

Development Agreement Submittal Checklist

Planning & Community Development
17500 Midvale Ave N
Shoreline, WA 98133
206-801-2500
pcd@shorelinewa.gov



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) [20.30.355](#) to learn more about development agreements. If you have questions about the City's code or about 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](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.
- Building Elevations
 - Must show each side of proposed structures and height of buildings from the average existing grade. A materials chart must be included, and drawings must be in color.
 - Must show projections, upper floor setbacks, balconies, overhangs, windows, building entrances, roofs, utility and mechanical equipment, and similar architectural features.
- Cover Letter
 - Must address, in detail, how the proposed use complies with the [Development Agreement Criteria](#) in [SMC 20.30.355\(C\)](#).
- Development Agreement

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.

- This document sets the development standards and other provisions that shall apply to govern and vest the development, use, and mitigation of the development of the real property for the duration specified in the agreement ([RCW 36.70B.170](#)).
- Each development agreement approved by the City Council shall contain the development standards applicable to the subject real property. For the purposes of this section, “development standards” includes, but is not limited to items listed in [SMC 20.30.355\(B\)](#).
- ☑ Legal Description
- ☑ Title Report
 - Must be less than 30 days old.
 - Must include Schedule B.
- ☑ 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](#).
- ☐ Supporting Documents
 - Transportation studies, management plans, or other items which help to clarify or support the request.
- ☐ Other documents as required:
 - _____
 - _____