



Shoreline Permit Submittal Requirements

The Department of Local Services, Permitting Division (Permitting) is the responsible agency for review of the following shoreline permits:

- Shoreline Substantial Development (SSDP)
- Shoreline Conditional Use (SCUP)
- Shoreline Variance (SVAR)

Permitting issues SSDP permits and makes recommendations to Washington State Department of Ecology (Ecology), who gives final approval for SCUP or SVAR applications.

Email your completed Permit Application Form to PermitCenter.DPER@kingcounty.gov. Include your supporting application materials in your email, or for large files please let us know if you wish to transmit your submittal files via a cloud sharing service (DropBox, Google Docs, OneDrive, Adobe Cloud, etc.).

Copies	Required Submittal Documents, all Shoreline Permit Types
1	Application, Permit
1	Joint Aquatic Resources Permit Application Form (external link to Washington State Department of Ecology)
1	Site Plans, See Shoreline Permit Site Plan Requirements . The Site Plan template (PDF and CAD versions) are available in the Computer Aided Design CAD Templates packet.
1	Site Plan, reduced on an 8½ " x 11" sheet.
1	Water Availability Certificate, if required by Permitting. Preliminary approval for the creation of a new water system in accordance with the provisions of the applicable Coordinated Water System Plan, or for connection with a private well from the Seattle-King County Department of Public Health; OR

Shoreline Permit Submittal Requirements, continued

	<p>The Water Availability Certificate form concerning water availability to the site must be given to the appropriate existing water purveyor to complete (water district, city, water association) and returned with this application. At the top of the form, a space is provided for a description of the site. In this space, the legal description of the site should be inserted or attached on a separate sheet if it is too lengthy.</p> <p><i>Note:</i> For sites located in the Urban Growth Area, if the development is not proposing to be served by an existing or new Group A water system at the time of construction, a Water Connection, Certificate of Future Connection must be given to the appropriate Group A water purveyor to complete and then returned with this form.</p>
1	<p>Sewer Availability Certificate, if required by Permitting</p> <p>Preliminary approval for individual or community on-site sewage disposal systems from the Seattle-King County Department of Public Health must be submitted with this application;</p> <p>OR</p> <p>The Sewer Availability Certificate form concerning sewer availability to the site must be given to the appropriate agency to complete (sewer district) and then returned with this application. At the top of the form a space is provided for a description of the site. In this space, the legal description of the site should be inserted or attached on a separate sheet if it is too lengthy.</p> <p>OR</p> <p>If the site is located in the Urban Growth Area, and an interim on-site sewage system is proposed, consistent with the provisions of KCC 14.24.136, the following information is also required:</p> <ul style="list-style-type: none">A. The Sewer Availability Certificate form must be submitted to the most logical sewer purveyor to complete (sewer district) and returned with this application along with a letter which demonstrates to the satisfaction of the Director of Permitting that the requirement to receive sewer service from the purveyor is unreasonable or unfeasible at the time of the construction; andB. A Sewer Connection, Certificate of Future Connection must be given to the appropriate agency to complete and then returned with this application.
1	<p>SEPA Checklist and SEPA Greenhouse Gas Emissions Worksheet: (only if required by KCC 20.44).</p>

Shoreline Permit Submittal Requirements, continued

1	Level-One Drainage Analysis: (required only if the thresholds for drainage review per the King County Surface Water Design Manual are met.)
1	Conceptual Drainage Plan: (required only if the thresholds for drainage review per the King County Surface Water Design Manual are met.)
1	Fire District Receipt : (if required) Obtain from the local fire district.
1	Proof of "Legal" Lot Status: (if required) Documentation of the date and method of segregation of the subject property. Legal Lot Information .
1	Copies of any variance decisions required per KCC 21A. (if required)
1	List of other issued or pending permits or decisions related to the proposal.
1	Permit Review Fees
1	Other Documents: (Optional at time of application submittal – The Permitting Division may request or require submittal after application has been filed): Special studies or reports (e.g., traffic studies, wetland reports, geotechnical evaluation). Photographs, charts, petitions, letters, models, etc., may be submitted at the discretion of the applicant.

Additional submittal requirements for Shoreline Conditional Use Permit.

Copies	Required Submittal Documents, Shoreline Conditional Use Permit
1	For Shoreline Conditional Use Permit, provide written narrative explaining how the criteria in WAC 173-27-160 are met.

Additional submittal requirements for Shoreline Variance.

Copies	Required Submittal Documents, Shoreline Variance
1	For Shoreline Variance, provide written narrative explaining how the criteria in WAC 173-27-170 are met.

Shoreline Permit Submittal Requirements, continued

References

King County

[King County Code](#)

Shoreline Master Program, see [KCC 21A.25 SHORELINES](#)

[Comprehensive Plan](#)

Shoreline Master Program, see Comprehensive Plan, Chapter 6

Department of Local Services, [Permitting Division](#)

[Shoreline packet](#)

[Fees](#)

[On-line Permit Status, Invoice Payment and Inspection Scheduling](#)

[IVR Inspection Scheduling, phone number and codes](#)

Washington State

[Shorelines Hearings Board](#)

Washington Administrative Code (WAC) [Chapter 173-27, Shoreline Management](#)

Revised Code of Washington (RCW) [Chapter 90.58, Shoreline Management Act of 1971](#)

