

## Skamania County Community Development

170 NW Vancouver Ave, PO Box 1009, Stevenson, WA 98648  
Phone: 509-427-3900 Email: [permitcenter@co.skamania.wa.us](mailto:permitcenter@co.skamania.wa.us)



# Shoreline Master Program Application Instructions

A shoreline exemption and/or permit(s) are required for development located in shoreline jurisdiction. Depending on your proposed project, you will require one (or more) of the following:

- **Shoreline Exemption** if the action meets the precise terms of one or more of the listed exemptions in WAC 173-27-040. A summary list is included in the Shoreline Exemption Application Packet.
- **Shoreline Substantial Development Permit (SSDP)** if the project is not listed as exempt and the total cost or fair market value exceeds the dollar amount specified by the Washington Office of Financial Management (\$7,047 as of September 2017).
- **Shoreline Conditional Use Permit (SCUP)** if the use is listed as a conditional use or is not listed in Table 5.1 of the SMP. Fair market value or cost is not considered.
- **Shoreline Variance (SVAR)** if the project cannot meet one or more of the standards or requirements of the SMP, but complies with the criteria in WAC 173-27-170 and SMP Section 2.7. Fair market value or cost is not considered.

Complete the following shoreline master application form and use the appropriate permit application packet(s) to ensure that all required materials are provided with your application.

## Questions?

Additional information is available on the County's [Shoreline Master Program webpage](#).

You can contact Skamania County Community Development at (509) 427-3900 or [permitcenter@co.skamania.wa.us](mailto:permitcenter@co.skamania.wa.us).

# Shoreline Master Application Form

| PROJECT INFORMATION   |                          |
|---|--------------------------|
| Shoreline Permit Type: <i>Check all that apply</i><br><input type="checkbox"/> Exemption <input type="checkbox"/> Substantial Development <input type="checkbox"/> Conditional Use <input type="checkbox"/> Variance  |                          |
| Project Description:  |                          |
| Project Cost/Valuation:   |                          |
| PROPERTY INFORMATION  |                          |
| Address:  |                          |
| Tax lot/parcel number(s):   |                          |
| Total parcel(s) area (square feet):   |                          |
| Shoreline designation (from Shoreline Master Program): <i>Check all that apply</i><br><input type="checkbox"/> Aquatic <input type="checkbox"/> Natural <input type="checkbox"/> Rural Conservancy <input type="checkbox"/> Shoreline Residential <input type="checkbox"/> High Intensity   |                          |
| Is work proposed waterward of the Ordinary High Water Mark (OHWM)?<br><i>If yes, you will need to complete a JARPA form.</i> <span style="float: right;"><input type="checkbox"/> Yes   <input type="checkbox"/> No</span>  |                          |
| Are there any <b>critical areas</b> or <b>archaeological, cultural, or historic resource</b> areas on the property?<br><i>Check all that apply. Information on how to identify these areas can be found in SMP sections 3.3 and 3.4.</i> <ul style="list-style-type: none"> <li><input type="checkbox"/> Wetland(s)</li> <li><input type="checkbox"/> Critical aquifer recharge area(s)</li> <li><input type="checkbox"/> Fish &amp; wildlife habitat conservation area(s)</li> <li><input type="checkbox"/> Frequently flooded area(s)</li> <li><input type="checkbox"/> Geologic hazard area(s) (please specify)   <input type="checkbox"/> <i>Seismic hazard</i>   <input type="checkbox"/> <i>Erosion hazard</i>   <input type="checkbox"/> <i>Landslide hazard</i></li> <li><input type="checkbox"/> Archaeological, cultural, or historic resource area(s)</li> </ul> |                          |
| PROPERTY OWNER INFORMATION  |                          |
| Name:   | Company (if applicable): |
| Address:  |                          |
| Phone:  | Email:                   |
| APPLICANT INFORMATION <input type="checkbox"/> Check if same as Owner   |                          |
| Name:   | Company (if applicable): |
| Address:  |                          |
| Phone:  | Email:                   |

I am the property owner or authorized agent of the property owner. I certify that, to the best of my knowledge, the information submitted is true and correct and that I will comply with all applicable Skamania County regulations pertaining to the work authorized by the issuance of a permit. I understand that issuance of a permit does not remove the owner's responsibility for compliance with state or federal laws.

