



Shoreline Permit Counter Complete Checklist

Rev.20210817

The proposed action requires approval of:

- Shoreline Substantial Development Permit (SSDP)
- Shoreline Conditional Use Permit (SCUP)
- Shoreline Variance (SV)

This checklist includes all of the required information for submitting a SHORELINE PERMIT. It includes required information of the State Environmental Policy Act. Applications will not be processed until all of the following information is submitted and determined "Counter Complete."

- Digital versions of all materials are required; the preferred file format is .pdf.
- Predevelopment meeting summary (if applicable)
- Audio tape of the community meeting/traffic scoping proceedings, list of attendees, copy of the notice of community meeting and affidavits of posting/ mailing the notice (for SCUP and SV)
- General Application, completed and signed
- Supplemental application for Shoreline Substantial Development Permit/Shoreline Conditional Use Permit/Shoreline Variance completed and signed
- Shorelines/Critical Areas Checklist, including vegetation inventory, as required under SMC Chapter 17E.060
- Shoreline Construction Site Plan (if applicable)
- Environmental checklist, if required under SMC Chapter 17E.050
- Planning Services Department filing fees, as required under SMC Chapter 8.02
- Electronic copy of the site plan, drawn to a minimum scale of 1"=100', which will include all of the following:

- Property dimensions
- Location and dimensions of all existing and proposed physical improvements Dimensions, including but not limited to: buildings, paved or graveled areas, roads, utilities, material stockpiles or surcharge, and stormwater management facilities;
- Location and type of landscaping
- Walkways and pedestrian areas
- Existing and proposed off-street parking areas, access drives and driveway drops
- Refuse facilities
- Significant natural features such as slopes, trees, and rock outcrops including critical areas
- Location, type & dimension of all existing and proposed easements
- The ordinary high-water mark of all water bodies located adjacent to or within the boundary of the project. Where the ordinary high-water mark is neither adjacent to or within the boundary of the project, the plan shall indicate the distance and direction to the nearest ordinary high-water mark of a shoreline

- Existing and proposed land contours at intervals sufficient to accurately determine the existing character of the property and the extent of proposed change to the land that is necessary for the development
- Delineation of all wetland areas that will be altered or used as a part of the development
- Where applicable, plans for development of areas on or off the site as mitigation for impacts associated with the proposed project shall be included
- Location, quality, source and composition of any fill material that is placed on the site, whether temporary or permanent
- Location, quantity, composition and destination of any excavated or dredged material
- On all Shoreline Variance applications, indicate where development could occur without the approval of a variance, the physical features and circumstances of the property that provide a basis for the request, and the location of adjacent structures and uses.

- Written narrative identifying consistency with the applicable policies, regulations and criteria for approval of the permit requested
- Other plans, such as building elevations, landscaping plans or sign plans, which are determined by the permitting department to be necessary to support the application
- Additional application information may be requested and may include, but is not limited to, the following: critical area studies, Joint Aquatic Resource Permit Application (JARPA), Habitat Management Plan (HMP), noise studies, air quality studies, visual analysis and transportation impact studies