



SHORELINE EXEMPTION APPLICATION

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

PURPOSE

A Shoreline Exemption is the exemption of a development from the State Shoreline Management Act. Construction of single-family homes, in most cases, are exempt from shoreline regulations. Shoreline Exemptions are allowed for development that conforms to the exemption requirements under the Washington Administrative Code (WAC) 173-040, and are located within 200 feet of ordinary high water mark (OHWM) of a shoreline covered under the Shoreline Management Act.

Following is a general description of the uses exempt from the Shoreline Management Act:

1. Any development, other than residential, of which the total cost or fair market value, whichever is higher, does not exceed \$5718.00 if the development does not materially interfere with the normal public use of the water or shorelines of the state.
2. Normal maintenance repair of existing structure or developments, including damage by accident, fire, or elements.
3. Construction of the normal protective bulkhead common to single-family residences.
4. Emergency construction necessary to protect property from damage by the elements.
5. Construction and practices normal or necessary for farming, irrigation, and ranching activities, including agricultural service roads and utilities on wetlands.
6. Construction or modification of navigational aids such as channel markers and anchor buoys.
7. Construction on shorelands by an owner, lessee, on contract purchaser of a single-family residence for his own use or for the use of his family, which residence does not exceed a height of thirty-five (35) feet above average grade level.
8. Construction of a dock, designed for pleasure craft only, for the private noncommercial use of the owners, lessee, or contract purchaser of a single-family residence, for which the cost or fair market value, whichever is higher, does not exceed \$10,000.
9. Operations, maintenance, or construction of canals, waterways, drains, reservoirs, or other facilities that now exist or are hereafter created or developed as a part of an irrigation system.

10. The marking of property lines or corners on state owned lands.
11. Operation and maintenance of any system of dikes, ditches, drains, or other facilities existing on the effective date of the 1975 amendatory act.

SUBMITTAL

1. Filing Fee: [CLICK HERE FOR FEE SCHEDULE](#)
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.

IF THE PROPOSED DEVELOPMENT IS EITHER WITHIN THE WETLAND BUFFER/SETBACK (65 FEET FROM OHWM) AND/OR THE LAKE ITSELF, THE STATE ENVIRONMENTAL POLICY ACT (SEPA) APPLICATION AND CHECKLIST SHALL BE REQUIRED IN ADDITION TO THE SHORELINE EXEMPTION APPLICATION. PLEASE COMPLETE THE SEPA APPLICATION AND CHECKLIST.

PROCEDURE

1. It will take approximately one (1) month from the date of filing your application for a shoreline exemption before a decision is made regarding your exemption.
2. The Shoreline Administrator will determine if an exemption is warranted based on the standards/criteria located in WAC 173-040.
3. If a proposed project conforms with criteria of WAC 173-040, a shoreline exemption will be issued.

SHORELINE EXEMPTION APPLICATION

File No. _____ Tax ID. #: _____

1. Business Name: _____

2. **PROPERTY OWNER:** (If there are more owners, attach an additional sheet with names, addresses, contact information and signatures)

Name: _____

Mailing Address: _____

_____ City State Zip

Phone: _____ Fax: _____

Alt. Phone: _____ Email: _____

3. **APPLICANT:**

Name: _____

Mailing Address: _____

_____ City State Zip

Phone: _____ Fax: _____

Alt. Phone: _____ Email: _____

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

4. **DESIGNATED CONTACT PERSON:** (The person who will receive and disseminate all correspondence from the City)

Name: _____

Mailing Address: _____

_____ City State Zip

Phone: _____ Fax: _____

Alt. Phone: _____ Email: _____

5. **PROPERTY:**

Address: _____

_____ City State Zip

Zone: _____ Current Lot Size (Sq. Ft.): _____

Acres: _____

Legal Description: _____

7. **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 EXEMPTION APPLICATION CHECKLIST

The following materials are the **minimum** materials that must be submitted with your application. 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 is complete. You will be notified after your application is reviewed. Please do not turn in your application until all items, which apply to your proposal, have been checked off. **Incomplete applications will not be accepted or acted upon.** If you have any questions, contact the Department of Planning and Community Development.

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

<i>For Office Use Only</i>	
Date Submitted: _____	Reviewed By: _____

PART I – APPLICATION SUBMITTAL		Applicant	Staff
1	Original, and two (2) copies of the completed application.		
2	Original, and two (2) copies of the site plan, elevation plan, floor plan and Part II Checklist for the proposed project.		
3	Legal Description of the subject property.		
4	A check to the City of SeaTac for the filing fees of the Shoreline Exemption.		

