



# SHORELINE EXEMPTION 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 site plans and civil drawings must be drawn to an engineering or architectural scale (e.g. 1" = 20' or 1/4" = 1').**

- |  |  |
|--|--|
| <ul style="list-style-type: none"><li><input type="checkbox"/> <b>Permit Application</b></li><li><input type="checkbox"/> <b>Submittal Fee:</b> \$512.00</li><li><input type="checkbox"/> <b>Critical Areas Worksheet.</b> Note: a critical area report may be required if a critical area exists on or adjacent to the site.</li><li><input type="checkbox"/> <b>Scope of Work Letter – Two (2) copies :</b> State the scope of work of the project, including information about the structures, the building uses, site work, and extent of construction activity.</li></ul> | <ul style="list-style-type: none"><li><input type="checkbox"/> <b>Site Plans – two (2) copies (minimum size 11" x 17")</b><br/>drawn to an engineering scale (e.g. 1" x 20')<ul style="list-style-type: none"><li>• Name, address, and phone number of the person who prepared the drawing.</li><li>• Graphic scale and north arrow.</li><li>• Property address and tax parcel number.</li><li>• Location, identification, and dimension of all buildings and their uses.</li><li>• All property lines with dimensions.</li><li>• Building setbacks from all property lines.</li><li>• Easements which are on the property, including utility, drainage, access, and open space, (Include the King County recording number for existing easements).</li><li>• Location and dimensions of existing/proposed parking spaces.</li></ul></li></ul> |
|--|--|

### NOTE:

1. A JARPA application may be necessary if the proposal is water-ward of the ordinary high water mark (OWHM) or land-ward if the proposal will directly impact aquatic life or habitat.
2. This application should be combined with a City of Shoreline development permit application, to be reviewed concurrently.
3. See SMC 20.220.030 for details on Shoreline exemptions.

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**

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

Telephone (206) 801-2500 | Fax (206) 801-2788 [pcd@shorelinewa.gov](mailto:pcd@shorelinewa.gov)

1/2020