

Floodplain Development Permit Submittal Checklist

Planning & Community Development
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Shoreline, WA 98133
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Required for any development proposed in a FEMA zone A, AE or AV, or any other regulated floodplain. Must be approved prior to submitting applications for new construction permits.

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 13.12](#), Floodplain Management, and [SMC 20.80 Subchapter 5](#), Critical Areas, to learn more about the City's floodplain and flood hazard regulations. 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.

Extra Standards for Floodplain Development Permits

- Names and location of all lakes, water bodies, waterways, drainage facilities, wetlands and streams and their required buffers, and riparian habitat zones within 300 feet of the site.
- Designated fish and wildlife habitat conservation areas, and habitat areas identified for conservation or protection under state, federal or local laws or regulations.
 - o For example, the Endangered Species Act, Magnuson-Stevens Fishery Conservation and Management Act, Growth Management Act, Shorelines Management Act, or Priority Habitat and Species List.
- The elevations of the 10, 50, 100, and 500-year floods, where the data are available. Elevation datum shall be the North America Vertical Datum of 1988 (NAVD 1988) with conversions provided as needed.

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.

- Subdivision or other development plans.
 - o If the subdivision or other development exceeds 50 lots or 5 acres, whichever is the lesser, the applicant must provide “100-year” flood elevations if they are not otherwise available.
- The boundaries of the regulatory floodplain, SFHA, floodway, riparian habitat zone, and channel migration area, delineated in accordance with SMC [13.12.300](#).
- The proposed drainage system including, but not limited to, storm sewers, overland flow paths, detention facilities and roads.
- Existing native vegetation and proposed revegetation.

Prerequisites

- ☑ Preapplication Meeting Project Number: _____
 - o A Preapplication Meeting with the City is required prior to submitting an application.

Required Documents

- ☑ [Permit Application and Critical Area Worksheet](#)
- ☑ Submittal Fee
 - o Please reference the [City’s fee schedule](#) for current application fees.
- ☑ Certification Letter and Impact Assessment
 - o Certification from a registered engineer that the proposed activity in a regulatory floodway will not result in any increase in the height of the “100-year” flood.
 - o Impact assessment on those factors that contribute to increased flood hazard and degradation of habitat. If assessment concludes project will cause and adverse effect outside of the protected area, the permit will be denied unless project impacts are mitigated (avoided, rectified, or compensated). An approved permit with a federal nexus that addresses effects to endangered species will be accepted.
- ☑ Civil Engineering Plans
 - o Please review the City’s [Civil Engineering Plans handout](#).
 - o Grading plans must include the following details:
 - o If the proposed project involves grading, excavation, or filling within the floodplain, the site plan shall include proposed post-development terrain at one-foot contour intervals within the SFHA.
 - o Change in water elevation (in feet).
 - o Plans showing the extent of watercourse relocation and/or landform alterations.
- ☑ Construction Drawings
 - o Please review the City’s [Construction Documents handout](#).
 - o Elevation drawings must include the following details:
 - Proposed lowest floor elevation (including basement) and/or top of slab for an attached garage.
 - Proposed elevation of crawl space.
 - Proposed elevation of the lowest horizontal structural member (in V zones only).
 - Proposed elevation of lowest and highest adjacent grades.
 - Construction details indicating the types of water-resistant materials used below the first floor with section cuts identifying where they can be located on the plans.
 - Details of floodproofing of utilities located below the first floor including lowest elevation of machinery or equipment servicing the structure.
 - Details of enclosures below the first floor.
 - Details for anchoring structures.
- ☑ [Floodplain Development Worksheet](#)
- ☑ Site Plan(s)
 - o Please review the City’s [Site Plan handout](#).
- ☑ Survey
 - o Survey map prepared, stamped and signed by licensed surveyor.

- Reference datum, control points, NAD 83/91, and NAVD 1988.

Additional Documents (Possibly Required)

- Hydraulic Calculations
 - A copy of all data and hydraulic calculations supporting engineering findings and plans, if any were created or needed.
- Supporting Documents
 - Submit copies of all necessary permits required by state and federal law.
- Other documents as required:
 - _____
 - _____

Additional Permits

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

- [Shoreline Exemption](#) or [Shoreline Substantial Permit](#)
 - Required if located within 200 feet of the Puget Sound shoreline.