

Shoreline Substantial Development Permit Submittal Checklist

Staff Use Only:

SHR #:

Project Name:

DEFINITION AND PURPOSE

A Shoreline Substantial Development Permit is required for projects that propose to undertake a “substantial development” within the City’s shoreline jurisdiction, as defined by the SeaTac Shoreline Master Program (SMP).

AUTHORITY AND APPLICATION

Shoreline permit regulations are required by the Shoreline Management Act of 1971, Chapter 90.58 of the Revised Code of Washington (RCW). This state law requires local governments to establish a program consistent with rules adopted by the State Department of Ecology (DOE) for the administration of the permit system titled State of Washington Shoreline Master Program Guidelines. Accordingly, the City of SeaTac has adopted regulations for the shorelines of the City in the SeaTac Shoreline Master Program.

REVIEW PROCESS AND PROCEDURES

All Shoreline Substantial Development Permit applications shall be considered in accordance with Section 8.4 of the SMP and be processed as Type III Permits per SMC Title 16A.

1. Your submittal will NOT be accepted for intake if your project has not had the required Pre-Application meeting. To schedule the required meeting, you must complete the required Pre-Application meeting request found here: (<https://www.seatacwa.gov/home/showdocument?id=4779>) and submit it to the Permit Center.
2. A Determination of Completeness (DOC) will be made within twenty-eight (28) days of the application submittal stating whether the application is complete or if additional information is required.
3. A Notice of Application (NOA) will be published and sent to adjacent property owners. The NOA will be issued within fourteen (14) days after a DOC is made. If the City has made a SEPA threshold determination under Chapter 43.21C RCW concurrently with the notice of application, the notice of application may be combined with the SEPA threshold determination and/or the scoping notice for a determination of significance (DS).
 - a. A notice board is required to be posted on said property on or before the publish date of the NOA. An Affidavit of Installation shall be submitted to the City that the notice board has been installed on the property.
4. A Notice of Public Hearing will be provided at least fourteen (14) days prior to the scheduled hearing.
5. Once a DOC is issued, the City has one hundred twenty (120) days to make a decision regarding the application. If the review authority is unable to issue its final decision within the time limits provided for in this section, it shall provide written notice of this fact to the project applicant. A Notice of Decision (NOD) will be sent to the applicant/property owner and to all parties of record.

6. After all local permit administrative appeals or reconsideration periods are complete and the permit documents are amended to incorporate any resulting changes, the City will mail the permit using return receipt requested mail to the Department of Ecology regional office and the Office of the Attorney General. Projects that require both Conditional Use Permits and or Variances shall be mailed simultaneously with any Substantial Development Permits for the project.
7. The decision on a Shoreline Substantial Development Permit may be appealed to the State of Washington Shoreline Hearings Board within twenty-one (21) days of filing as defined in RCW 90.58.140(6). The appeal must be filed concurrently with the Shoreline Hearings Board, the City Clerk, the Department of Ecology, and the Attorney General's office.
8. Construction activities shall be commenced or, where no construction activities are involved, the use or activity shall be commenced within two (2) years of the effective date of a substantial development permit. However, local government may authorize a single extension for a period not to exceed one (1) year based on reasonable factors, if a request for extension has been filed before the expiration date and notice of the proposed extension is given to parties of record on the substantial development permit and to the department.

Application Checklist

The following materials are the minimum that must be submitted to review your Shoreline Substantial Development Permit 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 project, have been checked off.** Submittals will not be accepted unless complete. Submittals will also not be accepted if you have not had a pre-application meeting with the City. 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	Pre-Application Meeting Completed.		
2	Required fee(s) paid.		
3	Original, plus four (4) copies of the application form.		
4	Original, plus four (4) copies of the site plan, elevation plan, and the submittal checklist.		
5	Legal description of the subject property.		
6	An environmental (SEPA) checklist, if applicable.		
7	Water and Sewer availability letter, if applicable.		
8	Project description: In a separate written attachment, please provide the following: <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. 		

SUBMITTAL REQUIREMENTS		APPLICANT	STAFF
	<ul style="list-style-type: none"> • 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. 		
9	Vicinity map.		
10	Plan set requirements (see below). <ul style="list-style-type: none"> • Existing Site Plan • Proposed Site Plan • Conceptual Landscaping Plan (if applicable) • Conceptual Architectural Plan (if applicable) 		
11	Additional items as identified in a pre-application meeting, 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 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, drive lanes, auto courts, private roads, walkways and decorative pavers including dimensions and materials.		
	If applicable, a tree survey including: <ul style="list-style-type: none"> • Size, type, and location of all significant trees on site; • Indication of which trees are "to remain" or "to be removed"; and • Replacement ratio detail, if required. 		
	If applicable, a Critical Area(s) Report & Critical Area Map, including: <ul style="list-style-type: none"> • Location of critical area(s) on site or in the vicinity; and • Buffer area. See Critical area code SMC 15.700 for specific detailed requirements.		
2	Proposed Site Plan		
	Location, dimensions, and use of proposed structures on site (includes fences, accessory buildings, temporary structures such as trailers/mobile homes, and retaining walls).		
	The shoreline environment designation according to the SMP.		
	Distances between proposed structures, existing structures and property lines.		

PLAN REQUIREMENTS		APPLICANT <i>(List sheet number for each item)</i>	STAFF
	Proposed lot lines.		
	Proposed easements.		
	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.		
	Location and type of proposed exterior lighting.		
	If property is comprised of multiple lots, provide description of current status and/or explain proposed intent, i.e. lot line adjustment, lot consolidation, binding site plan, etc.		
	Areas to be retained or improved as areas of mitigation for impacts associated with the proposed project.		
	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.		
	Where applicable, a depiction of the impacts to views from existing residential uses and public areas.		
3	Conceptual Landscaping Plan (if applicable)		
	Existing trees & vegetation to be retained.		
	Type (e.g. Type I, Type II, etc.) and width of proposed landscaping areas. Refer to SMC 15.445.110 & 15.445.210 for further detail.		
	Right-of-way landscaping, if applicable.		
	Surface storm water facilities.		
4	Conceptual Architectural Plan (if applicable)		
	Building facades drawn at 1/4", 1/8" = 1' or comparable scale showing: <ul style="list-style-type: none"> • Elevations; • Building height; • Entrances. 		