

# SHORELINE CONDITIONAL USE PERMIT APPLICATION

## ABOUT THE SHORELINE CONDITIONAL USE PERMIT

A Shoreline Conditional Use Permit should be used to request one of the conditional uses outlined in the Sammamish Shoreline Master Program.

Sammamish’s Shoreline Master Program helps protect the community’s health and the natural environment by regulating developments and uses of water bodies and the associated upland areas.

The Sammamish Shoreline Master Program contains development regulations including conditional uses that may be allowed when specified conditions are met.

## APPLICATION REVIEW PROCESS

A Shoreline Conditional Use Permit is a Type 4 decision subject to a hearing and decision by the Hearing Examiner based on the recommendation of the Director. The Hearing Examiner then forwards the application to the Department of Ecology and the state Attorney General for further review and approval or disapproval.

## FEES

Applicants are responsible for providing an initial deposit (as well as additional deposits as needed) to cover all application review costs.

FEES APPLICABLE TO THIS PROJECT
Counter Service Intake, Type 4
Preliminary Review Deposit
Legal Notice – Publication & Mailing Deposit
Environmental Consultant Services (if applicable)
Environmental Checklist Review (if applicable)
Fire Review
<a href="#">See current fee schedule</a>

### Code Reference

Shoreline Management  
Title 25 SMC

### Resources

[King County iMap](#)  
[Sammamish Property Tool](#)

### Questions?

[Submit Project Guidance](#)  
[Visit the Permit Center](#)

City of Sammamish  
801 228th Ave SE  
Sammamish, WA 98075  
[www.sammamish.us](http://www.sammamish.us)

# SHORELINE CONDITIONAL USE PERMIT APPLICATION



## OWNER INFORMATION

Owner is organized as an LLC\*

Name: \_\_\_\_\_ Company: \_\_\_\_\_  
(if applicable)

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

## APPLICANT/REPRESENTATIVE INFORMATION

Applicant is organized as an LLC\*

Name: \_\_\_\_\_ Company: \_\_\_\_\_  
(if applicable)

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

*\*O2020-513 requires owners/applicants organized as a single-member or multiple-member LLC to provide the names and addresses of all members, including all individuals who hold transferable interests in the applicant or its members. Please provide this information using the supplemental form on [www.MyBuildingPermit.com](http://www.MyBuildingPermit.com).*

## PROPERTY INFORMATION

Property Address: \_\_\_\_\_

Parcel Number(s): \_\_\_\_\_

Total Lot Area(s): \_\_\_\_\_ Total Critical Areas on Property: \_\_\_\_\_  
(Square Feet) (Square Feet)

Please complete the below for any critical areas on property:

Type	Total Area (Square Feet)	Type	Total Area (Square Feet)
<input type="checkbox"/> Frequently flooded area	_____	<input type="checkbox"/> Lake	_____
<input type="checkbox"/> Landslide area	_____	<input type="checkbox"/> Critical aquifer recharge area	_____
<input type="checkbox"/> Seismic hazard area	_____	<input type="checkbox"/> Wetland	_____
<input type="checkbox"/> Erosion hazard area	_____	<input type="checkbox"/> Stream	_____
<input type="checkbox"/> Erosion hazard near sensitive water bodies overlay	_____	<input type="checkbox"/> Fish & wildlife habitat conservation area	_____

Do you control the property where the work is being proposed (lease, easement, or fee-ownership)?  
 Yes  No

**Property Information continued on next page**

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## PROPERTY INFORMATION CONTINUED

Is the proposed project located on a parcel that abuts the King County Trail Corridor?

- Yes  No

Does the proposal require the use of or crossing the King County East Lake Sammamish Regional Trail for access to the project site?

- Yes  No

## SUBMITTAL CHECKLIST

A PDF of each document is required at time of submittal. Please label files as numbered and listed below:  
(For example: *02 Project Narrative*)

- 01. Signed Application Form
- 02. Project Narrative
- 03. Preapplication Conference Letter
- 04. Acceptance of Financial Responsibility - Affidavit of Applicant Status
- 05. Historic Resources Affidavit
- 06. Water Availability Certificate
- 07. Sewer Availability Certificate
- 08. Preliminary Septic Approval (if required)
- 09. Eastside Fire & Rescue Plan Review Sheet
- 10. Title Report (<30 days old)
  - Must be less than 30 days old
  - Must be for the parcel(s) related to this application
- 11. Legal Description
  - Must be for parcel(s) related to this application
  - Must be a title verified description by a Washington State licensed surveyor
- 12. Mailing List, Map, and Labels
  - Include all property owners within 1,000 feet of the site (2,000 feet for properties within the Erosion Hazard Near Sensitive Water Bodies overlay)
  - Utilize the Excel template provided and upload a PDF version, with the map, under “Mailing List, Map, and Labels” in MyBuildingPermit.com
  - After submittal, the City will request the Excel version of the template via email
- 13. SEPA Checklist

**Submittal Checklist continued next page**

## SUBMITTAL CHECKLIST CONTINUED

- 14. JARPA Form
- 15. FEMA BiOp Habitat Assessment
- 16. No Net Loss of Ecologic Function Analysis
- 17. Floodplain Compliance Narrative
- 18. Critical Area Affidavit
- 19. Critical Area Study (if applicable)
- 20. Geotechnical Report
- 21. Criteria Compliance Narrative (if required)
  - Detail how the application meets the criteria listed in [WAC 173-27-160](#) including:
    - Consistency with RCW 90.58.020 policies and the Shoreline Master Program
    - How the proposed use will not interfere with the normal public use of public shorelines
    - How the proposed site use and project design are compatible with other authorized uses in the area & with the Comprehensive Plan's and Shoreline Master Program's planned uses for the area
    - How the proposed use won't cause significant adverse effects to the shoreline environment where the project is located
    - How public interest won't suffer a substantial detrimental effect
- 22. Traffic Concurrency Certificate
- 23. Traffic Impact Analysis Report
  - For proposals generating 10 or more new vehicle trips during AM or PM peak hour
  - May also be required for projects not generating 10 AM or PM peak hour vehicle trips (see the [Public Works Standards](#) for requirements)
- 24. Storm Drainage Analysis (Technical Information Report)
- 25. Stormwater Facility Information Form
- 26. Storm Water Pollution Prevention Plan (SWPPP)
- 27. PW Standards Deviation (if proposed)
- 28. Plan Set

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## CERTIFICATIONS & SIGNATURES

I have read this application in its entirety and certify that all information submitted, including any supplemental information, is true and complete to the best of my knowledge. I acknowledge that willful misrepresentation of information will terminate this permit application. I understand that my submittal will be reviewed for completeness and, if found to be complete, will be processed pursuant to [Chapter 20.05 SMC](#).

Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant/Representative Signature (if applicable) \_\_\_\_\_ Date: \_\_\_\_\_

## ONLINE SUBMITTAL INSTRUCTIONS

- 1 Create an account on [MyBuildingPermit.com](http://MyBuildingPermit.com).
- 2 Select "Apply For Permit" and then select "Sammamish" as the jurisdiction.
- 3 Select the following:

<u>Application Type</u>	<u>Project Type</u>	<u>Activity Type</u>	<u>Scope of Work</u>
Land Use	Any Project Type	Shoreline Development	Conditional Use
- 4 Complete & save this form before uploading it in the "File Upload" section along with the required submittal documents.