

# SHORELINE SUBSTANTIAL DEVELOPMENT PERMIT APPLICATION

## ABOUT SHORELINE SUBSTANTIAL DEVELOPMENT PERMITS

A Shoreline Substantial Development permit is required for all development that doesn't meet the exemptions in [WAC 173-27-040](#).

## APPLICATION REVIEW PROCESS

A Shoreline Substantial Development 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

FEES APPLICABLE TO THIS PROJECT
Shoreline Substantial Development, Conditional Use, or Variance Planning Review
Environmental Checklist Review (if applicable)
Shoreline Substantial Development Engineering Review
15% Technology Fee
<a href="#">See current fee schedule</a>

### Code Reference

Permit Criteria & Administrative Standards  
[Chapter 25.08 SMC](#)

Substantial Development Permit Requirement Exemptions  
[WAC 173-27-040](#)

### 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 SUBSTANTIAL DEVELOPMENT 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**

# SHORELINE SUBSTANTIAL DEVELOPMENT PERMIT APPLICATION



## PROPERTY INFORMATION

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

Please include the following items as outlined in [WAC 173-27-180](#):

- Longitude and latitude location (**for projects located in open water areas away from land only**)
- The name of the shoreline (water body) that the site of the proposal is associated with
- A general description of the proposed project (proposed use(s), the activities necessary to accomplish the project)
- A general description of the property as it now exists (physical characteristics, improvements, and structures)
- A general description of the vicinity of the proposed project (identification of adjacent uses, structures and improvements, intensity of development, and physical characteristics)

03. Preapplication Conference Letter

04. Acceptance of Financial Responsibility - Affidavit of Applicant Status

05. Historic Resources Affidavit

06. Eastside Fire & Rescue Plan Review Sheet

07. Title Report (<30 days old)

- Must be less than 30 days old
- Must be for the parcel(s) related to this application

08. Legal Description

- Must be for parcel(s) related to this application
- Must be a title verified description by a Washington State licensed surveyor

**Submittal Checklist continued on next page**

# SHORELINE SUBSTANTIAL DEVELOPMENT PERMIT APPLICATION



## SUBMITTAL CHECKLIST CONTINUED

- 09. 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
- 10. SEPA Checklist (if applicable)
- 11. JARPA Form
- 12. FEMA BiOp Habitat Assessment **(for development within Lake Sammamish only)**
- 13. Critical Area Affidavit
- 14. Critical Area Study (if applicable)
- 15. Ordinary High-Water Mark Survey
  - Must be surveyed by a professional land surveyor licensed in the State of Washington
  - Ordinary High-Water Mark Determination **(for development related to in-water structures only (bulkheads, other shoreline stabilization, docks, etc.))**
- 16. Traffic Concurrency Certificate
- 17. Storm Drainage Analysis (Technical Information Report)
- 18. PW Standards Deviation (if proposed)
- 19. Plan Set
  - Demonstrate the following information as outlined in [WAC 173-27-180](#):
    - The boundary of the parcel(s) of land upon which the development is proposed
    - The ordinary high-water mark of all water bodies located adjacent to or within the project boundary. If the ordinary high-water mark is neither adjacent to or within the project boundary, indicate the distance and direction to the nearest ordinary high-water mark of a shoreline
    - Existing and proposed land contours at intervals sufficient to accurately determine the existing character of the property and the extent of proposed change to the land that is necessary for the development
    - A delineation of all wetland areas that will be altered or used as a part of the development
    - A general indication of the character of vegetation found on the site
    - The dimensions and locations of all existing and proposed structures and improvements including but not limited to; buildings, paved or graveled areas, roads, utilities, septic tanks and drainfields, material stockpiles or surcharge, and stormwater management facilities

[Plan Set continued on next page](#)

**Submittal Checklist continued on next page**

# SHORELINE SUBSTANTIAL DEVELOPMENT PERMIT APPLICATION



## SUBMITTAL CHECKLIST CONTINUED

### 19. Plan Set (Continued)

- Landscaping plan for the project (if applicable)
- Plans for development of areas on or off the site as mitigation for impacts associated with the proposed project (if applicable)
- Quantity, source and composition of any fill material that is placed on the site
- Quantity, composition and destination of any excavated or dredged material
- A vicinity map showing the relationship of the property and proposed development or use to roads, utilities, existing developments and uses on adjacent properties
- A depiction of impacts to views from existing residential uses and public areas (if applicable)

## 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 [SMC 21.09.010](#).

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

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

## ONLINE SUBMITTAL INSTRUCTIONS

- 1 Create an account on [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 Substantial Development
- 4 Complete & save this form before uploading it in the "File Upload" section along with the required submittal documents.