**Property Owner:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**File No. (Department use only)** \_\_\_\_\_

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## Shoreline Exemption Application Packet

This packet provides the information necessary to apply for a Shoreline Exemption. The attached checklist will help you identify any application requirements.

### About Exemptions

Projects that do not require a shoreline substantial development permit (SSDP) are called “shoreline exemptions.” An exemption from an SSDP is not an exemption or waiver from compliance with the Shoreline Master Program (SMP) and other local, state and federal permits may be required. You can read more about the different types of shoreline permits and reviews in the [SMP](#) and [Property Owner’s Handbook](#).

Typical SMP development standards that apply to exemptions include setbacks, height limits, use standards for the type of project you are proposing (residential, commercial, etc.), and requirements for vegetation conservation, critical areas, and archaeological resources.

Exemptions are commonly reviewed concurrently with your building permit and may require that you submit additional materials such as a critical area report, vegetation management plan, or an archaeological site evaluation. If your project requires in-water work, such as a dock, the County will issue a formal letter of exemption in addition to your building permit or other residential permit documents. The County's Shoreline Administrator may attach conditions to the shoreline exemption for developments and/or uses as necessary to assure consistency with SMP requirements.

### Review Process

- 1) **Submittal:** Application materials submitted by the property owner or applicant.
- 2) **Completeness review:** Staff reviews the application to ensure all required information is included. The completeness determination takes up to 28 days.
- 3) **Decision:** Staff issue a decision on the exemption, typically within 30 days or as applicable for your building permit.

### Fees

Applicants are responsible for paying the application fees at the time of submittal to cover all application review costs.

- Shoreline Exemption Letter - \$0
- State Environmental Policy Act (SEPA) Review (if applicable) - \$400

#### SMP References:

- + **SSDPs and Exemptions:**  
[Section 2.6](#)

#### Questions?

Contact Skamania County  
Community Development

(509) 427-3900

[permitcenter@co.skamania.wa.us](mailto:permitcenter@co.skamania.wa.us)

## Application Checklist

Please complete the following checklist for a shoreline exemption. Applications will not be processed until all of the required information is submitted.

| Applicant                    | Staff                        | Item  |
|------------------------------|------------------------------|---|
| <input type="checkbox"/>     | <input type="checkbox"/>     | <b>Required fees</b>  |
| <input type="checkbox"/>     | <input type="checkbox"/>     | <b>Shoreline master application form</b>  |
| <input type="checkbox"/>     | <input type="checkbox"/>     | <b>Completed copy of this checklist</b>   |
| <input type="checkbox"/>     | <input type="checkbox"/>     | <b>Pre-application conference summary</b>   |
| <input type="checkbox"/>     | <input type="checkbox"/>     | <b>Joint Aquatic Resources Permit Application (JARPA) Form</b>  |
| <input type="checkbox"/> N/A | <input type="checkbox"/> N/A | <i>A JARPA form is only required if in-water work is proposed – Select n/a if no in-water work is proposed.</i>   |
| <input type="checkbox"/>     | <input type="checkbox"/>     | <b>State Environmental Policy Act (SEPA) Checklist</b>  |
| <input type="checkbox"/> N/A | <input type="checkbox"/> N/A | <i>Certain projects, like single-family homes, are exempt from SEPA review – Select n/a if your project is exempt. See WAC 197-11-800 for exemptions.</i>   |
| <input type="checkbox"/>     | <input type="checkbox"/>     | <b>Written narrative describing the project and how it complies with the following:</b> <ul style="list-style-type: none"> <li>• The applicable exemption under WAC 173-27-040 – see following page</li> <li>• General Provisions (SMP Chapter 3)</li> <li>• Shoreline environment designation provisions (SMP Chapter 4)</li> <li>• Shoreline specific use regulations (SMP Chapter 5)</li> <li>• Shoreline modification provisions (SMP Chapter 6)</li> </ul> |
| <input type="checkbox"/>     | <input type="checkbox"/>     | <b>Additional information as needed to demonstrate compliance with the SMP, such as site plans, section drawings, or special studies</b>  |
| <input type="checkbox"/> N/A | <input type="checkbox"/> N/A | <b>Technical assessments/Mitigation plans</b><br><i>Check all that apply – Select n/a if none are required/included.</i>  |
| <input type="checkbox"/>     | <input type="checkbox"/>     | Wetlands (SMP Section 3.4.6)  |
| <input type="checkbox"/>     | <input type="checkbox"/>     | Critical aquifer recharge areas (SMP Section 3.4.7)   |
| <input type="checkbox"/>     | <input type="checkbox"/>     | Fish and wildlife habitat conservation areas (SMP Section 3.4.8)  |
| <input type="checkbox"/>     | <input type="checkbox"/>     | Frequently flooded areas and channel migration zones (SMP Section 3.4.9)  |
| <input type="checkbox"/>     | <input type="checkbox"/>     | Geotechnical report (SMP Section 3.4.10)  |
| <input type="checkbox"/>     | <input type="checkbox"/>     | Archaeological site inspection/evaluation/cultural resources management plan (SMP Section 3.3)  |
| <input type="checkbox"/>     | <input type="checkbox"/>     | Vegetation management plan (SMP Section 3.7)  |

