

## **SHORELINE EXEMPTION PERMIT PROCESS**

This packet provides the information and forms necessary to apply for a Shoreline Development Permit Exemption per Washougal Municipal Code (WMC) 16.16.

A Shoreline Development Permit shall apply to all developments and substantial developments proposed upon shorelines of the city, as defined in Title 16 and the City's Shorelines Master Program.

### **Procedures:**

All Shoreline Substantial Development permit exemption requests shall be subject to a Type I Review by the city. Exemptions shall be measured against the criteria for exemptions and shoreline policies of the city.

Upon receipt of an application, the Planning and Development Director will:

- Determine within twenty eight (28) calendar days if the application is *complete*. An application is complete if it contains all of the information listed in the attached list.
- If the application is complete, a written notice to that effect will be sent to the applicant. If the application is not complete, a written notice to that effect will be sent to the applicant specifically indicating what items must be submitted to make the application complete.
- When an application is determined to be technically complete, the director shall render a written report within 28 days of the technically complete date. The report shall contain a decision to approve or deny an application for shorelines exemption. The director's decision may be appealed pursuant to Washougal Municipal Code 18.94.140 (a). Appeals must be made in writing describing how the decision is incorrect or wrong; filed within 21 days of the date of the Notice of Decision.
- Upon final decision by the city, and exhaustion of all local appeals, if any, the city shall forward a copy of the decision to the Department of Ecology.

### **SHORELINE SUBSTANTIAL DEVELOPMENT EXEMPTION SUBMITTAL REQUIREMENTS:**

The following is a checklist of the required information for submitting a Shoreline Substantial Development Exemption Application. Applications will not be processed until **ALL** of the following information is submitted and determined technically complete.

1. APPLICATION FORM completed and signed by owner(s) of record.
  - a. The name, address and phone number of the applicant. The applicant should be the owner of the property or the primary proponent of the project and not the representative of the owner or primary proponent.

- b. The name, address and phone number of the applicant's representative if other than the applicant.
- c. The name, address and phone number of the property owner, if other than the applicant.
- d. Location of the property. This shall, at a minimum, include the property address and identification of the section, township and range to the nearest quarter, quarter section or latitude and longitude to the nearest minute. All applications for projects located in open water areas away from land shall provide a longitude and latitude location.
- e. Identification of the name of the shoreline (water body) that the site of the proposal is associated with. This should be the water body from which jurisdiction of the act over the project is derived.
- f. A general description of the proposed project that includes the proposed use or uses and the activities necessary to accomplish the project.
- g. A general description of the property as it now exists including its physical characteristics and improvements and structures.
- h. A general description of the vicinity of the proposed project including identification of the adjacent uses, structures and improvements, intensity of development and physical characteristics.

2. A completed and signed SEPA checklist , if required.

3. One (1) CONTOUR MAP. Site must be identified. (Topography maps are available from the Clark County Department of Assessment and GIS, located in the basement of the Clark County Courthouse. Engineered contours will be accepted if signed by a licensed engineer or surveyor.)

4. One (1) full size copy of the ASSESSOR'S QUARTER SECTION MAP(s) with the site identified and all other property owned by the applicant within 1,000 feet of the proposed project. (*available from the Clark County Department of Assessment and GIS*).

5. One (1) copy of a ROAD MAP with the site clearly identified (available from the Clark County Department of Assessment and GIS).

6. One (1) copy of the U.S. Soil Conservation Service SOIL SURVEY with the site identified, or other more site-specific information.

7. Eight (8) copies of the site plan - drawn to a minimum scale of 1" = 200' on a sheet no larger than 24" x 36" (one copy is acceptable of 8 1/2 x 11 inches, if to scale). If submitting large-scale drawing, please submit one (1) reduced copy as well.

Please include the following details:

- a. The boundary of the parcel(s) of land upon which the development is proposed.
- b. The ordinary high water mark of all water bodies located adjacent to or within the boundary of the project. This may be an approximate location provided that, for any development where a determination of consistency with the applicable regulations requires a precise location of the ordinary high water mark, the mark shall be located precisely and the biological and hydrological basis for the location as indicated on the plans shall be included in the development plan. Where the ordinary high water mark is neither adjacent to or within the boundary of the project, the plan shall indicate the distance and direction to the nearest ordinary high water mark of a shoreline.
- c. Existing and proposed land contours. The contours shall be 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. Areas within the boundary that will not be altered by the development may be indicated as such and contours approximated for that area.
- d. A delineation of all wetland areas that will be altered or used as a part of the development.
- e. A general indication of the character of vegetation found on the site.
- f. 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 drain fields, material stockpiles or surcharge, and stormwater management facilities.
- g. Where applicable, a landscaping plan for the project.
- h. Where applicable, plans for development of areas on or off the site as mitigation for impacts associated with the proposed project shall be included and contain information consistent with the requirements of this section.
- i. Quantity, source and composition of any fill material that is placed on the site whether temporary or permanent.
- j. Quantity, composition and destination of any excavated or dredged material.
- k. A vicinity map showing the relationship of the property and proposed development or use to roads, utilities, existing developments and uses on adjacent properties.
- l. Where applicable, a depiction of the impacts to views from existing residential uses and public areas.

