



## King County

### Department of Permitting and Environmental Review

35030 SE Douglas Street, Suite 210

Snoqualmie, WA 98065-9266

206-296-6600 TTY Relay: 711

[www.kingcounty.gov](http://www.kingcounty.gov)

# Shoreline Conditional Use Permit: Information, Instructions & Application

For alternate formats, call 206-296-6600.

## General Information

The following is a summary of the Shoreline Conditional Use Permit (SCUP) application process and a description of the application submittal requirements. The information for a SCUP application is necessary to evaluate the merits of the proposal with applicable County and State regulations and to assess potential community environmental impacts. If required to be submitted, the environmental checklist will be the basis for determining if an environmental impact statement will be required prior to any approval of a SCUP.

An application will be evaluated on the basis of the information provided by the applicant, the King County Shoreline Master Program, the State Shoreline Management Act, the King County Comprehensive Plan, pertinent provisions of the King County Code (KCC), site inspection, and comments submitted by citizens and interested public agencies. If the subject property is located within an identified landslide, erosion, steep slope, seismic, avalanche or coal mine hazard or wetland or stream area, the applicant may be required to submit a special study produced by a qualified professional to address the identified critical area features on the subject property.

Copies of the KCC, Comprehensive Plan, and King County Shoreline Master Program are available for inspection at the Department of Permitting and Environmental Review (Permitting) Permit Services Center and at the Main Branch of the Seattle Public Library. KCC and other development regulations are also available on the Internet via the Permitting Web site at

[www.kingcounty.gov/permits](http://www.kingcounty.gov/permits).

Questions related to SCUPs may be answered by calling or contacting:

Department of Permitting and Environmental Review  
35030 SE Douglas Street, Suite 210  
Snoqualmie, WA 98065-9266  
Telephone: 206-296-6600

## Pre-Application Conference

A pre-application conference with Permitting staff is required prior to filing a SCUP application. Pre-application request forms and instructions for filing a pre-application conference request are available online or at the Permitting Services Center. A filing fee is required at the time a request is made, the amount to be determined at the time of filing and based on the latest adopted fee ordinance.

Permitting staff will schedule the pre-application conference within thirty (30) days from the date of the request.

## **Filing an Application**

A SCUP application must be filed in person at the Permitting Services Center. An appointment with Permitting staff is required to file the application. Please call 206-296-6797 to schedule the appointment. The minimum submittal requirements necessary to file the application are described below. Department of Permitting staff has twenty-eight (28) days from the date of filing to determine whether or not the application is complete. An application that fails to meet the submittal requirements described herein will be deemed incomplete.

## **Notice of Application**

Public Comment Period: After Permitting staff determines that a SCUP application is complete, a Notice of Application is issued as specified below. The minimum public comment period for a SCUP is 30 days, although public comments may be submitted and considered until the time of the decision.

1. Department of Permitting sends out a notice of the application to property owners within a 500-foot radius of the subject property.

If the area is rural or lightly populated, the notice must be mailed to at least 20 different property owners; or, in other appropriate cases, the department may determine it is necessary to notify additional property owners.

2. A notice of the application will be published by Permitting in the official county newspaper and another newspaper of general circulation.
3. The applicant is required to install a notice board that must be placed in a conspicuous place on the property throughout the permit process so that it is visible to people passing by the property. Additional notice boards may be required as determined by Permitting.

The cost of the board is the applicant's responsibility. Permitting will send the applicant written instructions regarding the specific requirements for the notice board.

4. Notice of the application is also provided to anyone who writes to the department requesting information regarding the SCUP request.

## **Method for Processing**

The decision on a SCUP is an administrative decision made by Permitting, subject to review and final approval by the Washington State Department of Ecology (DOE). This process generally takes 120 days provided no appeals are filed or substantial additional information is required. If the proposal is subject to the State Environmental Policy Act (SEPA), Permitting will issue the SEPA threshold determination prior to issuance of the SCUP decision.