## List of Exemptions

Only those developments that meet the precise terms of one or more of the listed exemptions in [WAC 173-27-040](#) may be granted exemption from the SSDP process. The exemptions are summarized below:

1. **Low Cost or Value** – when the total cost or fair market value of the project exceeds the dollar amount established by the State of Washington Office of Financial Management (currently \$7,047).
2. **Normal Maintenance or Repair** – actions to keep existing structures in sound condition and prevent dilapidation, to address damage by accident, fire, or elements, and some replacement in limited situations, as allowed by WAC 173-27-040(2)(b).
3. **Single Family Bulkhead** - for the sole purpose of protecting an existing single-family residence from loss or damage by erosion, as allowed by WAC 173-27-040(2)(c).
4. **Emergency Action** - to protect property from damage by the elements due to an unanticipated and imminent threat to public health, safety, or the environment, as allowed by WAC 173-27-040(2)(d).
5. **Agriculture Operations** – common practices needed for farming, irrigation, and ranching activities, as allowed by WAC 173-27-040(2)(e).
6. **Navigation Aids** - navigational aids such as channel markers and anchor buoys, as allowed by WAC 173-27-040(2)(f).
7. **Single-family Home** - a single-family residence, no taller than 35', with appurtenances for use by the applicant or their family, as allowed by WAC 173-27-040(2)(g).
8. **Residential Dock** - a single-user or community dock for private, noncommercial boating access by the owners or residents of single-family and multiple-family homes, as allowed by WAC 173-27-040(2)(h).
9. **Irrigation Systems** - canals, waterways, drains, reservoirs, or other facilities for the irrigation of lands, as allowed by WAC 173-27-040(2)(i).
10. **Marking Property Lines or Corners** - on state-owned lands, as allowed by WAC 173-27-040(2)(j).
11. **Agricultural Drainage & Diking** - system of dikes, ditches, drains, or other facilities, as allowed by WAC 173-27-040(2)(k).
12. **Site Preparation** - exploration and investigation activities necessary to prepare a permit application, as allowed by WAC 173-27-040(2)(m).
13. **Aquatic Weeds** - removal or control of aquatic noxious weeds, as allowed by WAC 173-27-040(2)(n).
14. **Watershed Restoration** - projects as allowed by WAC 173-27-040(2)(o).
15. **Habitat & Fish Passage** - projects designed to improve fish or wildlife habitat or fish passage, as allowed by WAC 173-27-040(2)(p).
16. **ADA Retrofits** – altering an existing structure to provide physical access by individuals with disabilities, as allowed by WAC 173-27-040(2)(q).

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## Shoreline Substantial Development Permit Application Packet

This packet provides the information necessary to apply for a Shoreline Substantial Development Permit (SSDP). The attached checklist will help you identify any application requirements.

### About Substantial Development Permits

SSDPs are required for any developments undertaken in shoreline jurisdiction that do not meet the criteria for an exemption. In addition to an SSDP, your project may require other approvals, such as a shoreline conditional use permit or shoreline variance, or review for critical areas or archaeological sites. You can read more about the different types of shoreline permits and reviews in the [Shoreline Master Program](#) (SMP) and [Property Owner's Handbook](#).

### Review Process

- 1) **Submittal:** Application materials submitted by the property owner or applicant.
- 2) **Completeness review:** Staff reviews the application to ensure all required information is included. The completeness determination takes up to 28 days.
- 3) **Public notice:** Applications are noticed within 14 days of completeness. The comment period lasts 30 days.
- 4) **Staff report:** Staff issues a staff report based on application materials, applicable standards of the SMP, and public comments. This typically happens approximately 10 days before the public hearing.
- 5) **Public hearing:** The hearing examiner conducts a public hearing.
- 6) **Decision:** The County issues a decision within 120 days of the application being deemed complete.
- 7) **Appeal:** The appeal period is 21 days after the decision; construction cannot occur during the appeal period.

