

COMMUNITY PLANNING & DEVELOPMENT

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SHORELINE EXEMPTION SUBMITTAL REQUIREMENTS

A Shoreline Exemption is a confirmation provided by the City that a given scope of work within the Shoreline jurisdiction meets the criteria of one of the exemptions listed in [WAC 173-27-040](#) and is therefore exempt from needing a Shoreline Substantial Development Permit.

PRE-APPLICATION MEETING

A pre-application meeting is used to determine whether a land use project is ready for review, to review the land use application process, and to provide an opportunity for initial feedback on a proposed application. Some land use applications require a pre-application – in particular: short and long subdivisions, lot line revisions, shoreline permits, variances, and critical area determinations. The City strongly recommends that all land use applications use the pre-application process to allow for feedback by City staff.

For more information on the Pre-Application Meeting process, refer to the [Pre-Application Meeting Request Form](#).

SUBMITTAL REQUIREMENTS

In addition to the items listed below, the code official may require the submission of any documentation reasonably necessary for review and approval of the land use application. An applicant for a land use approval and/or development proposal has the burden of demonstrating that the proposed development complies with the applicable regulations and decision criteria.

1. **Completed pre-application.** Recommended.
2. **Development Application Sheet.** Application form must be fully filled out and signed.
3. **Project Narrative.** The project narrative should describe the proposed development, including any anticipated future phases, and briefly describe how the project complies with applicable criteria. The project narrative shall include documentation of the exemption.
4. **Title Report.** Less than 30 days old. Unless waived by the code official.
5. **Development Plan Set.** Please refer to the [Land Use Application- Plan Set Guide](#) in preparing plans.
6. **Critical Areas Study(s).** Critical areas studies prepared by a qualified professional, if the site is constrained by a critical area.
7. **Arborist Report.** Unless waived by the city arborist. Arborist reports should be prepared by a qualified arborist.
8. **SEPA Checklist.** A SEPA checklist is required, unless the project is categorically exempt. Please consult with a planner if you are unsure if the project is exempt.
9. **Fees.** Payment of required fees.