Upon conclusion of the review of the SCUP, the Department of Permitting issues a written permit decision based on the written record. A copy of the decision is mailed to the applicant and to all parties who have written to the department. Permitting also sends the decision to DOE for review and final approval. Appeals of the SCUP decision must be made to the State Shorelines Hearings Board in Lacey, Washington. Requests for review by the Hearings Board must be received by the Shoreline Hearings Board within twenty-one (21) days of the "date of filing." For an approval, the "date of filing" for the purposes of an appeal is the date that the final DOE decision is transmitted to Permitting and the applicant. For a denial, the "date of filing" for the purposes of an appeal is the date that DOE receives the Permitting decision. Information on appeal procedures may be obtained from

the Shoreline Hearings Board at 360-459-6327 or the Washington State Department of Ecology Shoreline Appeals Coordinator at 360-407-6528.

In those cases where a proposed action for a SCUP also requires other County permits, the following procedures shall apply:

1. When other permits require a public hearing before the Hearing Examiner, the review of the SCUP shall be combined with the other permit(s), and the Examiner shall be the decision-maker on the SCUP.
2. When other permits are administratively approved, review of the SCUP application may be combined with other permits dependent on the granting of the SCUP.
3. In all cases of combined review, the most informative provisions for notification and processing shall govern the review of SCUP requests.

### **Criteria for Approval of a SCUP**

Washington State law establishes criteria to be used by the County when reviewing property owner request for a SCUP. A SCUP cannot be granted if the property owner fails to show how the property meets the stated criteria. These criteria are listed below. An applicant for a SCUP must demonstrate how the application is consistent with the appropriate criteria on the SCUP application form.

**WAC (Washington Administrative Code) 173-27-160 Review criteria for conditional use permits.** The purpose of a conditional use permit is to provide a system within the master program which allows flexibility in the application of use regulations in a manner consistent with the policies of RCW 90.58.020. In authorizing a conditional use, special conditions may be attached to the permit by local government or the department to prevent undesirable effects of the proposed use and/or to assure consistency of the project with the act and the local master program.

1. Uses which are classified or set forth in the applicable master program as conditional uses may be authorized provided that the applicant demonstrates all of the following:
  - a. That the proposed use is consistent with the policies of RCW 90.58.020 and the master program;
  - b. That the proposed use will not interfere with the normal public use of public shorelines;
  - c. That the proposed use of the site and design of the project is compatible with other authorized uses within the area and with uses planned for the area under the comprehensive plan and shoreline master program.
  - d. That the proposed use will cause no significant adverse effects to the shoreline environment in which it is to be located; and
  - e. That the public interest suffers no substantial detrimental effect.
2. In the granting of all conditional use permits, consideration shall be given to the cumulative impact of additional requests for like actions in the area. For example, if conditional use permits were granted for other developments in the area where similar circumstances exist, the total of the conditional uses shall also remain consistent with the policies of RCW 90.58.020 and shall not produce substantial adverse effects to the shoreline environment.
3. Other uses which are not classified or set forth in the applicable master program may be authorized as conditional uses provided the applicant can demonstrate consistency with the

requirements of this section and the requirements for conditional uses contained in the master program.

4. Uses which are specifically prohibited by the master program may not be authorized pursuant to either subsection (1) or (2) of this section.

#### **KCC 21A.44.100 Permits – conditional use.**

1. The director is authorized to issue shoreline conditional use permits only under the following circumstances:
  - a. The development must be compatible with uses which are permitted within the master program environment in which the development is proposed.
  - b. The use will cause no unreasonable adverse effects on the shoreline or surrounding properties and uses.
  - c. The use will promote or not interfere with public use of surface waters.
  - d. The development of the site will not be contrary to the policies of the master program.
2. The burden of proving that a proposed shoreline conditional use meets the criteria enumerated in subsection A. of this section shall be on the applicant. Absence of such proof shall be grounds for denial of the application; provided, however, that the director is authorized to determine and impose, on a case-by-case basis, those conditions and standards which may be required to enable any proposed shoreline conditional use to satisfy the criteria established in subsection A. of this section.

