



Planning & Community Development

# FLOODPLAIN DEVELOPMENT PERMIT SUBMITTAL CHECKLIST

The following information is typically needed in order to submit an application for review. Depending on the scope of work, some items may not apply or may be combined. If you have a question on required items, please call (206) 801-2500 or stop by our office. Read each item carefully and provide all applicable information. **All construction drawings must be drawn to an architectural scale (e.g. 1/4" = 1'), while site plans and civil drawings must be drawn to an engineering scale (e.g. 1" = 20'). All drawings prepared by licensed architects or engineers must have the appropriate stamp and signature of the licensed professional on the face of the drawings at time of submittal.**

- Permit Application**
- Submittal Fee:** \$213.00
- Critical Areas Worksheet.** A pre-application meeting is required if the project may impact a critical area or its buffer. A critical area report if critical area exists on or adjacent to the site.
- Floodplain Development Worksheet**
- Civil/Site Plans – three (3) copies** drawn to engineering scale. Site plans must contain the reference datum and control points.
  - Name, address, and phone number of the person who prepared the drawing.
  - Vicinity map showing sufficient detail to clearly locate the project in relation to arterial streets, natural features/landmarks and municipal boundaries.
  - Graphic scale and north arrow.
  - Dimensions of all property lines.
  - Rights-of-Way and private roads or driveways, including alleys and streets names labels.
  - Existing and proposed structures, fill, pavement and other impervious surfaces, and sites for storage of materials.
  - Building setbacks for front, side, and rear property lines.
  - Names and location of all lakes, water bodies, waterways and drainage facilities within 300 feet of the site.
  - All wetlands and the required buffers.
  - The riparian habitat zone for all development proposals within 300 feet of any stream or shoreline.
  - Designated fish and wildlife habitat conservation areas, and habitat areas identified for conservation or protection under state,

federal or local laws or regulations, for example the Endangered Species Act, Magnuson-Stevens Fishery Conservation and Management Act, Growth Management Act, Shorelines Management Act, or Priority Habitat and Species List.

- The elevations of the 10, 50, 100, and 500-year floods, where the data are available. Elevation datum shall be the North America Vertical Datum of 1988 (NAVD 1988) with conversions provided as needed.
- Subdivision or other development plans. (If the subdivision or other development exceeds 50 lots or 5 acres, whichever is the lesser, the applicant must provide “100-year” flood elevations if they are not otherwise available).
- The boundaries of the regulatory floodplain, SFHA, floodway, riparian habitat zone, and channel migration area, delineated in accordance with SMC [13.12.300](#).
- The proposed drainage system including, but not limited to, storm sewers, overland flow paths, detention facilities and roads.
- Existing native vegetation and proposed revegetation.

### Grading

- Existing contours at 2' intervals on site and 5' contours extending 20' from property.
- Proposed contours at 2' intervals; shown in darker line than existing contours.
- If the proposed project involves grading, excavation, or filling within the floodplain, the site plan shall include proposed post-development terrain at one-foot contour intervals within the SFHA.
- Change in water elevation (in feet).
- Plans showing the extent of watercourse relocation and/or landform alterations.

**Hours of Operation: M, T, Th, F: 8:00 a.m.–5:00 p.m., W: 1:00–5:00 p.m. ♦ Permit Processing ends at 4:00 p.m. daily**

**17500 Midvale Avenue North, Shoreline, Washington 98133-4905**

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- **Construction Drawings – Three (3) copies (24” x 36”)** drawn to an architectural scale (e.g. 1/4” = 1’ minimum size). Identify the building code editions used to design the project.

#### **Non-Structural**

- Detail heated and unheated square footage by floor level.
- Floor plans of each floor. Provide dimensions for all areas. For additions include floor plans of adjacent portions of the existing buildings.

**Elevations** – If the proposed project includes a new structure, substantial improvement, or repairs to a substantially damaged structure that will be elevated, the application shall include the flood protection elevation(s) for the building site and the proposed elevations of the following:

- Elevation drawings for all sides of structure, including building height, average existing grade, and proposed finished grade.
- Proposed lowest floor elevation (including basement) and/or top of slab for an attached garage.
- Proposed elevation of crawl space.
- Proposed elevation of the lowest horizontal structural member (in V zones only).
- Proposed elevation of lowest and highest adjacent grades.

#### **Floodproofing**

- Construction details indicating the types of water-resistant materials used below the first floor with section cuts identifying where they can be located on the plans.
- Details of floodproofing of utilities located below the first floor including lowest elevation of machinery or equipment servicing the structure.
- Details of enclosures below the first floor.
- Details for anchoring structures.

- **Survey – three (3) copies** printed to engineering scale. Survey map prepared, stamped and signed by licensed surveyor required.

- **Certification – one (1) copies**

- Certification from a registered engineer that the proposed activity in a regulatory floodway will not result in any increase in the height of the “100-year” flood. A copy of all data and hydraulic calculations supporting this finding must also be submitted.
- Impact assessment on those factors that contribute to increased flood hazard and degradation of habitat. If assessment concludes project will cause an adverse effect outside of the protected area, the permit will be denied unless project impacts are mitigated (avoided, rectified, or compensated). An approved permit with a federal nexus that addresses effects to endangered species will be accepted.
- Submit copy of all necessary permits required by state and federal law.

Fees effective 1/2019

**NOTE: Please be sure that all drawings are clear and information is legible. Number each page consecutively and staple them together with the site plan as your first sheet. No pencil drawings will be accepted. Applications may not be accepted after 4:00 pm.**

The Development Code (Title 20) is located at [CodePublishing.com](http://CodePublishing.com)

#### **OTHER PERMITS:**

Shoreline Exemption – if located within 200 feet of Puget Sound shoreline

Site Development Permit – if project includes multiple dwelling units or subdivision of existing lot(s)

Residential or Commercial Building Permits – as applicable for the structures proposed

Right-of-Way – for working in the right-of-way including driveways