Code Interpretation Submittal Checklist

Planning & Community Development
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CITY OF SHORELINE

Code interpretations are used to clarify definitions or items in the code that are unclear or uncertain. They can also be used in limited instances, defined in the code, to determine parking rates for unlisted use, or whether certain unlisted uses are allowed.

Name _____ City Staff _____

Date _____ Zone District _____

Address(es) or Tax Parcel ID(s) _____

Project Description _____

The following information is needed to submit an application for review. Read each item carefully and provide all applicable information. Submittal items may vary based on your scope of work and property characteristics.

If you have questions about the City's code, or about required submittal items listed below, please email pcd@shorelinewa.gov to speak with a **planner** who can walk you through the requirements.

To access this checklist online visit **shorelinewa.gov/checklists**

Please note: A request for interpretation of the Development Code is not intended to replace a Preapplication Meeting for a specific project, nor is it intended to replace the Zoning Variance, Special Use or other application requirements.

Incomplete submittals and documents not meeting the standards listed below will not be accepted for review.

Submittal Standards

Applications for this type of permit must be submitted electronically. Please review the City's Electronic Permitting handout to find out how to set up an account, submit applications, submit revisions, check on your permit status and more.

All forms and plans must be in Portable Document Format (PDF). PDFs shall be printed or plotted to PDF, not scans of an image. All PDF plans shall be plotted to scale and include a graphic scale bar. PDFs shall be flattened and unlocked to allow for document mark-up. A 2-inch-tall by 3-inch-wide space must be left blank on the cover sheet of all plans to allow for City stamps.

Drawings must be clear, and information must be legible. Documents must be named in accordance with the City's naming conventions. Each document listed below must be uploaded as its own PDF file and may not be combined with other documents.

Required Documents
- ☑ Permit Application and Critical Area Worksheet
- ☑ Submittal Fee
    - o Please reference the City's fee schedule for current application fees.
- ☑ Cover Letter

Open M,T, F 8 a.m. to 5 p.m.
Open W, Th 1 p.m. to 5 p.m.
Permit processing ends at 4 p.m.

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- Clearly indicate the Development Code provisions (provide a reference to Chapters, Sections and Page Numbers and specific text) that you wish to have interpreted. Accurately and clearly describe any circumstances that may clarify your request for interpretation.
- ☑ Site Plan
  - Please review the City's Site Plan handout.
  - The plan must show any information that will clarify the request.

Additional Documents (Possibly Required)

- ☐ Supporting Documents
  - Transportation studies, management plans, or other items which help to clarify or support the request.
- ☐ Other documents as required:

  - _____

  - _____