



Shoreline Conditional Use Permit

A Shoreline Conditional Use Permit is a Type 4 land use decision made by the Washington State Department of Ecology. The permit application receives a recommendation from the Director of Community Development and the Hearing Examiner, who forwards the application to the Department of Ecology and the state Attorney General. The decision by the Department of Ecology is appealable to the State Shoreline Hearings Board.

Applicants for a Shoreline Conditional Use Permit must submit a Criterion Compliance Document that shows how the proposal meets the criteria of WAC 173-27-160, including:

1. That the proposed use is consistent with the policies of RCW 90.58.020 and the Shoreline Master Program;
2. That the proposed use will not interfere with the normal public use of public shorelines;
3. That the proposed use of the site and design of the project is compatible with other authorized uses within the area and with uses planned for the area under the Comprehensive Plan and Shoreline Master Program;
4. That the proposed use will cause no significant adverse effects to the shoreline environment in which it is to be located; and
5. That the public interest suffers no substantial detrimental effect.

Applicant Information

Name: _____ Owner Name (if different): _____
E-mail: _____ Company (if applicable): _____
Address: _____ Phone: _____

Property Information

Property Address: _____ Parcel Number(s): _____
Total Square Feet: _____ Development Name: _____
Current Zoning: _____
Critical Areas on or near property: _____

Required Documents

Submittal Instructions

- If applying in person, applicants must [schedule an intake appointment](#).
- If applying in person, one paper copy of each document is required, including a signed version of this cover sheet, unless otherwise stated.
- A PDF of each document is required at time of submittal on a USB drive. Please label files as follows: ProjectType_DocumentType (for example: SCUP_ProjectNarrative).

Submittal Documents

- [Acceptance of Financial Responsibility / Affidavit of Applicant Status](#)
- Criterion Compliance Document (see page 1 for requirements)
- Critical Area Affidavit
- Critical Area Study (if applicable)
- [Eastside Fire & Rescue Review Sheet](#)
- FEMA BiOp Habitat Assessment
- Floodplain Compliance Narrative
- Geotechnical Report
- [Historic Resources Affidavit](#)
- [Joint Aquatic Resources Permit Application](#) Form (if any work is within water)
- King County Health Department Septic Approval (if required)
- Legal Description
- Mailing List ([Template](#)) and [Map](#)
 - a. Mailing list and map to include all property owners within 1,000 feet of the subject site (2,000 feet for properties within EHNSWB overlay).
- No Net Loss of Ecological Function Analysis
- Plan Set (3 copies)
- Pre-Application Conference Notes
- Preliminary Technical Information Report (3 copies)
- Project Narrative
- [SEPA Environmental Checklist](#) (if applicable)
- Signed Application Form
- Stormwater Facility Information Form
- Stormwater Pollution Prevention Control Plan (3 copies)
- Title Report (<30 days old)
- Traffic Impact Analysis Report (Required for any development proposal that generates 10 or more new vehicle trips during the AM or PM peak hour; may also be required for unique projects that may not generate 10 AM or PM peak hour trips. Refer to the Public Works Standards for requirements.)
- Water & Sewer Certificates or Septic System Approval

Fees

Type 4 Land Use Application Counter Service Intake Fee	\$544
Preliminary Review Deposit	\$4,760
Legal Notice Posting	\$315
Legal Notice Publication/Mailing	\$584
Critical Areas Review (if applicable)	\$680
SEPA Determination (if applicable)	\$680
Fire Review	\$136

The listed fees are initial deposit amounts based on hourly rate. If the initial deposits have been exhausted before the project is completed an additional deposit will be required in the amount estimate by the Community Development Department round to the nearest 10-hour increment.

Signatures

I certify that all of the information submitted in this application including any supplemental information is true and complete to the best of my knowledge and I acknowledge that willful misrepresentation of information will terminate this permit application. I have read this application in its entirety and understand that my submittal will be reviewed for completeness and, if found to be complete, will be processed in accordance with Chapter 20.05 SMC.

Applicant, Representative, and/or Owner Signature:

Date:

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Date: