



SHORELINE SUBSTANTIAL DEVELOPMENT PERMIT APPLICATION

PLANNING
DIVISION
4800 S 188th St
SeaTac, WA
98188
206-973-4750

PURPOSE

A Shoreline Substantial Development Permit (SHR) is required for development within 200 feet of the ordinary high water mark (OHWM) of a creek, lake, river, or other water body identified in the Washington State Shoreline Management Act. The Shoreline Act provides for regulations that guide the type and intensity of development adjacent to state shorelines for the protection of wetlands and fishery resources. Construction of single-family homes, in most cases, are exempt from shoreline regulations.

CONDITIONS FOR APPROVAL

1. The use is either a permitted or conditional use allowed under the shoreline designation that applies to the property.
2. The use complies with the policies of the City of SeaTac Shoreline Management Program.
3. The use complies with regulations of the City of SeaTac Shoreline Management Program.

SUBMITTAL

1. **Filing Fee = Total Cost of Proposal:** [CLICK HERE FOR FEE SCHEDULE](#)
Or find fee schedule at: www.ci.seatac.wa.us/feeschedule
2. Please submit all of the items listed on the attached checklist.

Failure to submit all requested items (in a legible form) will delay processing of your application.

PROCEDURE

1. It will take approximately 3 to 4 months from the date of filing a complete application for issuance of a Shoreline Substantial Development Permit (SHR).

2. You will receive a “Determination of Completeness” (DOC) within 28 days of the submittal of your application stating whether your application is complete or not complete
3. A “Notice of Application” (NOA) will be published and sent to adjacent property owners. The NOA will be issued within 14 days after a DOC is made. You will be required to post a “Notice Board” (attached) on the property in conformance with Section 16.07.010B of the SeaTac Municipal Code (SMC) Volume II. An “Affidavit of Installation” shall be submitted to the City that the “Notice Board” has been installed on the property. The “Notice Board” shall be installed on the property on or before the date the NOA is published in the paper.
4. At the time of posting of the NOA, a “Notice of Intent” for a Shoreline Substantial Development Permit (SHR) will also be posted.
5. A. “Notice of Decision” (NOD) will be sent to the applicant/property owner and to all adjacent property owners. The NOD will also be sent to the State Department of Ecology and the Attorney General’s Office.

SHORELINE SUBSTANTIAL DEVELOPMENT **PERMIT APPLICATION**

File No: _____ Tax ID. #: _____

1. Business Name: _____

2. Applicant/Property Owner(s) Information:

Name: _____

Address: _____

Phone: _____ Fax _____

Email _____ Alt. Phone _____

Status: (owner, lessee, agent, etc.) _____

If more than one owner, attach additional sheet with names, addresses, contact information and signatures.

3. Designated Contact Person (who will receive and disseminate all correspondence from the City):

Name: _____

Address: _____

Phone: _____ Fax _____

Email _____ Alt. Phone _____

4. Property:

Address: _____

Zone: _____ Size: (sq ft) _____ Acres: _____

Legal Description: _____

5. Use:

Existing use of property: _____

Proposed use of property (in detail): _____

Construction starting & completion dates: _____

Value of proposed improvements: _____

Name of water area and/or wetlands within which development is proposed: _____

Nature of existing shoreline by description of type (such as marine, stream, lake, lagoon, marsh, bog, swamp, flood plain, floodway, delta); type of beach (such as sand, gravel, mud, clay, rock, riprap); and extent and type of bulkhead (if any):

SHORELINE SUBSTANTIAL DEVELOPMENT **PERMIT (SHR)** **APPLICATION CHECKLIST**

The following materials are the **minimum** materials that must be submitted to review your application to determine that it is complete or incomplete as provided under RCW 36.70A.110. Additional information may be required after review of your proposal. This checklist is provided for your benefit and to aid the City in determining if your application contains the minimum information necessary to review your application. A “Determination of Completeness” (DOC) will be issued within 28 days of acceptance stating whether your application is complete or incomplete. Please do not turn in your application until all items which apply to your proposal have been checked off. **Incomplete submittals will not be accepted or acted upon. This application also will not be accepted if you have not had a preapplication meeting with the City. This checklist must be submitted for your application to be reviewed.** If you have any questions, contact the Department of Community and Economic Development at 206-973-4750.

RETURN COMPLETED CHECKLISTS PART I AND PART II WITH YOUR APPLICATION OR APPLICATION WILL NOT BE ACCEPTED.

<i>For Office Use Only</i>	
Date Reviewed: _____	Date of Pre-Application Meeting: _____

Part I - Plan Submittal

	<u>Applicant</u>	<u>Staff</u>
1. Application form is filled out, original and 5 copies submitted.	_____	_____
2. A legal description of the subject property is provided.	_____	_____
3. If you are given an Environmental Checklist, all questions are answered and the checklist is signed.	_____	_____
4. A check to the City of SeaTac for the filing fee and Environmental Checklist fee.	_____	_____

	<u>Applicant</u>	<u>Staff</u>
5. Six copies of all plans and the Environmental Checklist. Additional copies may be required prior to any public hearings.	_____	_____
6. All oversized plans folded to 8 1/2" x 14".	_____	_____
7. One paper reduction of each oversized plan to 8 1/2" x 11".	_____	_____
8. County Assessor's Map(s) showing a 1000' radius around edges of subject property. (<i>Applies only if labels are <u>not</u> purchased from the City of SeaTac</i>).	_____	_____
9. A minimum of two (2) sets of stamped, legal size envelopes addressed to each property owner within 1000' of the subject property (see attached directions) with the return address for the City of SeaTac Department of Community and Economic Development. A return address stamp is available for your use (NO METERED MAIL).	_____	_____
10. A photocopy or printout of names and addresses.	_____	_____
11. The original receipts for the costs of the stamps, envelopes, and parcel labels needed for notification with a breakdown of the number of property owners between 0 and 500 feet and between 500 and 1000 feet. The City will reimburse the applicant/property owner for the cost of notifying all property owners between 500 and 1000 feet.	_____	_____
12. <u>(Six (6) completed Part II site plan checklist copies must be submitted.)</u>	_____	_____

(PART II – SITE PLAN REQUIREMENTS CHECKLIST MUST BE COMPLETED BY THE ENGINEER, SURVEYOR, OR ARCHITECT AND SIX (6) COPIES SUBMITTED OR SUBMITTAL WILL BE DENIED).

Part II- Site Plan Requirements

	<u>Engineer</u>	<u>Staff</u>
5. A dimension site plan drawn to scale showing the following:	_____	_____
a. Dimension and shape of lot with adjacent street names;	_____	_____
b. Location and dimensions of existing and proposed buildings (engineering scale only) including the building height of proposed buildings;	_____	_____
c. Adjacent street improvements, ingress and egress, parking layout showing the number of stalls and stall sizes;	_____	_____
d. Proposed landscaping (size, species, location, planting details, distance apart and irrigation plan);	_____	_____
e. Existing water courses, wetlands, utility lines, structures, rockeries, or other relevant manmade or natural features;	_____	_____
f. All existing trees over 8" in diameter by species and an indication of which will be saved;	_____	_____
g. The gross floor area and parking calculations (cite applicable city code);	_____	_____
h. Existing and finished grades at 5' contours;	_____	_____

City of SeaTac
 SHORELINE SUBSTANTIAL DEVELOPMENT PERMIT APPLICATION

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|----|---|------------------------|---------------------|
| i. | Storm drainage, sidewalks, exterior lighting; | _____ | _____ |
| j. | The location of any recreation/open space with dimensions; | _____ | _____ |
| | | <u>Engineer</u> | <u>Staff</u> |
| k. | Proposed public dedication/open space; | _____ | _____ |
| l. | Typical cross section or section showing: | | |
| | 1. Existing ground elevations, | | |
| | 2. Proposed ground elevations, | | |
| | 3. The height of existing structures, | | |
| | 4. The height of proposed structures; | _____ | _____ |
| m. | The location of the Ordinary High Water Mark (OHWM). The OHWM has been established at elevation 347' for Angle Lake; | _____ | _____ |
| n. | The shoreline designation according to the Shoreline Master Program; | _____ | _____ |
| o. | If the development involves the removal of any soils by dredging or otherwise, identify the disposal site on a map. If the disposal site is beyond the confines of the vicinity, provide another vicinity map showing the precise location of the disposal site and its distance to the nearest city or town; | _____ | _____ |
| p. | Give a brief narrative description of the general nature of the improvements and land use within 1000 feet in all directions from the development site; | _____ | _____ |
| q. | Building elevations of the proposal showing two (2) facades at 1"=50', 1"=100', or 1"=200' (Engineering Scale Only); | _____ | _____ |
| r. | Drawing and/or text describing the scale, bulk, and architectural character of the proposed structure; | _____ | _____ |
| s. | A text describing conditions or features which cannot be adequately displayed on maps or | | |

- | | | | |
|----|--|------------------------|---------------------|
| | drawings; | _____ | _____ |
| t. | A description of plans for covenants, uses, and continuous maintenance provisions for the project; | _____ | _____ |
| | | <u>Engineer</u> | <u>Staff</u> |
| u. | Proposed phasing; | _____ | _____ |
| v. | Vehicular and pedestrian circulation, and any special engineering features and traffic regulating devices needed to facilitate or insure the safety of this circulation pattern. | _____ | _____ |

INSTRUCTIONS FOR OBTAINING ADDRESS LABELS

****Please Note – Mailing labels may only be purchased from the City of SeaTac or King County. If you choose to acquire your labels through King County, a Tax Assessor’s map(s) shall be submitted with the application.***

OBTAINING LABELS FROM CITY OF SEATAC:

To obtain address labels containing the names and addresses of property owners within 500 or 1000 feet of any boundary of the subject property, complete a City of SeaTac Address Labels Request Form (attached) and submit it to the Permit Center. The Permit Center will contact you when your labels are ready, after submission of the Request Form.

In accordance with City of SeaTac Resolution No. 00-007, dated April 25th, 2000, GIS Program Fees shall apply. Computer-generated sheets of address labels will be provided to the requestor at a cost of \$.60 per label, with a \$25.00 minimum order charge.

REMINDER:

Envelopes and postage shall be provided by the applicant. A copy of the labels should be made before individually placing them on stamped legal sized envelopes (9 ½” x 4 ½”) with the City’s return address. (***NO METERED MAIL***)

RETURN ADDRESS:

City of SeaTac
Dept. of Community and Economic Development
4800 South 188th Street
SeaTac, WA 98188-4236

City of SeaTac Address Label Request Form

Date of Request: _____ Date Needed: _____

Applicant's Name: _____

Street Address _____

City State Zip

Phone: _____ Alternate Phone: _____

Fax: _____ Email Address: _____

Land Use Project (i.e., Short Plat, SEPA, etc.): _____

Project Address: _____

File Number: _____

Parcel Number: _____

For Internal Use Only:

Date Completed: _____ Completed By: _____

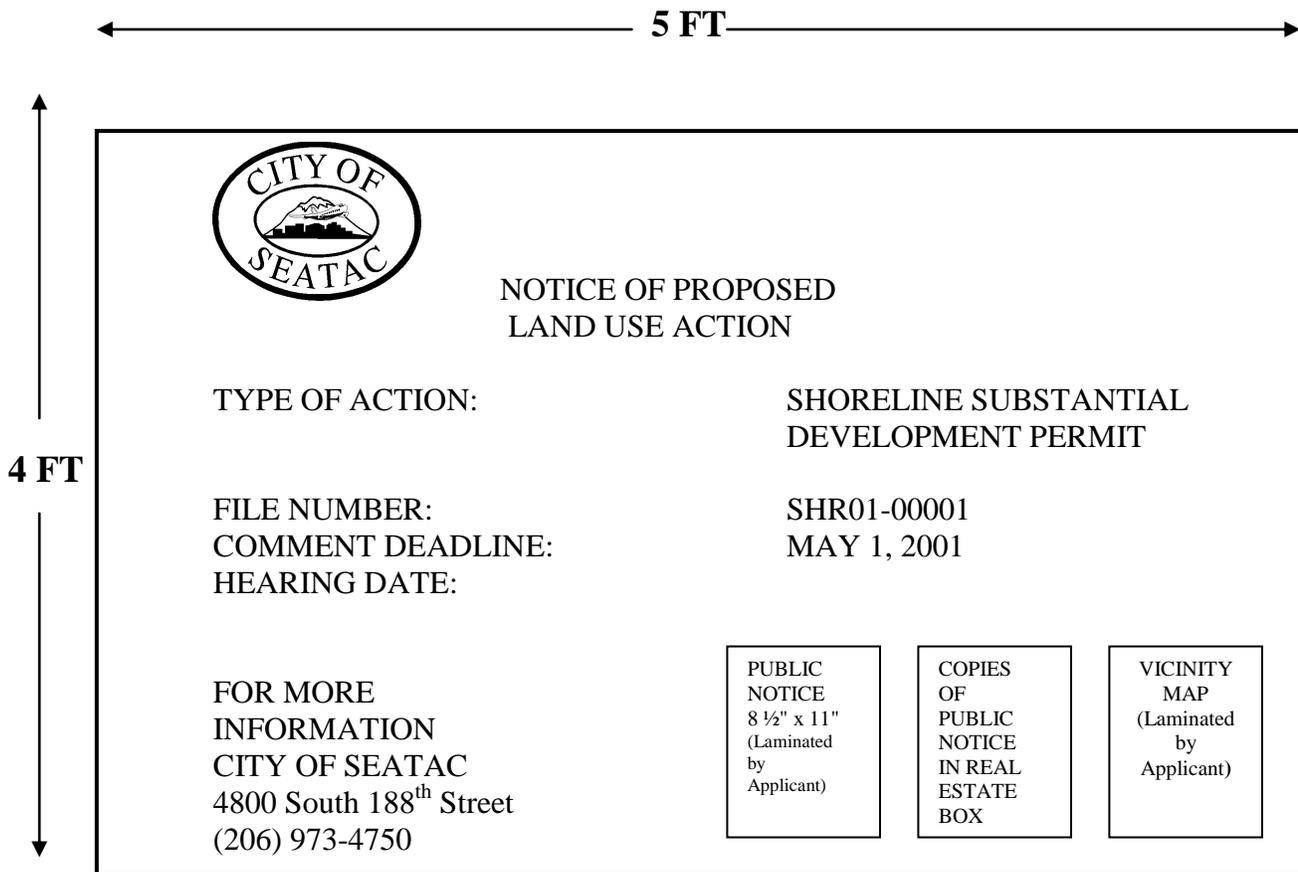
Cost: _____ Date Paid: _____

GIS PRODUCTS AND SERVICES – 001.341.70.00.002

NOTICE BOARD DIMENSIONAL REQUIREMENTS

The notice board shall be four feet (4') by five feet (5') and shall have a sky blue background with white lettering. Lettering size shall be the following (the illustration below is an example. The type of action, dates, and all pertinent information will be supplied by the City):

- a. Helvetica or similar standard type face;
- b. Three inch (3") capital letters for the title;
- c. Two inch (2") capital letters for all other letters.



NOTICE BOARD INSTALLATION REQUIREMENTS (MINIMUM)