#### **Submittal Requirements for Filing a Shoreline Conditional Use Permit Application**

Unless otherwise noted, the following listed items are required to be submitted at the time of application:

1. Affidavit for Application form: Complete and submit one (1) original and two (2) copies.
2. Legal Description: Submit one (1) copy.

On a piece of white, legal-size 8 1/2" x 14" paper, type the legal description of the subject property and attach it to the application. The legal description of the property may be obtained from the King County Department of Assessments. **Be absolutely sure the description is correct and agrees with the property outlined on the Assessor's map.** A current legal description is necessary before the application is acceptable. If the legal description is written from a survey map, the map should accompany the description along with the Assessor's map outlined in red.

3. Assessor's Maps: Submit one (1) set.

Submit up-to-date prints of the Assessor's 1/4 section maps covering the area within the application and all property within 500 feet of the boundaries of it. Outline subject property in red pencil and give a parcel number to each ownership. Prints of these must be ordered from the King County Department of Assessments, Room 700A, King County Administration Building, 500 4th Avenue, Seattle 206-296-7300. (Full sheet Assessor maps are required as part of the submittal package. Do not cut, tape, or alter the maps.)

4. Shoreline Management Questionnaire: Submit three (3) copies.
5. Site Development Plan – drawn to a convenient engineer scale: Submit fifteen (15) copies on uniform sized sheets. Plans must be folded to fit in a legal-sized folder (8-1/2" x 14").

**Provide on cover sheet:**

- A 6" x 6" blank space in the lower right hand corner for Permitting identification stamps.
- Name, address, and day telephone number of owner.
- Name, address, and day telephone number of registered engineer, land surveyor, architect, or planner.
- Legal description (type or print).
- Existing zone classification.
- Existing shoreline environment designation
- A written statement of the general purpose of the project
- Vicinity map – show sufficient area and detail to clearly locate the project in relation to surrounding roads, parks, rivers, lakes, and municipal boundaries up to at least 500 feet beyond project boundaries, beginning and end of lineal projects, name of all applicable political (county, city, etc.) jurisdictions.

**Site plans – drawn to a convenient engineer scale:**

- Map scale and north arrow
- Property boundaries dimensioned and clearly and accurately delineated by a heavy line or color.
- Ordinary high water mark (defined as change in vegetation from beach material to upland vegetation), 100-year floodplain, FEMA floodway, and zero-rise floodway.
- Topography, using 5-foot contour intervals, cross-sections and other means approved by Permitting:
  - Show both existing contours and proposed contours on separate plans, clearly indicating existing and proposed contours, as applicable.
  - Provide at least two (2) cross-sections, showing ground elevations and heights of structures with both cross-sections showing the ordinary high water mark and exterior property boundaries.
- Provide accurate dimensions, location, and use of all existing and proposed structures on the subject property indicating porches, eaves, fences and signs. Indicate the width of setbacks of structures from property lines. Identify any structures to remain or to be removed. Identify existing wells and/or septic tank and drainfields.
- Maximum height of proposed structures, measured from existing topography.
- Show existing and proposed utilities.
- Indicate beach type: sand, mud, gravel, etc.
- Show and describe proposed excavation or dredging: amount, area, location, and method of spoils treatment
- Show and describe proposed fill areas: type, amount, area and location.
- Show easements, deed restrictions, or other encumbrances restricting the use of the property.

6. Reduced (Site) Plan. Submit one (1) copy of a reduced site development plan on an 8 1/2" x 11" sheet.
7. Water Availability Certificate: Submit three (3) copies, if required by Permitting. Note: Not required for Forest Practices Projects.

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**

The Certificate of Water Availability 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.

Note: 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 Certificate of Future Connection must be given to the appropriate Group A water purveyor to complete and then returned with this form.

8. Sewer Availability Certificate: Submit three (3) copies, if required by Permitting. Note: Not required for Forest Practices Projects.

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; **or**

The Certificate of Sewer Availability 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.

