed / demolished.		
	Distances between structures and property lines.		
	Location of existing easements.		
	On-site impervious surfaces such as driveways, private roads, walkways and decorative pavers including dimensions and materials.		
	<p>If applicable, a tree survey including:</p> <ul style="list-style-type: none"> • Size, type, and location of all significant trees on site; 		

PLAN REQUIREMENTS		APPLICANT <i>(List sheet number for each item)</i>	STAFF
	<ul style="list-style-type: none"> • Indication of which trees are “to remain” or “to be removed”; and • Replacement ratio detail, if required. 		
	<p>If applicable, a Critical Area(s) Report & Critical Area Map, including:</p> <ul style="list-style-type: none"> • Location of critical area(s) on site or in the vicinity; and • Buffer area. <p>See Critical area code SMC 15.700 for specific detailed requirements.</p>		
2	Proposed Site Plan		
	Location, dimensions, and use of proposed structures on site (includes fences, accessory buildings, temporary structures and bulkhead/retaining walls).		
	The shoreline environment designation according to the SMP.		
	Distances between proposed structures, existing structures and property lines.		
	Location of all paving (proposed and existing) – including sidewalks, driveways, decorative paving, pedestrian and bicycle paths, on site and within the adjacent right-of-way.		
	Existing and proposed elevation contours at intervals of not greater than 5 feet.		
	Location of the Ordinary High Water Mark (OHWM).		
	Location, height, top elevation and width of existing and proposed retaining walls and rockeries, if applicable.		
	Location of existing and proposed utilities within the site such as sewer, water, gas and electricity.		
	<p>If applicable, identify Shoreline Reduction Mechanism(s) including but not limited to:</p> <ul style="list-style-type: none"> Bulkhead removal Native vegetation planting Shoreline restoration area Installation of filtration/infiltration BMP’s such as rain gardens Permeable pavement 		
	Location of any fill material to be placed on the site, whether temporary or permanent. Include quantity, source, and composition of any fill material.		
	Location of any excavated or dredged material. Include quantity, composition, and destination of any excavated or dredged material.		
4	Conceptual Architectural Plan (if applicable)		
	<p>Building facades drawn at 1/4”, 1/8” = 1’ or comparable scale showing:</p> <ul style="list-style-type: none"> • Elevations; • Building height; • Entrances. 		