

# Shoreline Exemption 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 exempt in accordance with City and State regulations.

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 – exemptions are discussed specifically in [SMC 20.200.030](#). 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](https://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.

## Required Documents

- [Permit Application and Critical Area Worksheet](#)
- Submittal Fee
  - Please reference the City's [fee schedule](#) for current application fees.
- 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.

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.

- Should describe how the work is exempt from a Shoreline Substantial Permit in accordance with [SMC 20.200.030](#), [RCW 90.58.030](#) and [WAC 173-27-040](#).
- Site Plan(s)
  - Please review the City's [Site Plan handout](#).
  - Must show the Ordinary High-Water Mark (OHWM).

**Additional Documents (Possibly Required)**

- Supporting Documents
  - Studies or other items which help to clarify or support the exemption 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.
  - Required if the proposal is water-ward of the OHWM or will directly impact aquatic life or habitat.