



CRITICAL AREAS SPECIAL USE PERMIT (CASUP) SUBMITTAL CHECKLIST

Planning & Community Development

The following information is typically needed in order to submit an application for review. Depending on the scope of work, some items may not apply or may be combined. If you have a question on required items, please call (206) 801-2500 or stop by our office. Read each item carefully and provide all applicable information. **All site plans and civil drawings must be drawn to an engineering or architectural scale (e.g. 1" = 20' or 1/4" = 1').**

- Permit Application**
- Submittal Fee:** \$13,500.00
Public Hearing: \$3,500.00
- Critical Areas Worksheet.** Note: a critical area report may be required if a critical area exists on or adjacent to the site.
- Critical Areas Special Use Permit Criteria** attached for review.
 - Applicant's demonstration that the proposed use is in the public interest.
- Pre-Application Meeting Date:**
_____ (ask for handout)
A pre-application meeting with the City is required prior to submitting an application for any Type C action and/or for a project located in a critical area. **A pre-application meeting is required before a neighborhood meeting.**
- Neighborhood Meeting Report Date:**
_____ (ask for handout)
A summary of the neighborhood meeting.
- Environmental Checklist – one (1) copy** required if not categorically exempt (SMC 20.30.55). The checklist should be completed in ink, or printed, and signed by the applicant. All questions should be answered.
- Site Plans – four (1 reduced - maximum 11" x 17" and 3 full size) copies** drawn to an engineering scale (e.g. 1" = 20'). The site plan should be drafted to a professional standard acceptable for public review and provide the following information:
 - Graphic scale and north arrow.
 - Name, address and telephone number of the person who prepared the drawing, and a drafting date.
 - Dimensions of all property lines to match legal description.
 - Setbacks from property lines: front, side, and rear of existing and proposed structures.
 - All existing and proposed building footprints, fences, and any other structures on the subject lot.
 - All structures and zoning on adjacent lots within 50' of property lines.
 - Type, location, and dimensions of existing and proposed easements, all existing and proposed driveways and internal circulation roads.
 - Topography at 2 foot contour intervals.
 - Adjacent streets.
 - Critical Areas: Geologic Hazards, Fish and Wildlife Habitat, Wetlands, Flood Hazard, Aquifer Recharge, Streams on site and within 150' of the property.
 - All driveways and internal roads.
- Critical Areas Reports:** Critical area reports may include wetland or stream delineation and functional assessment, wildlife habitat surveys, geotechnical evaluations, impact mitigation plans, and any other special reports or surveys required by the Director.
- Tree Retention, Protection, and Planting Plan**
 - Location of all Critical Areas and Buffers on or adjacent to the site.
 - Location, size, species, and condition of all existing trees on the property.
 - Clearing limits.
 - Identification of trees to be removed, trees to be preserved, and location of planted trees.
 - Proposed tree protection measures and tree and vegetation planting details.

Business Hours: M – F 8:00 a.m. to 5:00 p.m. ♦ Permit Processing Hours: M – F 8:00 a.m. to 4:00 p.m.

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Telephone (206) 801-2500 Fax (206) 801-2788 pcd@shorelinewa.gov

- Calculation of required tree retention percentage.
- Calculation of required replacement trees

☐ **Notice Materials**

- Provide required notice materials consisting of:
 - **Two (2) sets** of mailing labels for all property owners within 500' of any boundary of the subject property.
 - A copy of the mailing label list.
 - A copy of the Assessor's map with the 500 foot boundary outlined.

Shoreline Planning & Community Development will prepare these materials in advance of permit intake/Neighborhood Meeting for a fee of \$187.00. This notice information should be requested a minimum of one week in advance of the expected submittal of the application materials and/or Neighborhood meeting to allow time for preparation. **Notice materials prepared by outside third parties will be subject to additional fees to review for completeness and any property owner omissions may necessitate restarting the notice period and/or an additional Neighborhood Meeting.**

- ☐ **Notice Sign:** Required to post site on application and decision (not required at submittal), sign and materials available at the City.

Fees effective 1/2017 and are subject to change.

Other Issued Permits or Information

Engineering Plans, Drainage Analysis, Environmental Checklist and other special studies may be required, such as: wetland report, geotechnical analysis, traffic study, etc.

NOTE: Please be sure that all drawings are clear and information is legible. Number each page consecutively and staple them together with the site plan as your first sheet. No pencil drawings will be accepted. Applications may not be accepted after 4:00 pm.

The Development Code (Title 20) is located at CodePublishing.com