

Shoreline Substantial Development Permit and Shoreline Variance Submittal Checklist

Planning & Community Development
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A *Shoreline Exemption*, *Shoreline Variance* or a *Shoreline Substantial Development Permit* is required for any proposal in shoreline areas regulated in accordance with the state's Shoreline Management Act prior to applying for any development permits, such as Building Permits or Clearing & Grading Permits.

Use this application if your project is not exempt and requires either a Shoreline Variance or a Shoreline Substantial Development Permit.

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.

Please review Shoreline Municipal Code (SMC) [Chapter 20.200](#) to learn more about the City's Shoreline Master Program. If you have questions about the City's code or submittal requirements, please email pcd@shorelinewa.gov to connect with a **planner** who can walk you through the 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.

Prerequisites

- Preapplication Meeting Project Number: _____
 - A Preapplication Meeting with the City is required prior to submitting an application for a comprehensive plan amendment.
- Neighborhood Meeting Date: _____
 - The Neighborhood Meeting must be held before the application can be submitted to the city.

Required Documents

- [Permit Application and Critical Area Worksheet](#)
- Submittal Fee
 - Please reference the City's [fee schedule](#) for current application fees.
- Construction Drawings
 - Please review the City's [Construction Documents handout](#).
 - Must show the Ordinary High-Water Mark (OHWM) and where the proposed structures are in relation to the OHWM, particularly on elevation drawings.
- Cover Letter
 - Must describe the scope of work in detail, including information about the structures, the building uses, site work, and extent of construction activity.
 - For Variances: must address the Shoreline Variance Criteria in [SMC 20.220.040](#), [WAC 173-27-170](#), and [RCW 90.58.020](#). Describe in detail how the proposed use complies with all decision criteria.
 - For Substantial Permits: must address the Shoreline Use policies and regulations in [SMC 20.230](#) Subchapter 2 specific to the development, and the Shoreline Modification policies and regulations in [SMC 20.230](#) Subchapter 3 specific to the development.
- Neighborhood Meeting Summary
 - Please see requirements in [SMC 20.30.090\(C\)](#).
 - Must include list of meeting attendees and their contact information (address or email address).
 - Must include a copy of the notice that was mailed, and the mailing list.
 - Summary of concerns, issues and problems expressed during the meeting, and the applicant's response to each item.
 - A summary of proposed modifications or changes to address neighbor concerns, OR a summary of why the applicant is unwilling or unable to address the concern.
- Site Plan(s)
 - Please review the City's [Site Plan handout](#).
 - Must show the OHWM and where the proposed structures are in relation to the OHWM.

Additional Documents (Possibly Required)

- Supporting Documents
 - Studies or other items which help to clarify or support the request.
- Other documents as required:
 - _____
 - _____

Additional Permits

These are additional permits that may be required to accompany your application depending on your scope of work.

- [Joint Aquatic Resources Permit Application](#) (JARPA)
 - This is through the State of Washington, not through the City of Shoreline.
 - This is required if the proposal is water-ward of the OHWM or will directly impact aquatic life or habitat.