8. Legal Description and proof of ownership (copy of recorded deed) of the boundary of the property. (*available from a Title Company, Surveyor, or Clark County Department of Assessment and GIS*).
9. Two (2) copies of a conceptual stormwater plan, prepared in accordance with the provision of the City's design standards, to the degree necessary to demonstrate that increased stormwater runoff can be adequately treated and disposed of on site, if applicable.
10. Indication of potable water supply and sewage disposal system. If individual septic systems are proposed, one (1) copy of an APPROVED SEPTIC SYSTEM FEASIBILITY APPLICATION for each proposed lot (not including existing residence(s) if applicable). *Contact Southwest Washington Health District, P.O. Box 1870, 2000 Fort Vancouver Way, Vancouver, Washington 98668, phone (360) 695-9215.* For existing systems, provide copy of original approval if possible (if applicable).
11. Existing and proposed conditions, COVENANTS OR RESTRICTIONS AND EASEMENTS that apply to the property if any. (available from a Title Company).
12. A map showing the existing ZONING of all adjacent properties. (This may be written on the assessor's quarter section map.)
13. Provide a WRITTEN NARRATIVE and attached EXHIBITS, which demonstrate that the proposal complies with the following criteria or will meet the criteria by complying with suggested conditions of approval proposed by the applicant:
  - a. A Substantial Development Exemption Permit shall only be issued when the following criteria have been met:
    1. The policies and procedures of the act,
    2. The policies and provisions of this regulation,
    3. The applicable master program adopted or approved for the area, and
    4. No permit shall be issued for any new or expanded building or structure of more than thirty-five feet above average grade level on shorelines of the state that will obstruct the view of a substantial number of residences on areas adjoining such shorelines except where a master program does not prohibit the same and then only when overriding considerations of the public interest will be served.
  - b. Exemptions from substantial development permit requirements apply to the following uses and activities:

1. Normal maintenance or repair of existing structures or developments, including damage by accident, fire, or element;
2. Construction of the normal protective bulkhead common to single-family residences;
3. Emergency construction necessary to protect property from damage by the elements;
4. Construction of a barn or similar agricultural structure on wetlands;
5. Construction or modification of navigational aids such as channel markers and anchor buoys;
6. Construction on wetlands by an owner, lessee or contract purchaser of a single-family residence for his own use or the use of his family, which residence does not exceed a height of 35' above average grade level and which meets all requirements of the state agency or local government having jurisdiction thereof;
7. Construction of a dock, designed for pleasure craft only, for the private noncommercial use of the owner, lessee or contract purchaser of a single-family residence, the cost of which does not exceed \$2,000;
8. Any project with a certification from the Governor pursuant to RCW 80.50.

c. Local government may attach conditions to the approval of permits as necessary to assure consistency of the project with the act and the local master program.

The burden of proof shall be on the applicant to demonstrate the proposed substantial development is consistent with said criteria.

- d. The proposal complies with all applicable standards in the Washougal Municipal Code.
14. A SEPA fee, if required (See attached fee sheet)
15. An application (See attached fee sheet)

**CITY OF WASHOUGAL  
SHORELINE SUBSTANTIAL DEVELOPMENT EXEMPTION  
APPLICATION**

**PROJECT TITLE:** \_\_\_\_\_

**APPLICANT:**

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**PROPERTY OWNER (list multiple owners separately)**

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**CONTACT PERSON (list if not same as APPLICANT) – FAX #for contact:** \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**LOCATION OF PROJECT:**

**Site Address** \_\_\_\_\_ **Cross Street** \_\_\_\_\_

**Serial #s of parcels included:** \_\_\_\_\_

**Comp Plan Designation:** \_\_\_\_\_ **Zoning:** \_\_\_\_\_

**Overlay Zone(s):** \_\_\_\_\_ **1/4 of Sec:** \_\_\_\_\_ **Township:** \_\_\_\_\_ **Range:** \_\_\_\_\_

**Total Acreage of Original parcel(s):** \_\_\_\_\_

**SUBMIT THIS APPLICATION TO THE PLANNING AND DEVELOPMENT DEPARTMENT  
AT CITY HALL, 1701 "C" STREET, WASHOUGAL, WA (360) 835-8501.**

**IDENTIFICATION OF SHORELINE (WATER BODY) SITE IS ASSOCIATED WITH:**

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**DESCRIPTION OF PROPOSAL:**

(Proposed use or uses and the activities necessary to accomplish the project)

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**DESCRIPTION OF THE PROPERTY:**

(As it now exists including its physical characteristics, improvements and structures)

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**DESCRIPTION OF THE VICINITY OF THE PROPOSED PROJECT:**

(Include identification of the adjacent uses, structures and improvements, intensity of development and physical characteristics)

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**AUTHORIZATION**

The undersigned hereby certifies that all information submitted with this application is complete and correct. I understand that any errors and/or omissions may lengthen the time to process the request. The information on and accompanied by this application is certified by me to be true and correct under penalty of perjury by the laws of the State of Washington.

In addition, my signature below also grants permission for city staff to access or enter the subject property to examine the site.

Authorized Signature (Letter of authorization required if other than property owner)

Date

SUBMIT THIS APPLICATION TO THE PLANNING AND DEVELOPMENT DEPARTMENT AT CITY HALL,  
1701 "C" STREET, WASHOUGAL, WA (360) 835-8501.