PART II - PLAN REQUIREMENTS			
<i>(Site plan requirements checklist must be completed by the engineer, surveyor, or architect)</i>		Surveyor	Staff
5	<p>A dimensioned site plan drawn to scale (minimum 1" = 20') showing the following:</p> <ul style="list-style-type: none"> (a) Dimension and shape of lot with adjacent street names (b) The location and dimensions of existing and proposed buildings (c) Existing water courses, wetlands, utility lines, structures, rockeries, or other relevant manmade or natural features (d) Existing and finished grades at 5 feet contours in both land and water areas (e) Storm drainage (f) The location of the Ordinary High Water Mark (OHWM) (g) The shoreline designation according to the Shoreline Master Program (h) The development involves the removal of any soils, identifying 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 (i) Building elevations of the proposal (drawn with a minimum scale of 1/8" = 1') (j) Floor plans with door and window location (drawn with a minimum scale of 1/8" = 1') 		
6	Vicinity Map		

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: _____

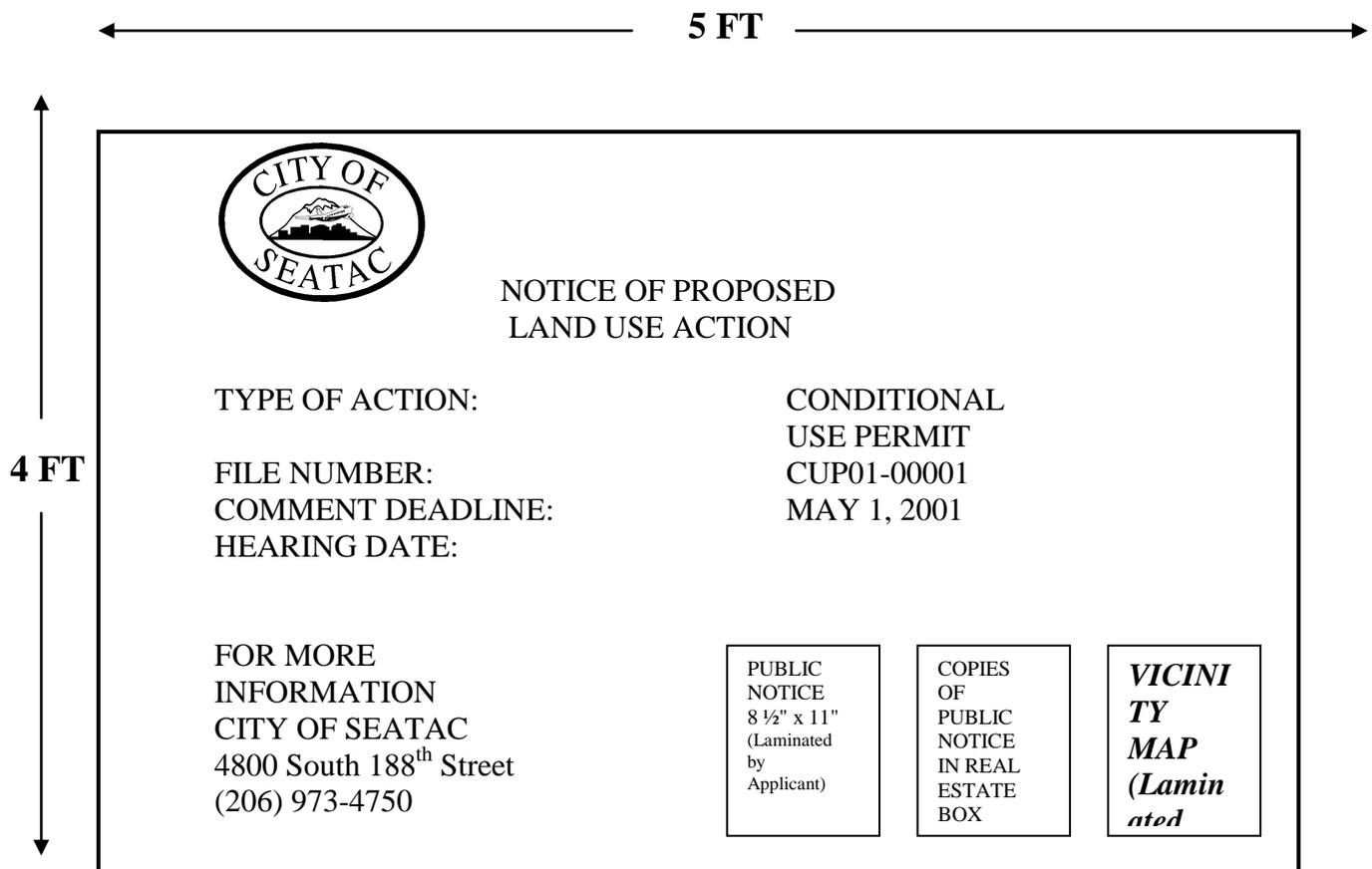
GIS PRODUCTS AND SERVICES – 001.341.70.00.002

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)