#### SMP References:

+ **SSDPs and Exemptions:**  
[Section 2.6](#)

#### Questions?

Contact Skamania County  
Community Development  
(509) 427-3900  
[permitcenter@co.skamania.wa.us](mailto:permitcenter@co.skamania.wa.us)

### Fees

Applicants are responsible for paying the application fees at the time of submittal to cover all application review costs.

- Shoreline Permit - \$1,050
- State Environmental Policy Act (SEPA) Review (if applicable) - \$400

## Application Checklist

Please complete the following checklist for an SSDP application. Applications will not be processed until all of the required information is submitted.

| Applicant                    | Staff                        | Item   |
|------------------------------|------------------------------|--|
| <input type="checkbox"/>     | <input type="checkbox"/>     | <b>Required fees</b>   |
| <input type="checkbox"/>     | <input type="checkbox"/>     | <b>Shoreline master application form</b>   |
| <input type="checkbox"/>     | <input type="checkbox"/>     | <b>Completed copy of this checklist</b>  |
| <input type="checkbox"/>     | <input type="checkbox"/>     | <b>Pre-application conference summary</b>  |
| <input type="checkbox"/>     | <input type="checkbox"/>     | <b>Joint Aquatic Resources Permit Application (JARPA) Form</b>   |
| <input type="checkbox"/> N/A | <input type="checkbox"/> N/A | <i>A JARPA form is only required if in-water work is proposed – Select n/a if no in-water work is proposed.</i>  |
| <input type="checkbox"/>     | <input type="checkbox"/>     | <b>State Environmental Policy Act (SEPA) Checklist</b>   |
| <input type="checkbox"/> N/A | <input type="checkbox"/> N/A | <i>Certain projects, like single-family homes, are exempt from SEPA review – Select n/a if your project is exempt. See WAC 197-11-800 for exemptions.</i>  |
| <input type="checkbox"/>     | <input type="checkbox"/>     | <b>Written narrative describing the project and how it complies with the following:</b> <ul style="list-style-type: none"> <li>• General provisions (SMP Chapter 3)</li> <li>• Shoreline environment designation provisions (SMP Chapter 4)</li> <li>• Shoreline specific use regulations (SMP Chapter 5)</li> <li>• Shoreline modification provisions (SMP Chapter 6)</li> </ul>                                    |
| <input type="checkbox"/>     | <input type="checkbox"/>     | <b>Plan Set</b> <ul style="list-style-type: none"> <li>• Site Plan showing OHWM, vegetation character, dimensions and location of existing and proposed structures and improvements, and critical areas</li> <li>• Grading Plan</li> <li>• Project and construction details</li> </ul> <p>All site plans and civil drawings must be drawn to an engineering or architectural scale (e.g. 1" = 20' or 1/4" = 1').</p> |
| <input type="checkbox"/> N/A | <input type="checkbox"/> N/A | <b>Technical assessments/Mitigation plans</b><br><i>Check all that apply – Select n/a if none are required/included.</i>   |
| <input type="checkbox"/>     | <input type="checkbox"/>     | Wetlands (SMP Section 3.4.6)   |
| <input type="checkbox"/>     | <input type="checkbox"/>     | Critical aquifer recharge areas (SMP Section 3.4.7)  |
| <input type="checkbox"/>     | <input type="checkbox"/>     | Fish and wildlife habitat conservation areas (SMP Section 3.4.8)   |
| <input type="checkbox"/>     | <input type="checkbox"/>     | Frequently flooded areas and channel migration zones (SMP Section 3.4.9)   |
| <input type="checkbox"/>     | <input type="checkbox"/>     | Geotechnical report (SMP Section 3.4.10)   |
| <input type="checkbox"/>     | <input type="checkbox"/>     | Archaeological site inspection/evaluation/cultural resources management plan (SMP Section 3.3)   |
| <input type="checkbox"/>     | <input type="checkbox"/>     | Vegetation management plan (SMP Section 3.7)   |



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## Shoreline Conditional Use Permit Application Packet

This packet provides the information necessary to apply for a Shoreline Conditional Use Permit (SCUP). The attached checklist will help you identify any application requirements.

