



**City of Washougal**  
**Shoreline Permit**  
 Community Development - Planning  
 1701 C Street  
 Washougal, WA 98671  
 (360) 835-8501 • Fax (360) 835-8808  
[www.cityofwashougal.us](http://www.cityofwashougal.us)

*For City Use Only:*  
 SHP: \_\_\_\_\_  
 Fee: \_\_\_\_\_  
 Paid: \_\_\_\_\_

**SUBMIT THIS APPLICATION TO THE PLANNING DEPARTMENT**

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

**DESCRIPTION OF PROPOSAL:**

**APPLICANT:**

_____	_____	_____	
Name	Phone	E-mail	
_____	_____	_____	_____
Address	City	State	Zip

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

_____	_____	_____	
Name	Phone	E-mail	
_____	_____	_____	_____
Address	City	State	Zip

**CONTACT (if different than the APPLICANT)**

_____	_____	_____	
Name	Phone	E-mail	
_____	_____	_____	_____
Address	City	State	Zip

**LOCATION OF PROJECT:**

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

**Located in the** \_\_\_\_\_ **1/4 of Sec:** \_\_\_\_\_ **Township:** \_\_\_\_\_ **Range:** \_\_\_\_\_

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

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

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

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

**DESCRIPTION OF PROPOSAL:**

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

**DESCRIPTION OF THE PROPERTY:**

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

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

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

**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

## **Shoreline Permit Instructions**

This packet provides the information and forms necessary to apply for a Shoreline Development Permit 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.

A Shorelines Management Review Committee, consisting of the Planning and Development Director, a member of the City Council and a member of the Planning Commission will determine if a shoreline substantial development permit application is significant or non-significant and hence determine the process in which it will go through.

### **Procedures:**

Unless waived by the Director, all Shoreline Substantial Development permits requests shall be subject to a Type I pre-application conference.

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

- Determine within 28 calendar days if the application is *technically complete*. An application is complete if it contains all of the information listed in 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.
- Once the application has been determined to be complete, the Planning and Development Director will complete a notification process which consists of mailing notification to the property owners within 500' of the boundary of the site, posting of the property and forwarding the notice of application to the applicant, engineer/consultant, appropriate agencies and the Shoreline Review Committee for review and comment, as well as publish the notice of application in the newspaper of record. Notified parties have **30** days from the date of notice of application to comment on the proposal.
- At the end of the initial public comment period, but prior to issuance of the SEPA threshold determination, the Shoreline Review Committee shall determine if the substantial development permit is significant or non-significant based on the criteria in 16.16.040 (C)(a) & (b)
- If the committee determines the application to be significant, the committee will review and make recommendations on the application, and the Director shall schedule the matter for consideration by the Planning Commission and proceed with the application as a Type III land use action.
- If the application is not determined to be significant, the director shall proceed with application processing as a Type II land use action. The final decision on the permit application shall be issued within 120 days of the technically complete date.
- Upon final decision by the City, and exhaustion of all local appeals, the City shall forward a copy of the decision to the Department of Ecology. The submittal shall include the items identified in WMC 16.16.030 – 3 (a-f).

## **Shoreline Substantial Development Permit Application Requirements**

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

- **APPLICATION FORM** - Completed and signed by owner(s) of record or their authorized representative. If signed by an authorized representative, a letter of authorization signed by the owner of record identifying an authorized representative to act on their behalf shall accompany the application.
  - 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.
- **PRE-APPLICATION CONFERENCE SUMMARY** - One (1) copy of the PRE-APPLICATION CONFERENCE SUMMARY, and a description of information submitted in response to any issues, comments, and concerns in the summary.
- **PLAN SETS**- Eight (8) copies of PLAN SETS, consisting of a DEVELOPMENT PLAN – drawn to a minimum scale of 1" = 200' on a sheet no larger than 24" X 36" (one copy is acceptable if 8 ½ x 11 inches, if to scale). (In addition, if submitting large-scale drawings, please submit one copy of each of the plans reduced).

Full size site plan sets (larger than 8 ½ x 11) shall be submitted folded and collated, so as to approximate and 8 ½ x 11 sheet. Please include the following detail:

- 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.
  - M. On all applications for variances pursuant to WMC 16.16.060, the plan shall clearly indicate where development could occur without approval of a variance, the physical features and circumstances on the property that provide a basis for the request, and the location of adjacent structures and uses
- WRITTEN NARRATIVE** - Provide a WRITTEN NARRATIVE and attach EXHIBITS which demonstrate that the proposed plan complies with the following criteria, or will meet the criteria by complying with suggested conditions of approval proposed by the applicant, include:
- A. A substantial development 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. 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.
  - C. In considering and/or granting a permit the City Council, Planning Commission, shorelines management review committee and the Director may attach conditions regarding the location, character, and/or other features of the proposed structure or use, or regarding their effect upon the shorelines, as deemed necessary to carry out the intent of this chapter and the state act and to be in the public interest. Such conditions may require additional work to be done, or work to be done in a certain manner. Plans conditionally approved by the City Council for significant substantial developments shall be considered "binding" site plans. Conditionally approved developments, or "binding" site plans may be rescinded for failure to comply with conditions.
  - D. The proposal complies with all applicable standards in the Washougal Municipal Code.
- PROOF OF OWNERSHIP** – Proof of ownership (copy of a recorded deed), or a copy of the recorded deed and a letter of authorization to act on behalf of the owner.
- STORM WATER PLAN** - Two (2) copies of a conceptual engineered storm water plan and calculations, prepared in accordance with the provision of the City of Washougal Engineering Standards, to the degree necessary to demonstrate that increased storm water runoff can be adequately treated and disposed of on-site.
- 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, WA 98668 (360) 695-9215. For existing systems, provide copy of original approval if possible (if applicable).
- ENVIRONMENTAL CHECKLIST SEPA** (if required) - Determination will be made during the pre-application review or technical complete review. If it is determined there are environmentally sensitive areas on your property delineation and/or assessments will be required before your application can be processed.

- CURRENT LIST OF NAMES AND ADDRESSES** - Of all property owners within 500 feet of the perimeter of the subject property and all contiguous property under the same ownership, as shown upon the Clark County Assessor's records. The list shall be (dated and certified) as a complete list of adjacent owners by the Assessor's office, Surveyor, or Title Company. For purposes of notification, it is necessary to include parcels within 500 feet across a right-of-way or easements from the property that is subject to the application. You must also provide this list (TYPED ON SELF-ADHESIVE LABELS) (include owner, applicant, and contact person). A list is considered current if the certification date is within thirty (30) days of the applicant LEGAL DESCRIPTION of the boundary of the plat (available from a Title Company, Surveyor, or Department of Assessment and GIS).
- LEGAL DESCRIPTION** - Of the boundary of the plat (available from a Title Company, Surveyor, or Department of Assessment and GIS).
- COVENANTS OR RESTRICTONS AND EASEMENTS** - Existing and proposed conditions, COVENANTS OR RESTRICTONS AND EASEMENTS that apply to the property, if any (available from the Title Company).
- CONTOUR MAP** - The site must be identified (Topography maps are available from the 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).
- U.S. SOIL CONSERVATION SURVEY** - One (1) copy of the U.S. Soil Conservation Service soils survey with the site identified, or other more site-specific information.
- ASSESSOR'S QUARTER SECTION MAP(s)** - One (1) full size copy with the site identified and all other property owned by the applicant within 1,000 feet of the proposed site.
- ROAD MAP** - One (1) copy with site identified (available from the Department of Assessment and GIS).
- ZONING** - A map showing the existing ZONING of all adjacent properties (This may be written on the assessor's quarter section map).
- SEPA APPLICATION FEE** –  
Environmental Checklist - **\$685.00**  
Environmental Impact Statement – **Cost Recovery**
- APPLICATION FEE** - See attached fee sheet.  
Stand Alone - **\$1,050.00**  
In Conjunction with Parent Permit - **\$735.00**