

Master Development Plan 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) [20.30.353](#) to learn more about Master Development Plans. 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.

To access this
checklist online
visit 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

- Early Community Input Meeting Date: _____
- 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 Master Development Plan Criteria ([SMC 20.30.353\(C\)](#)).

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.

- Must provide a narrative describing the mix of uses, including number of units and/or total gross square feet devoted to each, and approximate location on the site.
- Phasing Plan for implementation of the proposed development and mitigation.
- ☑ Civil Engineering Plans
 - Please review the City's [Civil Engineering Plans handout](#).
- ☑ Design Standards
 - Provide a draft of the design standards that will govern the orientation and design of buildings and other improvements including but are not limited to the following:
 - Buildings, fences, walls and other structures .
 - Landscaping .
 - Signs .
 - Lighting.
- ☑ Early Community Input Meeting Summary
 - Attendance Sheet.
 - Copy of tape, video or transcription, tape recording, video recording, or a court reporter transcription of this meeting or meetings to demonstrate compliance with [SMC 20.30.085](#).
- ☑ Master Drainage Plan
 - In accordance with the [Department of Ecology Stormwater Management Manual for Western Washington](#).
- ☑ 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.
- ☑ Parking Impact Study
 - May be combined with the traffic impact analysis but must address parking separately and in detail.
 - Must describe the parking demand associated with each phase of the development and at full build-out of the project, and a mitigation plan for accommodating parking demand on the site.
- ☑ Survey
 - Survey map prepared, stamped and signed by licensed surveyor.
 - Reference datum, control points, NAD 83/91, and NAVD 1988.
- ☑ Site Plan
 - Please review the City's [Site Plan handout](#).
 - In addition, please show the following:
 - Structures on all lots within 50 feet of the site.
 - Internal roads, pedestrian facilities, bike facilities, and site distance triangles for all entries onto streets (existing and proposed).
 - Open space inventory (existing and proposed).
- ☑ Transportation Impact Analysis
 - Describes the traffic impacts associated with each phase of development and at full buildout of the project, and a plan for accommodating this traffic.
 - 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](#). The specific content of the traffic impact study shall be determined by the City's Traffic Engineer, please see comments from the Pre-Application response documents.
- ☑ 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)

- ☐ Critical Areas Report
 - Required for projects in or near environmentally critical areas, such as steep slopes, streams and wetlands. A Preapplication Meeting is required prior to submitting a permit application unless waived by a **planner**.
- ☐ Fire Flow Availability
 - Required for all new commercial and residential construction; all commercial additions and remodels; and additions and remodels of residences where the total gross area exceeds 2,500 square feet must show the distance of the nearest hydrant and either the flow calculations or flow test results of that hydrant.
 - Contact your water provider to request this document (Seattle Public Utilities, North City Water District, or the Highlands).
- ☐ [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](#).
- ☐ Other documents as required:
 - _____
 - _____