



City of Pacific



Shoreline Substantial Development Permit Application

DEFINITION AND PURPOSE:

A Shoreline Substantial Development Permit (SHR) is required for development within 200 feet of the ordinary high water mark (OHWM) of a creek, lake, river, or other water body identified in the Washington State Shoreline Management Act. The Shoreline Act provides for regulations that guide the type and intensity of development adjacent to state shorelines for the protection of wetlands and fishery resources. Development of single-family homes is exempt from shoreline regulations in most cases.

SUBMITTAL:

1. Filing Fee: \$300.00 plus Time and Materials
2. Deposit: \$2,000.00
2. Technology Fee: \$5.00
3. Hearing Examiner Fee: Hourly Rate
4. Respond to shoreline substantial development permit criteria listed under Pacific Municipal Code (PMC) 21.12.
5. Please submit all items listed on the attached checklist.

PROCEDURE FOR HEARING EXAMINER:

1. It will take approximately 2-4 months from the date of filing a complete application for the public hearing and legal notice requirements to be met.
2. A date will be set for a public hearing before the Hearing Examiner and you will be notified. You will be sent a copy of the staff recommendation at least 10 days prior to the hearing.
3. A "Notice Board" (see example attached) shall be posted on the property in conformance with the Pacific Municipal Code. An "Affidavit of Installation" shall be submitted to the City that the "Notice Board" has been installed on the property. The "Notice Board" shall be installed on the property on or before the date the public hearing notice is published in the newspaper.
4. The Hearing Examiner's decision is final unless appealed in writing pursuant to RCW 36.70C.040.

Permit No. _____ **Parcel No.** _____

1. Business Name (if applicable): _____

2. Applicant:

Name: _____

Address: _____

Phone: _____ Email: _____

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

3. Legal Property Owner:

Name: _____

Address: _____

Phone: _____ Email: _____

4. Designated Contact Person (who will receive and disseminate all correspondence from the City):

Name: _____

Address: _____

Phone: _____ Email: _____

5. Surveyor/Engineer:

Name: _____ Title: _____

Address: _____

Phone: _____ Email: _____

6. Contractor:

Name: _____ Title: _____

Address: _____

Phone: _____ Email: _____

7. Property:

Site Address: _____

Parcel No: _____ Section: _____, Township: _____, Range: _____

Zone: _____ Size: (sq ft) _____ Acres: _____

Shoreline Designation: _____

Legal Description: _____

7. Use:

Proposed project or use of property (in detail):

Changes to be made to the property: _____

(Attach additional pages as necessary)

PROVISIONS OF LAWS AND ORDINANCES GOVERNING THIS TYPE OF WORK
WILL BE COMPLIED WITH WHETHER SPECIFIED HEREIN OR NOT.

Applicant's Signature

Owner's Signature

Please print name

Please print name

Date _____

Date _____

1. Name of adjacent water area or wetlands: The project is located within 200' of the

2. Description: Including dimensions and location of proposed project in relation to Ordinary High Water Mark (e.g. 6" foot high 40" foot long concrete bulkhead, parallel to and 9" feet above OHWM):

3. Proposed fill areas (if none, so state): Type, amount, area covered and proposed fill treatment. Excavation and dredging; location, amount, area involved and location of spoils deposit: _____

4. Physical nature of shoreline: slope, material, existing structures (if none, so state):

5. What marine life or wildlife will be affected by this project? _____
6. Estimated total project cost? _____

7. List, by permit number, any other permits for this project from state, federal or local governmental agencies for which you have applied or will apply, including the name of the issuing agency, whether the permit has been applied for, and if so, the date of the application, whether the application was approved or denied and the date of same. _____

PROVISIONS OF LAWS AND ORDINANCES GOVERNING THIS TYPE OF WORK
WILL BE COMPLIED WITH WHETHER SPECIFIED HEREIN OR NOT.

INSTRUCTIONS FOR OBTAINING ADDRESS LABELS

****Please Note – Mailing labels with adjacent property owner addresses may be purchased from King or Pierce County or prepared by a licensed title company. Mailing labels shall be on a 30 label per page format. Tax Assessor's map(s) showing the 300 foot radius around the exterior property lines of the proposal shall be submitted with the application.***

REMINDER:

Envelopes and postage shall be provided by the applicant. A copy of the labels shall be made before individually placing them on stamped legal sized envelopes (9 ½" x 4 ½") with the City's return address. A City of Pacific rubber stamp will be provided to the applicant upon request for the return address. (***NO METERED MAIL***)

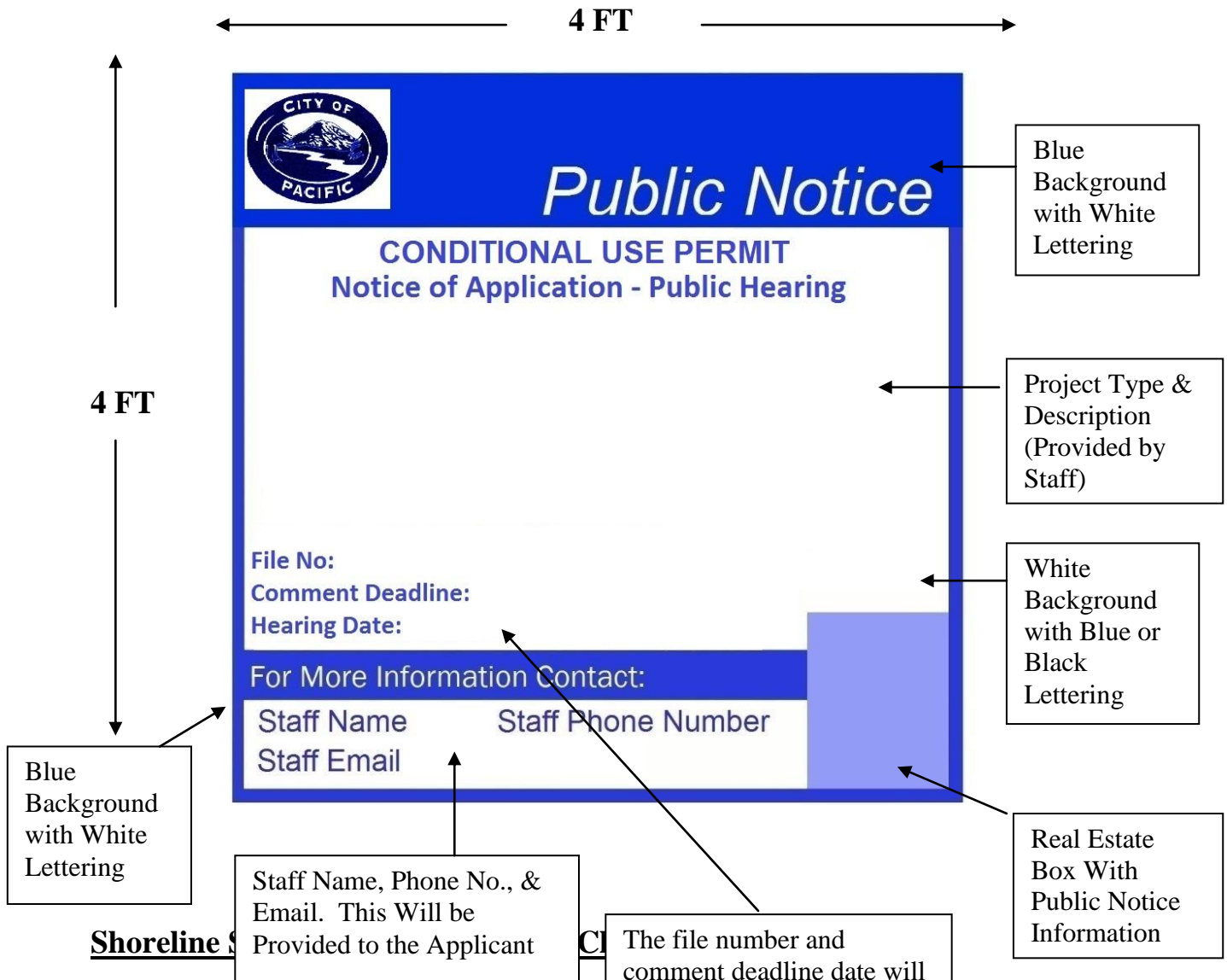
RETURN ADDRESS:

City of Pacific
Dept. of Community Development
100 3rd Ave. SE
Pacific, WA 98047

NOTICE BOARD

The notice board shall be four feet (4') by four feet (4') and shall have a sky blue background with white lettering for the City logo, "Public Notification", and contact information. Project lettering, stating the land use/project action shall be blue or black on a white background (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;



The following materials are the **minimum** materials you must provide with your application to determine that it is complete under RCW 36.70B.070. Additional information may be required after review of your proposal.

Please do not turn in your application until all items which apply to your proposal have been checked off. **Incomplete submittals will not be accepted or acted upon. This application also will not be accepted if you have not had a preapplication meeting with the City. This checklist must be submitted for your application to be reviewed.**
 If you have any questions, contact the Department of 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: _____	Date of Pre-App. Meeting: _____

<u>Part I – Plan Submittal</u>	<u>Applicant</u>	<u>Staff</u>
1. Completed Application	_____	_____
2. Title Report	_____	_____
3. SEPA Checklist, Completed and Signed	_____	_____
4. Required SEPA submittal items	_____	_____
5. Cash or check to City of Pacific for the filing fee and Environmental Checklist fee (if required)	_____	_____
6. Four (4) sets of plans	_____	_____
7. One reduced copy of plan (8 1/2" x 11").	_____	_____
8. An electronic version of all submittals items	_____	_____
9. County Assessor's Map(s) showing a 300' radius around edges of subject property	_____	_____
10. A photocopy or printout of names and addresses.	_____	_____
11. SUBMITTAL OF THE FEE OBLIGATION FORM	_____	_____

Applicant **Staff**

12. A minimum of two (2) sets stamped, legal size envelopes addressed to each property owner within 300' of the subject property (see attached directions) with the return address for the City of Pacific Community Development Department. A return address stamp is available for your use. **(NO METERED MAIL).**

Part II – Site Plan Requirements

(PART II – SITE PLAN REQUIREMENTS CHECKLIST MUST BE COMPLETED BY THE ENGINEER, SURVEYOR, OR ARCHITECT AND FOUR (4) COPIES SUBMITTED OR SUBMITTAL WILL BE DENIED).

Engineer **Staff**

1. A dimension site plan drawn to scale showing the following:
 - a. Dimension and shape of lot with adjacent street names;
 - b. Vicinity Map
 - c. Location and dimensions of existing and proposed buildings. (engineering scale only) including setbacks and building heights
 - d. Adjacent street improvements, ingress and egress, access easements, public & private roads
 - e. Proposed landscaping (size, species, location, planting details, and distance apart) if applicable;
 - f. Existing water courses, wetlands, utility lines, structures, rockeries, or other relevant manmade or natural features i.e. RR tracks, ditches, etc;
 - g. Parking and paved locations

- h. Proposed use and type of construction _____
- i. Existing and finished grades at 5' contours; _____
- j. Storm drainage, sidewalks, exterior lighting; _____
- k. Location of any recreation/open space. Include public dedication if applicable _____
- l. Proposed public dedication/open space; _____
- m. Environmental Constraints Identified/Delineated _____
- n. Is the Project in a Flood Zone? What is the Base Flood Elevation? _____
- o. Existing and Proposed Fire Hydrants and Water System Infrastructure _____
- p. Vehicular and pedestrian circulation, any special engineering features, and traffic regulating devices needed to facilitate or insure the safety of this circulation pattern. _____