

# Special Use Permit Submittal Checklist

Planning & Community Development  
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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) [20.30.330](#) to learn more about the City's Special Use Permit regulations. If you have questions about the City's code or submittal requirements, please email [pcd@shorelinewa.gov](mailto:pcd@shorelinewa.gov) to connect with a **planner** who can walk you through the requirements.

To access this  
checklist online  
visit [shorelinewa.gov/checklists](http://shorelinewa.gov/checklists)



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.
- 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.
- Cover Letter
  - Must explicitly address how the proposed use complies with the Special Use Permit (SUP) Criteria ([SMC 20.30.330\(B\)](#)).
  - Must provide a detailed description of the proposed use(s). This should include:

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.

- Details of any new construction (building size, height, floor area, hardscape coverage, etc.)
  - Number of employees.
  - Hours of operation.
  - Project timeline.
  - Principal and secondary activities. Where new construction is anticipated, provide a conceptual sketch, a project timeline, and identify any permits you will be applying for.
- ☑ 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.
- ☑ Proof of Legal Lot
  - Provide proof that each property involved in the adjustment was created in accordance with the state's subdivision laws. A legal lot is:
    - One that was created by a formal or short subdivision; or
    - Property that was created before October 1, 1972 in accordance with County regulations in place at the time it was created; or
    - Established prior to state and county subdivision and land use regulations.
  - Proof of legal lot could be a copy of a plat document, lot line adjustment, or a copy of legal conveyance, such as a collection of deeds or real estate contracts.
- ☑ Site Plan(s)
  - Please review the City's [Site Plan handout](#).
- ☑ Vicinity Map
  - Graphic scale and north arrow.
  - The exact boundaries of all properties within a 500' radius of the perimeter of the subject property.
  - Existing zoning and land use designations of all properties within a 500' radius of the perimeter of the subject property.
  - The location, width, and name of all public and private roads in the vicinity of the subject property.
  - The name and location of any public parks, libraries and similar facilities in the vicinity of the subject property.

### **Additional Documents (Possibly Required)**

- ☐ [SEPA Environmental Checklist](#)
  - Required if the project is not categorically exempt as described in [SMC 20.30.560](#) or [WAC 197-11-800](#).
  - Additional fee for SEPA Environmental Checklist review is required at the time of application, as specified in the [City's fee schedule](#).
- ☐ Transportation Impact Analysis
  - Required for each development or project proposal that would generate 20 or more new vehicle trips during the P.M. peak hour consistent most with current edition of the Trip Generation Manual, published by the Institute of Traffic Engineers (ITE), or if the City Traffic Engineer assesses that the project will have significant impacts to the transportation system, even if the 20-trip threshold is not met.
  - The report must follow the guidelines in Appendix E of the City's [Engineering Development Manual](#).

- Water Availability Certificate
  - Required for new commercial buildings and additions.
  - Obtain this form from your water provider:
    - [City of Seattle Public Utilities](#) 206-684-5800
    - [North City Water District](#) 206-362-8100

Other documents as required:

- \_\_\_\_\_
- \_\_\_\_\_