9. Interim Certificate of Future Water/Sewer Connection: If applicable, submit three (3) copies, if required by Permitting. Note: Not required for Forest Practices Projects.

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:

- a. The Certificate of Availability 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; and
- b. A Certificate of Future Connection must be given to the appropriate agency to complete and then returned with this application.

- c. SEPA Environmental Checklist (only if required by KCC 20.44): Submit twenty (20) copies.

Please refer to instructions on the SEPA checklist form. The applicant will be contacted by Permitting if additional information or clarity is required. Failure to respond may cause postponement of consideration of the request. If another agency is the SEPA lead agency for this project, also submit 20 copies of the Threshold Determination. If an EIS is prepared for this proposal, submit three (3) copies of the EIS with the application.

- d. Level-One Drainage Analysis: (required only if the thresholds for drainage review per the King County Surface Water Design Manual are met) Submit four (4) copies.

10. Conceptual Drainage Plan: (required only if the thresholds for drainage review per the King County Surface Water Design Manual are met.) Submit four (4) copies.
11. Fire District Receipt: Obtain from the local fire district. Submit one (1) copy.
12. Proof of "Legal" Lot Status: Documentation of the date and method of segregation of the subject property. Submit one (1) copy.
13. Certificate/Affidavit of Critical Areas Compliance: Submit one (1) copy.
14. Certificate of Transportation Concurrency (if required by KCC 14.70) – one (1) copy
15. Applicant Status Form: Submit one (1) copy.
16. Copies of variance decisions required per KCC 21A.
17. List of other issued or pending permits or decisions related to the proposal.
18. Permit Review Fees.
19. Other Documents: (Optional at time of application submittal – Permitting may request or require submittal after application has been filed):
- a. Special studies or reports (e.g., traffic studies, wetland reports, geotechnical evaluation). Submit four (4) copies.
  - b. Photographs, charts, petitions, letters, models, etc., may be submitted at the discretion of the applicant. Submittals should fit within an 8-1/2" x 14" legal-sized file folder.



**King County**

**Department of Permitting  
and Environmental Review**

35030 SE Douglas Street, Suite 210

Snoqualmie, WA 98065-9266

**206-296-6600** TTY Relay: 711

www.kingcounty.gov

For alternate formats, call 206-296-6600.

**Shoreline Management Questionnaire:  
Shoreline Conditional Use Permit**

**To be completed by Permitting Staff**

Date Received  
Stamp

\_\_\_\_\_  
Permitting File No.

Applicants for a Shoreline Conditional Use Permit must answer the following questions accurately and concisely. As necessary, use additional sheets for detailed explanations and/or attachments that support this request.

1. What is the general location of the proposed project? Include the property address and the section, township and range, to the nearest quarter section.
  
2. What is the name of the adjacent water area or wetlands?
  
3. What is the current use of the subject property? Include a description of the physical characteristics of the site, existing improvements and structures.



4. Provide a general description of the vicinity of the proposed project, including identification of adjacent uses, structures and improvements, intensity of development and physical characteristics.
  
5. Provide a detailed description of the proposed development, including a description of what alterations to the existing conditions will be required.
  
6. What is the estimated total Fair Market project cost within shoreline jurisdiction?
  
7. Will the proposed development intrude waterward of the ordinary high water or mean higher high tide line?     Yes     No    If yes, describe amount of intrusion.
  
8. Will the proposed development affect the existing public use of the shoreline or adjacent waters?             Yes     No    If yes, describe.
  
9. Have interested community groups or neighboring property owners been notified about the proposed development?     Yes     No    If yes, who has been contacted and what was their reaction?

10. List the names and addresses of adjacent property owners.

11. Describe how the proposal meets the review criteria for a Shoreline Conditional Use Permit as specified in KCC 21A.44.100 and WAC 173-27-160. Attach additional sheets as needed.

**Name of person who prepared this questionnaire:**

\_\_\_\_\_

**Print Name**

\_\_\_\_\_

**Date**

\_\_\_\_\_

**Signature**