

SHORELINE SUBSTANTIAL DEVELOPMENT *Checklist*



3609 Market Place W, Suite 200
University Place, WA 98466-4488
PH: 253.566.5656

This is a checklist of materials required for a Shoreline Substantial Development Permit. This checklist is provided to assist you in submitting a complete application. If you have any questions, contact the Planning and Development Services Department at 253.566.5656.

RETURN THIS CHECKLIST WITH YOUR APPLICATION

The Shoreline Substantial Development plans shall include:

- ☐ Site Plan and Building Elevations and/or other construction drawings that include all dimensions (*the size of the plans is at the discretion of the applicant; however the scale must be accurate and the content legible*)
- ☐ Lot size, property lines, dimensions, and names of adjacent roads
- ☐ Dimensions of setbacks and yard areas
- ☐ Location, dimensions and nature of any **proposed** easements or dedications for utilities and access
- ☐ For commercial and industrial uses, gross floor area by use and parking calculations

Per WAC 173-27-180 the following information must be included within the set of plans for review by the Department of Ecology:

- ☐ The name, address and phone number of the applicant. The applicant should be the owner of the property or the proponent of the project and not the representative of the owner or primary proponent.
- ☐ The name, address and phone number of the applicant's representative if other than the applicant.
- ☐ The name, address and phone number of the property owner, if other than the applicant.
- ☐ Location of the property. This shall, at a minimum, include the property address and identification of the section, township and range to the nearest quarter, quarter section or latitude and longitude to the nearest minute. All applications for projects located in open water areas away from land shall provide a longitude and latitude location.
- ☐ Identification of the name of the shoreline (water body) that the site of the proposal is associated with. This should be the water body from which jurisdiction of the act over the project is derived.
- ☐ A general description of the proposed project that includes the proposed use or uses and the activities necessary to accomplish the project.
- ☐ A general description of the property as it now exists including its physical characteristics and improvements and structures

- ☐ A general description of the vicinity of the **proposed** project including identification of the adjacent uses, structures and improvements, intensity of development and physical characteristics.
- ☐ A site development plan consisting of maps and elevation drawings, drawn to an appropriate scale to depict clearly all required information, photographs and text which shall include:
- ☐ The boundary of the parcel(s) of land upon which the development is proposed.
- ☐ The Ordinary High Water Mark (OHWM) of all water bodies located adjacent to or within the boundary of the project. This may be an approximate location provided, that for any development where a determination of consistency with the applicable regulations requires a precise location of the ordinary high water mark the mark shall be located precisely and the biological and hydrological basis for the location as indicated on the plans shall be included in the development plan. Where the ordinary high water mark is neither adjacent to or within the boundary of the project, the plan shall indicate the distance and direction to the nearest ordinary high water mark of a shoreline.
- ☐ **Existing** and **proposed** land contours. The contours shall be at intervals sufficient to accurately determine the existing character of the property and the extent of proposed change to the land that is necessary for the development. Areas within the boundary that will not be altered by the development may be indicated as such and contours approximated for that area.
- ☐ A delineation of all wetland areas that will be altered or used as a part of the development.
- ☐ A general indication of the character of vegetation found on the site.
- ☐ The dimensions and locations of all **existing** and **proposed** structures and improvements including but not limited to; buildings, paved or graveled areas, roads, utilities, septic tanks and drain fields, material stockpiles or surcharge, and storm water management facilities.
- ☐ Where applicable, a landscape plan for the project.
- ☐ Where applicable, plans for development of areas on or off the site as mitigation for impacts associated with the proposed project shall be included and contain information consistent with the requirements of this section.
- ☐ Quantity, source and composition of any fill material that is placed on the site whether temporary or permanent.
- ☐ Quantity, composition and destination of any excavated or dredged material.
- ☐ A vicinity map showing the relationship of the property and proposed development or use to roads, utilities, existing developments and uses on adjacent properties.
- ☐ Where applicable, a depiction of the impacts to views from existing residential uses and public areas.
- ☐ On all Variance applications the plans shall clearly indicate where development could occur without approval of a variance, the physical features and circumstances on the property that provide a basis for the request, and the location of adjacent structures and uses.

