

# SHORELINE EXEMPTION LETTER APPLICATION

## ABOUT THE SHORELINE EXEMPTION LETTER

In Sammamish, an exemption to a shoreline substantial development permit may be granted for construction when undertaken by any person on the shorelines of Lake Sammamish, Beaver Lake, or Pine Lake for the following activities:

ELIGIBLE FOR SHORELINE EXEMPTION	
ACTIVITY	VALUE
Construction of new docks for private use	less than \$11,200
Normal maintenance or repair of existing docks and bulkheads	no maximum
Construction of normal protective work	less than \$7,047
(PER WAC 173-27-040)	

Other local, state and federal permits, including but not limited to the Joint Aquatic Resource Permit Application (JARPA) process may be required.

## APPLICATION REVIEW PROCESS

A Shoreline Exemption Letter is a Type 1 decision made by the Director. Exempt uses and development must still be consistent with the policies and provisions of the Sammamish Shoreline Master Program and the Shoreline Management Act.

## 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 1
Shoreline Exemption Letter
Environmental Checklist Review (if applicable)
<a href="#">See current fee schedule</a>

### Code Reference

Shoreline Management  
Chapter 25.08 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)

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## 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 <small>(Square Feet)</small>	Type	Total Area <small>(Square Feet)</small>
<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

Total Project Valuation: \$ \_\_\_\_\_

## 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 with the following information:
  - Briefly describe the site and the project, and how it qualifies for exemption pursuant to WAC 173-27-040
  - The boundary of the parcel and land upon which the development is proposed
  - The name of water body and the Ordinary High-Water Mark (OHWM) location
  - Critical area delineations
  - Identify the locations and dimensions of structures, improvements, and uses (both existing and proposed) for the subject site and adjacent properties
  - Fill and grading, including quantity, source, composition & destination
  - Land contours, including existing & proposed, 100-year flood at 33 feet per [FIRM datum](#)
- 03. Acceptance of Financial Responsibility - Affidavit of Applicant Status
- 04. Historic Resources Affidavit
- 05. Legal Description
  - Must be for parcel(s) related to this application
  - Must be a title verified description by a Washington State licensed surveyor
- 06. SEPA Checklist
- 07. JARPA Form
- 08. Critical Area Affidavit
- 09. Storm Drainage Analysis (Technical Information Report)
- 10. PW Standards Deviation (if proposed)
- 11. 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	Shoreline Exemption
- 4 Complete & save this form before uploading it in the "File Upload" section along with the required submittal documents.