### About Shoreline Conditional Use Permits

An SCUP application is used to request one of the conditional uses identified in the Shoreline Master Program (SMP). A project that requires an SCUP will also require a shoreline substantial development permit or a shoreline exemption. Your project may also require critical areas review or an archaeological evaluation. You can read more about the different types of shoreline permits and reviews in the [SMP](#) and [Property Owner's Handbook](#).

### Review Process

- 1) **Submittal:** Application materials submitted by the property owner or applicant.
- 2) **Completeness review:** Staff reviews the application to ensure all required information is included. The completeness determination takes up to 28 days.
- 3) **Public notice:** Applications are noticed within 14 days of completeness. The comment period lasts 30 days.
- 4) **Staff report:** Staff issues a staff report based on application materials, applicable standards of the SMP, and public comments. This typically happens approximately 10 days before the public hearing.
- 5) **Public hearing:** The hearing examiner conducts a public hearing and issues a recommendation within 120 days of application being determined technically complete, and staff forwards the local recommendation to the Department of Ecology.
- 6) **Ecology review:** Ecology conducts a 30-day review and issues a final decision.
- 7) **Appeal:** The appeal period is 21 days after Ecology's notice of final decision; construction cannot occur during the appeal period.

#### SMP References:

- + **SCUP criteria:** [Section 2.8](#)
- + **Uses and standards:** [Table 5-1](#) and [Section 5.3](#)

#### Questions?

Contact Skamania County  
Community Development

(509) 427-3900

[permitcenter@co.skamania.wa.us](mailto:permitcenter@co.skamania.wa.us)

### Fees

Applicants are responsible for paying the application fees at the time of submittal to cover all application review costs.

- Shoreline Permit - \$1,050
- State Environmental Policy Act (SEPA) Review (if applicable) - \$400



## Application Checklist

Please complete the following checklist for an SCUP. Applications will not be processed until all of the required information is submitted.

| Applicant                    | Staff                        | Item  |
|------------------------------|------------------------------|---|
| <input type="checkbox"/>     | <input type="checkbox"/>     | <b>Required fees</b>  |
| <input type="checkbox"/>     | <input type="checkbox"/>     | <b>Shoreline master application form</b>  |
| <input type="checkbox"/>     | <input type="checkbox"/>     | <b>Completed copy of this checklist</b>   |
| <input type="checkbox"/>     | <input type="checkbox"/>     | <b>Pre-application conference summary</b>   |
| <input type="checkbox"/>     | <input type="checkbox"/>     | <b>Joint Aquatic Resources Permit Application (JARPA) Form</b><br><i>A JARPA form is only required if in-water work is proposed– Select n/a if no in-water work is proposed.</i>  |
| <input type="checkbox"/> N/A | <input type="checkbox"/> N/A |   |
| <input type="checkbox"/>     | <input type="checkbox"/>     | <b>State Environmental Policy Act (SEPA) Checklist</b><br><i>Certain projects, like single-family homes, are exempt from SEPA review – Select n/a if your project is exempt. See WAC 197-11-800 for exemptions.</i>   |
| <input type="checkbox"/> N/A | <input type="checkbox"/> N/A |   |
| <input type="checkbox"/>     | <input type="checkbox"/>     | <b>Written narrative describing the project and how it complies with the following:</b> <ul style="list-style-type: none"> <li>• SCUP Criteria (SMP Section 2.8) – see following page</li> <li>• General provisions (SMP Chapter 3)</li> <li>• Shoreline environment designation provisions (SMP Chapter 4)</li> <li>• Shoreline specific use regulations (SMP Chapter 5)</li> <li>• Shoreline modification provisions (SMP Chapter 6)</li> </ul> |
| <input type="checkbox"/>     | <input type="checkbox"/>     | <b>Plan set</b> <ul style="list-style-type: none"> <li>• Site Plan showing OHWM, vegetation character, dimensions and location of existing and proposed structures and improvements, and critical areas</li> <li>• Grading Plan</li> <li>• Project and construction details</li> </ul> <p>All site plans and civil drawings must be drawn to an engineering or architectural scale (e.g. 1" = 20' or 1/4" = 1').</p>                              |
| <input type="checkbox"/> N/A | <input type="checkbox"/> N/A | <b>Technical assessments/Mitigation plans</b><br><i>Check all that apply – Select n/a if none are required/included.</i>  |
| <input type="checkbox"/>     | <input type="checkbox"/>     | Wetlands (SMP Section 3.4.6)  |
| <input type="checkbox"/>     | <input type="checkbox"/>     | Critical aquifer recharge areas (SMP Section 3.4.7)   |
| <input type="checkbox"/>     | <input type="checkbox"/>     | Fish and wildlife habitat conservation areas (SMP Section 3.4.8)  |
| <input type="checkbox"/>     | <input type="checkbox"/>     | Frequently flooded areas and channel migration zones (SMP Section 3.4.9)  |
| <input type="checkbox"/>     | <input type="checkbox"/>     | Geotechnical report (SMP Section 3.4.10)  |
| <input type="checkbox"/>     | <input type="checkbox"/>     | Archaeological site inspection/evaluation/cultural resources management plan (SMP Section 3.3)  |
| <input type="checkbox"/>     | <input type="checkbox"/>     | Vegetation management plan (SMP Section 3.7)  |

## **Conditional Use Criteria**

In order for the County and Ecology to approve an SCUP, your application must demonstrate compliance with the following review criteria as listed in [WAC 173-27-160](#) and [SMP Section 2.8](#). As noted in the checklist, your written narrative must address these criteria.

- a. That the proposed use is consistent with the policies of RCW 90.58.020 and the master program;
- b. That the proposed use will not interfere with the normal public use of public shorelines;
- c. That the proposed use of the site and design of the project is compatible with other authorized uses within the area and with uses planned for the area under the comprehensive plan and shoreline master program;
- d. That the proposed use will cause no significant adverse effects to the shoreline environment in which it is to be located; and
- e. That the public interest suffers no substantial detrimental effect.

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## Shoreline Variance Application Packet

This packet provides the information necessary to apply for a Shoreline Variance (SVAR). The attached checklist will help you identify any application requirements.

### About Shoreline Variances

The purpose of an SVAR is strictly limited to granting relief to specific bulk, dimensional, or performance standards in the Shoreline Master Program (SMP) where there are extraordinary or unique circumstances. Your project must meet the variance criteria in order to qualify for an SVAR.

A project that requires an SVAR will also require a shoreline substantial development permit or a shoreline exemption. Your project may also require critical areas review or an archaeological evaluation. You can read more about the different types of shoreline permits and reviews in the [SMP](#) and [Property Owner's Handbook](#).

#### SMP References:

+ **SVAR criteria:** [Section 2.7](#)

#### Questions?

Contact Skamania County  
Community Development

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### Review Process

- 1) **Submittal:** Application materials submitted by the property owner or applicant.
- 2) **Completeness review:** Staff reviews the application to ensure all required information is included. The completeness determination takes up to 28 days.
- 3) **Public notice:** Applications are noticed within 14 days of completeness. The comment period lasts 30 days.
- 4) **Staff report:** Staff issues a staff report based on application materials, applicable standards of the SMP, and public comments. This typically happens approximately 10 days before the public hearing.
- 5) **Public hearing:** The hearing examiner conducts a public hearing and issues a recommendation within 120 days of application being determined technically complete, and staff forwards the local recommendation to the Department of Ecology.
- 6) **Ecology review:** Ecology conducts a 30-day review and issues a final decision.
- 7) **Appeal:** The appeal period is 21 days after Ecology's notice of final decision; construction cannot occur during the appeal period

### Fees

Applicants are responsible for paying the application fees at the time of submittal to cover all application review costs.

- Shoreline Permit - \$1,050
- State Environmental Policy Act (SEPA) Review (if applicable) - \$400

## Application Checklist

Please complete the following checklist for a Shoreline Variance. Applications will not be processed until all of the required information is submitted.

| Applicant                    | Staff                        | Item   |
|------------------------------|------------------------------|--|
| <input type="checkbox"/>     | <input type="checkbox"/>     | <b>Required fees</b>   |
| <input type="checkbox"/>     | <input type="checkbox"/>     | <b>Shoreline master application form</b>   |
| <input type="checkbox"/>     | <input type="checkbox"/>     | <b>Completed copy of this checklist</b>  |
| <input type="checkbox"/>     | <input type="checkbox"/>     | <b>Pre-application conference summary</b>  |
| <input type="checkbox"/>     | <input type="checkbox"/>     | <b>Joint Aquatic Resources Permit Application (JARPA) Form</b>   |
| <input type="checkbox"/> N/A | <input type="checkbox"/> N/A | <i>A JARPA form is only required if in-water work is proposed; select n/a if no in-water work is proposed.</i>   |
| <input type="checkbox"/>     | <input type="checkbox"/>     | <b>State Environmental Policy Act (SEPA) Checklist</b>   |
| <input type="checkbox"/> N/A | <input type="checkbox"/> N/A | <i>Certain projects, like single-family homes, are exempt from SEPA review – Select n/a if your project is exempt. See WAC 197-11-800 for exemptions.</i>  |
| <input type="checkbox"/>     | <input type="checkbox"/>     | <p><b>Written narrative describing the project and how it complies with the following:</b></p> <ul style="list-style-type: none"> <li>• SVAR criteria (SMP Section 2.7) – see following page</li> <li>• General provisions (SMP Chapter 3)</li> <li>• Shoreline environment designation provisions (SMP Chapter 4)</li> <li>• Shoreline specific use regulations (SMP Chapter 5)</li> <li>• Shoreline modification provisions (SMP Chapter 6)</li> </ul> |
| <input type="checkbox"/>     | <input type="checkbox"/>     | <p><b>Plan Set</b></p> <ul style="list-style-type: none"> <li>• Site Plan showing OHWM, vegetation character, dimensions and location of existing and proposed structures and improvements, and critical areas</li> <li>• Grading Plan</li> <li>• Project and construction details</li> </ul> <p>All site plans and civil drawings must be drawn to an engineering or architectural scale (e.g. 1" = 20' or 1/4" = 1').</p>                              |
| <input type="checkbox"/> N/A | <input type="checkbox"/> N/A | <p><b>Technical assessments/Mitigation plans</b></p> <p><i>Check all that apply (if none, select n/a)</i></p>  |
| <input type="checkbox"/>     | <input type="checkbox"/>     | Wetlands (SMP Section 3.4.6)   |
| <input type="checkbox"/>     | <input type="checkbox"/>     | Critical aquifer recharge areas (SMP Section 3.4.7)  |
| <input type="checkbox"/>     | <input type="checkbox"/>     | Fish and wildlife habitat conservation areas (SMP Section 3.4.8)   |
| <input type="checkbox"/>     | <input type="checkbox"/>     | Frequently flooded areas and channel migration zones (SMP Section 3.4.9)   |
| <input type="checkbox"/>     | <input type="checkbox"/>     | Geotechnical report (SMP Section 3.4.10)   |
| <input type="checkbox"/>     | <input type="checkbox"/>     | Archaeological site inspection/evaluation/cultural resources management plan (SMP Section 3.3)   |
| <input type="checkbox"/>     | <input type="checkbox"/>     | Vegetation management plan (SMP Section 3.7)   |

## Shoreline Variance Criteria

In order for the County and Ecology to approve an SVAR, your application must demonstrate compliance with the following review criteria as listed in [WAC 173-27-170](#) and [SMP Section 2.7](#). As noted in the checklist, your written narrative must address these criteria.

- a. That the strict application of the bulk, dimensional, or performance standards set forth in the SMP precludes, or significantly interferes with, reasonable use of the property.
- b. That the hardship described in (a) above is specifically related to the property, and is the result of unique conditions such as irregular lot shape, size, or natural features and the application of the SMP and not, for example, from deed restrictions or the applicant's own actions.
- c. That the design of the project is compatible with other authorized uses within the area and with uses planned for the area under the Comprehensive Plan and SMP and will not cause adverse impacts to the shoreline environment.
- d. That the variance will not constitute a grant of special privilege not enjoyed by the other properties in the area.
- e. That the variance requested is the minimum necessary to afford relief.
- f. That the public interest will suffer no substantial detrimental effect.

Variance permits for development and/or uses that will be located waterward of the ordinary high water mark, as defined in RCW 90.58.030 (2)(b), or within any wetland, may be authorized provided the applicant can demonstrate all of the following:

- a. That the strict application of the bulk, dimensional, or performance standards set forth in the applicable master program precludes all reasonable use of the property;
- b. That the proposal is consistent with the criteria established under subsection (2)(b) through (f) of this section; and
- c. That the public rights of navigation and use of the shorelines will not be adversely affected.