Optional:

- ☐ Perspective drawings, photographs, color renderings or other graphics which may be needed to adequately evaluate the application.
- ☐ Other required information: _____

Public Notice:

A Public Notice Sign must be posted on the site. Applicant will be notified when to request the public notice sign from the Planning and Development Services Department and the required posting time.

Fees must be paid at the time of submittal. The table below indicates the number of sets required at the time of submittal:

# OF SETS REQUIRED	DESCRIPTION
15	Shoreline Substantial Development Application
15	Vicinity Map identifying the subject property, including the nearest cross streets and a North arrow
15	SEPA Checklist
15	Site Plan (plus one reduced site plan 8½ x11 or 11x17)
15	Other Necessary Plans
15	JARPA
5	Significant Tree Survey / Tree Preservation Plan
2	Property Listings, Map and Mailing Labels for all lots within 300 feet (but not less than two parcels deep) of subject property. (Obtained from Pierce County Assessor, title company, or other approved method)

SHORELINE SUBSTANTIAL DEVELOPMENT <i>Application</i>	University Place WASHINGTON 3609 Market Place W, Suite 200 University Place, WA 98466-4488 PH: 253.566.5656
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Please type or print clearly. Incomplete information may delay project approval.

APPLICANT:	Phone:	Fax:
Address (Street, City, State, Zip):	E-Mail Address:	
PROPERTY OWNER:	Phone:	Fax:
Address (Street, City, State, Zip):	E-Mail Address:	
AGENT:	Phone:	Fax:
Address (Street, City, State, Zip):	E-Mail Address:	

PROJECT NAME & TYPE:	
Project Address:	Parcel Number(s):
Has this project been reviewed at a Technical Review Committee (TRC) Meeting? ☐ Yes ☐ No	

Please answer the following questions with as much detail as possible so the department can understand the nature of your request. For a Shoreline Substantial Development Permit to be granted compliance with the Shoreline Management Act (RCW 90.58), applicable administrative regulations (WAC 173-27), and the local Shoreline Master Program (UPMC Title 18) must be demonstrated.

PROVIDE A <u>DETAILED</u> DESCRIPTION OF THE PROPOSAL. (MAY BE ATTACHED)	
Total construction cost and fair market value of proposed project (include additional future developments contemplated but not included in this application):	

List the master program policies (use program sections or page numbers) which are applicable to this development:

Explain how the proposal meets applicable master program policies and development regulations (be specific):

List any other permits for this project from state, federal or local governments agencies for which you have applied or will apply, including the name of the issuing agency, whether the permit has been applied for (and if so, the date of application), whether the application was approved or denied and on what date, and the number of the application or permit:

Describe the nature of the existing shoreline:

a). Type of shoreline (such as stream, lake, marsh, flood plain, floodway, delta)-

b). Type of beach (such as high bank, low bank, or dike)-

c). Type of material (such as sand, mud, gravel, clay, rock, riprap)-

d). Type of bulkhead (if any)-

In the event that any of the proposed buildings or structures will exceed a height of thirty-five feet above the average grade level, indicate the approximate location of and number of residential units existing and potential, that will have an obstructed view:

I hereby certify under penalty of perjury under the laws of the State of Washington that I am the applicant listed above, and that all information and evidence herewith submitted are in all respects and to the best of my knowledge and belief, true and complete. I understand that the filing fee accompanying this application is not refundable, and is only for the purposes of defraying the normal administrative expenses of processing the application, and that the payment of said fees does not result in automatic issuance of the permit requested in this application.

Print Name:

☐ Owner ☐ Agent/Other (specify):

Signature:

Date: