



## 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

# Shoreline Substantial Development Permit: Information, Instructions & Application

For alternate formats. call 206-296-6600.

## General Information

The following is a summary of the Shoreline Substantial Development Permit (SSDP) application process and a description of the application submittal requirements. The information for a SSDP application is necessary in order 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 SSDP.

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 Permitting Service Permit 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 SSDPs 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 SSDP 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 SSDP 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. 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 SSDP application is complete, a Notice of Application is issued as specified below. The minimum public comment period for a SSDP is 30 days, although public comments may be submitted and considered until the time of the decision.

1. The 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 staff 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 the Department of 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 SSDP request.

## **Method for Processing**

The decision on a SSDP is an administrative decision made by the Department of Permitting. 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 SSDP decision.

Upon conclusion of the review of the SSDP, 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 the State Department of Ecology (DOE) for review. Appeals of the SSDP 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." The "date of filing" for the purposes of an appeal is the date that the final decision is received by DOE. 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 SSDP 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 SSDP shall be combined with the other permit(s), and the Examiner shall be the decision-maker on the SSDP.
2. When other permits are administratively approved, review of the SSDP application may be combined with other permits dependent on the granting of the SSDP.
3. In all cases of combined review, the most informative provisions for notification and processing shall govern the review of SSDP requests.

### **Criteria for Approval of an SSDP**

Washington State law provides that a substantial development permit shall be granted only when the development proposed is consistent with the State Shoreline Management Act of 1971 (RCW 90.58), the regulations contained within the State Shoreline Management Permit and Enforcement Procedures (WAC 173-27), and the King County Shoreline Master Program. A SSDP cannot be granted if the applicant fails to show how the proposal meets these regulations.

### **Submittal Requirements for Filing a Shoreline Substantial Development Permit Application**

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

1. Permit 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 3 copies.

5. Site Development Plan – drawn to a convenient engineer scale: Submit 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 DDES:
  - 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 8½ " x 11" sheet.
7. Water Availability Certificate: Submit three (3) copies, if required by the Department of 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.

10. 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 has been prepared for this proposal, submit three (3) copies of the EIS with the application.

11. 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.
12. 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.
13. Fire District Receipt: Obtain from the local fire district. Submit one (1) copy.
14. Proof of "Legal" Lot Status: Documentation of the date and method of segregation of the subject property. Submit one (1) copy.
15. Certificate/Affidavit of Critical Areas Compliance: Submit one (1) copy.
16. Certificate of Transportation Concurrency (if required by KCC 14.70) – one (1) copy
17. Applicant Status Form: Submit one (1) copy.
18. Copies of variance decisions required per KCC 21A.
19. List of other issued or pending permits or decisions related to the proposal.
20. Permit Review Fees
21. Other Documents: (Optional at time of application submittal – The Department of 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.



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**Shoreline Management Questionnaire:  
Shoreline Substantial Development Permit**

**To be completed by Permitting Staff**

Date Received  
Stamp

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

Applicants for a Shoreline Substantial Development 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.





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.

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

\_\_\_\_\_

Print Name

\_\_\_\_\_

Date Prepared

\_\_\_\_\_

Signature

**Check out the Permitting Web site at [www.kingcounty.gov/permits](http://www.kingcounty.gov/permits)**