

## SHORELINE PERMITS

### GENERAL INFORMATION

Shoreline Permit(s) are required for projects occurring within the City's shoreline jurisdiction pursuant to the requirements and procedures contained in Chapter 173-27 WAC (Shoreline Management Permit and Enforcement Procedures). The Mount Vernon Shoreline Master Program (SMP or "Master Program") consists of environmental designations for the shoreline segments and goals, policies, and regulations applicable to uses and modifications within the Shoreline Management Zone.

Following is a list of the different types Shoreline Permits that an Applicant may need to apply for:

- **Shoreline Exemption:** some developments within the shoreline jurisdiction do not require a shoreline permit if they are considered exempt. Exemptions can be processed for projects below the threshold levels listed in WAC 173-27-040(2).
- **Shoreline Substantial Development Permit:** are required when developments are proposed within the shoreline jurisdiction that are not exempt, conditional uses or variances. In addition to specific use and development standards, the City reviews the environmental impacts of proposed development to shoreline waters, fish, and wildlife.
- **Shoreline Conditional Uses:** each shoreline area has a designation that specifies allowed and Conditional Uses. Uses listed as Conditional require approval of a Conditional Use permit.
- **Shoreline Variance:** a variance allows the City, in conjunction with Washington State Department of Ecology, to grant relief from certain development regulations listed in the City's SMP.

Shoreline Exemptions and Substantial Development Permits are administratively processed by the City with the ability to appeal the City's decision to the Hearing Examiner.

Shoreline Conditional Use and Variances require public notice and a hearing before the City's Hearing Examiner with the ability to appeal the Hearing Examiner's decision to the City Council.

### EARLY CONSULTATION AND PRE-APPLICATION MEETING REQUIRED

- Permit fees are required at time of submittal.
- All plans must be to-scale, a minimum of 11"x 17" in size, be in a landscape orientation, and be in an electronic format that complies with the City's Electronic Document Requirements.
- Pre-Application meetings are required before a Shoreline Permit can be submitted.
- The City cannot accept an application that does not have all of the required submittal items that are listed below on page 2 of these instructions. To accept your application, each of the items must be submitted at the same time. However, if you have received a prior written waiver of a submittal item(s), please provide the signed waiver form in lieu of any submittal item not provided.
- Applicants need to call or email the Department to schedule an intake meeting.

## SUBMITTAL REQUIREMENTS

Following is a list of the Submittal Requirements for all Shoreline Permits. As stated above, all plans must be to-scale, a minimum of 11"x 17", be in a landscape orientation, and be in an electronic format that complies with the City's Electronic Document Requirements.

