



## Shoreline Permit Application

**Check all that apply to this permit:**

- Shoreline Substantial Development Permit
- Shoreline Conditional Use Permit
- Shoreline Variance

**Please print in black ink only.**

Public Notice Board and Application Fees...See Fee Schedule

Application #: \_\_\_\_\_ KIVA #: \_\_\_\_\_  
OFFICE USE ONLY OFFICE USE ONLY

Project Name: \_\_\_\_\_

Project Address/Location: \_\_\_\_\_ Zone: \_\_\_\_\_

King County Parcel Number (s): \_\_\_\_\_ Acres: \_\_\_\_\_

¼ Section \_\_\_\_\_ Section \_\_\_\_\_ Township \_\_\_\_\_ N Range \_\_\_\_\_ E

**Applicant:** (mandatory)

Name: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Fax Number: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_ Signature: \_\_\_\_\_

Professional License No: \_\_\_\_\_ Contact Person: \_\_\_\_\_

**Property Owner 1:** (mandatory if different from applicant)

Name: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Fax Number: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_ Signature: \_\_\_\_\_

**Property Owner 2:** (if more than two property owners attach additional info/signature sheets)

Name: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Fax Number: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_ License No.: \_\_\_\_\_

The above signed property owners, certify that the above information is true and correct to the best of our knowledge and under penalty of perjury, each state that we are all of the legal owners of the property described above and designate the following party to act as our agent with respect to this application:

**Agent/Consultant/Attorney:** (mandatory if primary contact is different from applicant)

Name: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Fax Number: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_ License No.: \_\_\_\_\_

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

**OFFICE USE ONLY:**

Date Application Received: \_\_\_\_\_ Received by: \_\_\_\_\_

Date Application Complete: \_\_\_\_\_ Completeness Review by: \_\_\_\_\_

NAME OF SHORELINE WATER BODY WITHIN 200 FEET OF PROPOSED DEVELOPMENT:

CURRENT USE OF PROPERTY WITH EXISTING IMPROVEMENTS:

PROPOSED USE OF PROPERTY. (Including all activities necessary to accomplish the project):

If applying for a variance or conditional use, please also complete the attached variance (A-1) or conditional use (A-2) forms.

1. NATURE OF THE EXISTING SHORELINE. Describe type of shoreline, such as marine, stream, lake, lagoon, marsh, bog, swamp, flood plain, floodway delta; type of beach, such as accretion, erosion, high bank, low bank, or dike; material, such as sand, gravel, mud, clay, rock, riprap; and extent and the type of bulkheading, if any):

2. ENVIRONMENTAL IMPACTS Please describe potential impacts to water quality habitat, natural shoreline processes, and soil stability as a result of the proposed development. How will these impacts be minimized and/or mitigated?

3. OTHER IMPACTS. Please describe potential impacts to adjacent properties, public access and public use of the shoreline as a result of the proposed development. How will these impacts be minimized and/or mitigated?

# Shoreline Permit Submittal Requirements Checklist

Submit the following information for a complete application:

- A. If applying for a Shoreline Variance, submit six (6) copies of the supplemental information attachment A-1.

If applying for a Shoreline Conditional Use Permit, submit six copies of the supplemental information attachment A-2.

- B. Plan Requirements

Draw all site plans and maps to a decimal scale, clearly indicating scale on lower right hand corner **All maps should be folded to fit into an 8½" x 14" envelope (with name of project on outside).**

1. SITE PLAN: Provide eight (8) copies of site plan which includes the following information:
  - a. Site boundary
  - b. Property lines
  - c. North arrow and engineering scale (ie. 1"=20'; not 1/8"=1' architectural scale)
  - d. Property dimensions in vicinity of project
  - e. All areas designated as undeveloped or for future development
  - f. Ordinary high-water mark
  - g. Typical cross-section or sections showing:
    - 1) Existing ground elevations
    - 2) Proposed ground elevations
    - 3) Height of existing structures
    - 4) Height of proposed structures
  - h. All existing and proposed public and private roads, driveway accesses and road right-of-ways and easements (access, utility, stormwater, etc.), with dimensions and road names, including curbs and gutters, sidewalks and/or edges of pavement. Include all existing driveways within 300 feet of the subject property on both sides of all streets, in both directions along public street frontages.
  - i. All major manmade or natural features (gully, railroad tracks, etc.)
  - j. Water features or wetlands, including but not limited to, lakes, ponds, year-round or seasonal streams, creeks, wetlands, gully or natural drainage way, drainage ditches, etc.
  - k. Existing and proposed land contours using two-foot intervals if development involves grading, cutting, filling, or other alterations of land contours.
  - l. Location of paved areas (include calculations of total square footage of area)
  - m. Parking areas and parking stalls (include dimensions of stalls and drive aisles and calculations of total square footage of area)
  - n. Outside storage areas (include calculations of total square footage of area)
  - o. Show proposed and existing building locations, indicating whether existing buildings will be retained or removed. Indicate building dimensions.
  - p. Identify source, composition, and volume of fill material.
  - q. Identify composition and volume of any extracted materials, and identify proposed disposal area.
  - r. Location of proposed utilities, such as sewer, septic tanks and drain-fields, water, gas, electricity.
  - s. Shoreline Environment Designation as identified in Shoreline Master Program, Appendix A.

## 2. Landscape Plan

Provide eight (8) copies of a landscape plan, drawn to a decimal scale, which must include the following information:

- a. Property lines
- b. Lot dimensions
- c. North arrow and engineering scale (ie. 1"=20'; not 1/8"=1' architectural scale)
- d. Proposed and existing building locations
- e. All areas designated as undeveloped or for future development
- f. All existing and proposed public and private roads, driveway accesses and road right-of-ways and easements (access, utility, stormwater, etc.), with dimensions and road names, including curbs and gutters, sidewalks and/or edges of pavement. Include all existing driveways within 300 feet of the subject property on both sides of all streets, in both directions along public street frontages.
- g. All major manmade or natural features (gully, railroad tracks, etc.)
- h. Water features or wetlands, including but not limited to, lakes, ponds, year-round or seasonal streams, creeks, wetlands, gully or natural drainage way, drainage ditches, etc.
- i. Location of proposed landscape areas (include dimensions of all landscape areas)
- j. Location of paved areas (include calculations of total square footage of area)
- k. Parking areas and parking stalls (include dimensions of stalls and drive aisles and calculations of total square footage of area)
- l. Outside storage areas (include calculations of total square footage of area)
- m. Proposed fences (type and height)
- n. Location and/or arrangement of proposed plantings
- o. Existing natural vegetation to be incorporated into formal planting areas
- p. Sight distance triangles for all driveway locations and across the corners of properties at street intersections. Show the location and type of potential sight obstructions including height of vegetation.
- q. Cross section of typical planting and berm areas
- r. Cross section of drainage swale if slopes contain landscape plantings
- s. Planting schedule:
  - (1) Plant Type (both common name and botanical name)
  - (2) Amount / Number of Plants
  - (3) Caliper size of deciduous trees (as measured by nursery industry standard at six (6) inches above grade)
  - (4) Height of conifer trees and shrubs
  - (5) Spacing of proposed plantings
  - (6) Gallon sizes of shrubs and groundcover

## 3. Tree Survey

Provide four (4) copies of an existing tree survey, drawn to a decimal scale, which includes:

- a. The precise location of all trees that are six (6) inches caliper or greater at three (3) feet above grade (forestry standard), including the location of the drip line of each tree
- b. The caliper size of each tree at three (3) feet above grade (forestry standard)
- c. The common name of each tree (i.e. fir, spruce, maple, alder, etc.)
- d. Specify which trees are intended to be retained or removed with development

e. The tree survey must address each tree location in relation to all existing and proposed development on the site including, but not limited to, the following information:

- (1) Property lines with lot dimensions.
- (2) Proposed and existing building locations
- (3) All existing and proposed public and private roads, driveway accesses and road right-of-ways and easements (access, utility, stormwater, etc.), with dimensions and road names, including curbs and gutters, sidewalks and/or edges of pavement.
- (4) Location of all parking areas, vehicle loading and unloading areas, other paved areas, fences, trash dumpsters, outdoor storage areas, and areas reserved for future development.
- (5) Location of all utilities, stormwater detention facilities and other development requiring tree removal
- (6) Location of all proposed landscape areas

#### 4. Architectural Drawings

Provide four (4) copies of architectural drawings showing all proposed building elevations, including the location and type of any lighting to be placed on the building(s).

#### 5. Vicinity Map

Provide one (1) copy of a vicinity map, which includes:

- a. Indicate site location using natural points of reference (roads, state highways, prominent landmarks, etc.)
- b. If the development involves the removal of any soils by dredging or otherwise, please identify the proposed disposal site on the map. If the disposal site is beyond the

confines of the vicinity map, provide another vicinity map showing the precise location of the disposal site and its distance to the nearest city or town.

- c. Give a brief narrative description of the general nature of the improvements and land use within one thousand (1,000) feet in all directions from the development site (i.e., residential to the north, commercial to the south, etc.)

6. Provide one (1) copy of the development plan (Sections 1–4) at a reduced size of 8 ½ × 11-inch sheets.

C. One (1) copy of signed Certificates of Water and Sewer Availability, if served by other than City of Kent Water and Sewer. **Please verify service district area with Public Works prior to submitting an application.** Certificate forms are attached.

D. A Drainage Plan, as required by the City of Kent Surface Water Design Manual, must be submitted with the application. Contact the Development Engineering for exact details.

E. Four (4) copies of a detailed description of the proposed project including:

1. All existing and proposed activities to occur on the site
2. Proposed construction timing
3. Days and hours of operation
4. All existing and proposed buildings and structures on the site.

F. Two (2) copies of a Hydraulic Analysis, if dredging is proposed. This analysis shall address current flows, direction, stability of bedlands adjacent to proposed dredging area, and projected hydraulic and water quality impacts.

All above items, and any other material which may be required by Planning Services must be submitted at the time of application in order for the application to be accepted.



# Shoreline Management Substantial Development, Conditional Use Permit, or Variance Instructions

## I. Application Forms

- A. Fill out the application form, making sure that the proper signatures are obtained.
- B. Fill out Attachment A-1 or A-2 and Certificates of Water and Sewer Availability, as applicable.
- C. Answer all questions clearly and provide all information asked for on the submittal checklist
- D. Return the original and all applicable copies to the Kent Permit Center with appropriate fees.

## II. Application Fee

See Fee Schedule for application and public notice board fees.\* Make checks payable to the City of Kent.

\*If multiple permit applications **which require Hearing Examiner decision are submitted at the same time and go to the same hearing**, the applicant will be charged the full fee for the permit application with the highest fee and 50 percent of the established fee for each of the other permits eligible for a consolidated review and hearing.

## III. Filing of Application

- A. Deadlines
  1. A complete application will be heard or acted upon within 100 days from the date it is officially accepted by Planning Services, excluding time required for SEPA review.
  2. The application must be complete before the shoreline permit request will be reviewed. If the application does not include the supporting information as outlined in Section II, the application will not be processed.

3. **SEPA action must be completed prior to Planning Manager action or setting a hearing date.**

Also, please note that if approved, the supporting information (including site plans, landscape plans, etc.) will become part of the shoreline permit. After the permit is issued, any changes to such plans must be within the scope of the permit, otherwise a revised or new shoreline permit must be obtained.

- B. Modifications

Changes to the application must be submitted no later than two working weeks prior to the scheduled public hearing on the application.

## IV. Notice

### For All Substantial Development Permits

- A. A 30-day Public Notice for all Shoreline Permits is provided via the Notice of Application which is prepared by the City.

### **In Addition to the Above, if a Shoreline Variance or Conditional Use is Required:**

1. A public hearing is required. The applicant will be notified of the meeting date and time.
2. The City will publish a notice of the hearing at least ten (10) days prior to the public hearing and mail out notices to the property owners located within 300 feet of the proposed project.
3. Applicant will be required to place on the property a public notice board. The public notice board must be placed on the property fourteen (14) days prior to the public hearing. Planning Services

will place the public notice information on the board. Posting information and the notice boards are available at the Kent Permit Center (253) 856-5302.

## V. The Public Hearing Before The Hearing Examiner

The hearing procedure will be as follows:

- A. Those wishing to testify will be sworn in.
- B. Planning Services will present application, staff report, correspondence and other pertinent documents. Other city departments will testify if pertinent.
- C. The applicant or his representative will be heard.
- D. Presentations, questions or statements by interested public will be heard.
- E. Rebuttal from the city staff and applicant.
- F. Final recommendation by city staff (if necessary).
- G. Applicant and public may be permitted to respond to final recommendations, if appropriate.

## VI. Planning Manager or Hearing Examiner Action

- A. Substantial Development Permits. The Planning Manager will make decision in writing no sooner than 45 days from the date the application is received.
- B. Variances or conditional use permits. The Hearing Examiner will issue a written decision within ten (10) working days from the date of the hearing. Parties of record and applicant will be notified in writing of the decision. The Examiner's decisions are final unless appealed to the City Council.

## VII. State Review

- A. Within eight (8) days of the issuance of the written decision, the Planning Manager shall transmit copies of the decision to the applicant, the State Department of Ecology and the State Attorney General's Office, unless an appeal has been filed. The local appeal process (see below) must be exhausted before the permit decision is sent to the State agencies.

- B. Conditional use or variance permits must be approved by the Department of Ecology before they can become effective. Ecology will notify the City of its final decision on these permits within thirty days of receiving the City's decision.

## VIII Appeals

Shoreline Hearings Board. Any aggrieved person may seek review from the State Shoreline Hearings Board. The request for review must be filed with the Board within thirty (30) days of the date the local decision is filed with the state. The requirements for filing and the appeal process are set by state laws and regulations. Appellants should consult the State Department of Ecology for further information on the state appeal process.

## IX. Effective Date of Permit

- A. Development pursuant to a substantial development permit cannot begin until twenty-one (21) days from the date the approved permit is filed with Ecology or all appeals have been terminated. Development under a variance or conditional use permit cannot begin until twenty-one (21) days from the date that Ecology's final order is transmitted to the City.
- B. Permits will be valid for the time period specified or a maximum of five years. Construction or the use or activity must begin within two years of the effective date of the permit.





4. Will the variance permit constitute a grant of special privilege not enjoyed by other properties in the area? Please explain.

5. Is the variance requested the minimum necessary to afford relief? Please explain.

6. How will the public interest be protected?

**If the proposal is to be located either waterward of the ordinary high water mark or within any wetland, answer the following.**

1. Explain how the application of the Master Program requirements preclude all reasonable use of the property.

2. Explain why the public rights of navigation and use of the shorelines will not be adversely affected by the granting of the variance.







# Certificate of Sewer Availability from Servicing Agency or Utility District

**Please print in black ink only.**

<input type="checkbox"/> Short Subdivision	<input type="checkbox"/> Rezone or other _____
<input type="checkbox"/> Building Permit	<input type="checkbox"/> Preliminary Plat or PUD
Application #: _____	KIVA #: _____

Applicant's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Proposed Use: \_\_\_\_\_

Location: \_\_\_\_\_ Parcel No.: \_\_\_\_\_

(Attach map & legal description if necessary)

## Sewer Agency Information

1. a.  Sewer service will be provided by side sewer connection only to an existing \_\_\_\_\_ size sewer \_\_\_\_\_ feet from the site and the sewer system has the capacity to serve the proposed use.
- b.  Sewer service will require an improvement to the sewer system of:
  - (1) \_\_\_\_\_ feet of sewer trunk or lateral to reach the site; and/or
  - (2) The construction of a collection system on the site; and/or
  - (3) Other (describe)\*: \_\_\_\_\_

★ *If the subject property will not be served by a public sewer system, then a septic system design approved by the King County Health Department must be submitted with the proposed land use or building permit application.*

2. a.  The sewer system improvement is in conformance with an approved sewer comprehensive plan.
- b.  The sewer system improvement will require a sewer comprehensive plan amendment.

**COMMENTS/CONDITIONS:** \_\_\_\_\_

I hereby certify that the above water purveyor information is true. This certification shall be valid for one (1) year from the date of signature.

\_\_\_\_\_  
Signatory Name

\_\_\_\_\_  
Agency Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



## Certificate of Water Availability from Servicing Agency or Utility District

**Please print in black ink only.**

<input type="checkbox"/> Short Subdivision	<input type="checkbox"/> Rezone or other _____
<input type="checkbox"/> Building Permit	<input type="checkbox"/> Preliminary Plat or PUD
Application #: _____	KIVA #: _____

Applicant's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Proposed Use: \_\_\_\_\_

Location: \_\_\_\_\_ Parcel No.: \_\_\_\_\_

(Attach map & legal description if necessary)

### Water Purveyor Information

1. a.  Water will be provided by service connection only to an existing \_\_\_\_\_ (size) water main \_\_\_\_\_ feet from site.  
**OR**  
 b.  Water service will require an improvement to the water system of:  
 (1) \_\_\_\_\_ feet of water main to reach the site; and/or  
 (2) The construction of a distribution system on the site; and/or  
 (3) Other (describe)\*: \_\_\_\_\_

2. a.  The water system is in conformance with an approved water comprehensive plan.  
**OR**  
 b.  The water system improvement will require a water comprehensive plan amendment.
3. a.  Water is/or will be available at the rate of flow and duration indicated below at no less than 20 psi measured at the nearest fire hydrant \_\_\_\_\_ feet from the building/property (or as marked on the attached map):

<b>Rate of Flow</b>	<b>Duration</b>
Less than 500 gpm (approx. _____ gpm)	Less than 1 hour
500 to 999 gpm	1 hour to 2 hours
1000 gpm or more	2 hours or more
Calculation of _____ gpm @ 20 psi	Other _____
<small>(Commercial Building Permits require flow test or calculation)</small>	

- OR**
- b.  Water system is not capable of providing fire flow.

**COMMENTS/CONDITIONS:** \_\_\_\_\_

I hereby certify that the above water purveyor information is true. This certification shall be valid for one (1) year from the date of signature.

\_\_\_\_\_  
 Signatory Name

\_\_\_\_\_  
 Agency Name

\_\_\_\_\_  
 Title

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date