



# SHORELINE SUBSTANTIAL DEVELOPMENT PERMIT SUBMITTAL CHECKLIST

## Planning & Community Development

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').**

- Permit Application and Affidavit Form**
- Submittal Fee: (Based on valuation)**
  - Up to \$10,000 - \$2,720.00
  - \$10,000 to \$500,000 - \$6,529.00
  - Over \$500,000 - \$10,881.00
- Critical Area Worksheet.** A critical area report may be required if a critical area such as a stream, wetland, or steep slope exists on or is adjacent to the site.
- Please review Shoreline Variance Criteria (attached): SMP 20.220.040, WAC 173-27-170, and RCW 90.58.020.** Describe in detail how the proposed use complies with all the decision criteria.
- Pre-Application Meeting Date:**  
\_\_\_\_\_ (ask for handout).
- Neighborhood Meeting Report Date:**  
\_\_\_\_\_ (ask for handout).
- Detailed Description and Scaled Drawings with the Ordinary Highwater Mark indicated of Proposed Development.**

- JARPA Application Form**
- Notice Materials**
  - Provide required notice materials consisting of:
    - **Two (2) sets** of mailing labels for all property owners within 500' of any boundary of the subject property.
    - A copy of the mailing label list.
    - A copy of the Assessor's map with the 500 foot boundary outlined.

Shoreline Planning & Community Development will prepare these materials in advance of permit intake/Neighborhood Meeting for a fee of \$204.00. This notice information should be requested a minimum of one week in advance of the expected submittal of the application materials and/or Neighborhood meeting to allow time for preparation. **Notice materials prepared by outside third parties will be subject to additional fees to review for completeness and any property owner omissions may necessitate restarting the notice period and/or an additional Neighborhood Meeting.**

Fees effective 1/2020

**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)

**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**

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