### ITEMS REQUIRED TO BE SUBMITTED

<b>MASTER LAND USE APPLICATION</b>	This form must be downloaded from the City's Permit Portal that can be accessed by clicking <a href="#">HERE</a> .
<b>SEPA CHECKLIST</b>	This is a separate approval that has its own submittal requirements. Applicant's need to download the SEPA Instructions and the SEPA Form from the City's Permit Portal that can be accessed by clicking <a href="#">HERE</a>
<b>JARPA APPLICATION</b>	A Joint Aquatic Resources Permit Application (JARPA) is a form that the State creates and uses for processing a number of different types of applications, including Shoreline Permit. These forms can be downloaded from the Washington State Department of Ecology's website at: <a href="http://www.ecy.wa.gov">http://www.ecy.wa.gov</a> once at this website click on 'Publications & Forms' on the bar located across the top of the page, then enter 'JARPA' in the box in the page that opens within the box for 'Searching Publications'.
<b>TITLE REPORT WITH COPIES OF ALL EASEMENTS AND ENCUMBRANCES</b>	A document prepared by a title insurance company documenting the ownership and title of all interested parties in the development that lists all encumbrances. The report shall be dated within 30 days prior to the submittal of a permit to the City. <b><u>Copies of all the encumbrances listed within the certificate or report shall be provided.</u></b>
<b>PROJECT NARRATIVE</b>	A clear and concise description and summary of a proposed project, including: <ul style="list-style-type: none"> <li>a. Project name</li> <li>b. Project size in acres and square feet</li> <li>c. Street address and parcel number(s)</li> <li>d. Current use of the site and any existing improvements</li> <li>e. Special site features (i.e., wetlands, water bodies, steep slopes, or other critical areas); and a description of the buffers that will be required for each feature</li> <li>f. Proposed use of the property and scope of the proposed development (i.e., height, square footage, lot coverage, parking, access, etc.)</li> <li>g. Proposed off-site improvements (i.e., installation of sidewalks, fire hydrants, sewer main, etc.)</li> <li>h. Total estimated construction cost and estimated fair market value of the proposed project</li> <li>i. Estimated quantities and type of materials involved if any fill or excavation is proposed</li> <li>j. Number, type and size of trees to be removed</li> <li>k. Name of adjacent water area or wetlands</li> <li>l. Shoreline designation</li> <li>m. Distance from where the Shoreline jurisdiction starts (i.e. levee, floodway, OHWM, etc) to the face of any new structures and to all earth disturbing activities</li> <li>n. The number and location of structures and/or residential units (existing and potential) which might have views obstructed as a result of the proposed project</li> </ul>
<b>SITE PLAN <u>AND</u> SITE PLAN FORM FOR SHORELINE PERMITS</b>	The Site Plan Form for Shoreline Permits must be downloaded from the City's Permit Portal that can be accessed by clicking <a href="#">HERE</a> This Form outlines, in detail, what is required to be included on site plans submitted for Shoreline Permits.
<b>FLOOR PLANS</b>	Fully dimensioned, to-scale plans, clearly showing the general building layout showing walls, exits, windows, and designated uses indicating the proposed locations of kitchens, baths and floor drains, bedrooms and living areas.

**ARCHITECTURAL ELEVATIONS**

Fully dimensioned architectural elevation plan drawn at a scale of one-fourth inch equals one foot (1/4" = 1') or one-eighth inch equals one foot (1/8" = 1') clearly showing all of the following:

- a. Existing and proposed ground elevations
- b. Existing average grade level underneath proposed structure
- c. Height of existing and proposed structures showing finished roof-top elevations based upon site elevations for proposed structures and any existing/abutting structures
- d. Cross-section of roof showing location and height of rooftop equipment (include air conditioners, compressors, etc.) and proposed screening
- e. Cross-section of all new structures showing the entire site and identifying the location and distance of the shoreline jurisdiction abutting the site

**APPLICATION FEES**

These fees will be calculated by the City when you submit your application.

**OTHER SUBMITTALS DETERMINED ON A CASE-BY-CASE BASIS**

Following is a list of technical reports that will be required to be submitted to the City when certain circumstances exist on or near a site an Applicant is planning on making improvements to. The general triggers for each of the listed technical reports is provided below.

- A. CRITICAL AREA REPORTS:** In general, Critical Area reports are required when wetlands and/or streams are located on or near a site. Critical Area Mitigation plan(s) could also be required, depending on the project proposal. The location of existing wetlands and streams is required to be shown on site plans submitted with Shoreline Permits. Additionally, if SEPA is required the location and type of critical areas on or near a site is required.
- B. GEOTECHNICAL REPORT:** In general, Geotechnical Reports are required when work is proposed on or near slopes in excess of 15% and/or known landslide hazard areas. See Mount Vernon Municipal Code Chapter 15.40 for additional information.
- C. STORMWATER DRAINAGE REPORT:** In general, Stormwater Drainage Reports are required when an applicant is proposing to add or replace more than 2,000 square feet of impervious surfaces. See Mount Vernon Municipal Code Chapter 13.33 for additional information.
- D. CULTURAL RESOURCES ASSESSMENT:** In 2013/2014 changes were made to the State's SEPA rules (Chapter 197-11 WAC) requiring cultural resource assessments for many projects in the City when the SEPA process is required. Contact planning staff to see if your project is required to submit a Cultural Resources Assessment.
- E. TRANSPORTATION CONCURRENCY:** Transportation concurrency is required any time a project will generate more than 5 PM peak trips and requires 3rd party review. Cost for 3rd party review will be assessed to the applicant.