

Shoreline Substantial Development Permit Checklist

Shoreline substantial development permit is the process through which development is authorized for those activities occurring within the shoreline jurisdiction. A shoreline substantial development permit is part of the Shoreline Management Act established by the State of Washington under RCW 90.58. The Hunts Point Shoreline Master Program defines substantial development as any development of which the total cost or fair market value, whichever is higher, exceeds \$5,718.00, or any development which materially interferes with the normal public use of the water or shorelines of the state. The dollar threshold established in this subsection must be adjusted for inflation by the Office of Financial Management every five years, beginning July 1, 2007, based upon changes in the consumer price index during that time period (WAC 173-27-040). The shorelines of the town are those land areas within 200 feet of the Ordinary High Water Mark (OHWM) of Lake Washington.

Initial Consultation – Pre-application Conference:

A pre-application conference with the Building Services Department may be required prior to submittal of the application.

Submittal, Preparation and Fee:

Upon receipt of a complete application, town staff will issue a notice of application which is posted on the street right-of-way, on waterfront property adjacent to the proposed project, and posted at all the regular posting sites maintained by the town, and sent to other parties as outlined in HPMC 11.10.160(4). The application shall be accompanied by the fee as set by resolution.

SEPA Procedure:

The town shall issue a SEPA determination, or other SEPA decisions as provided in HPMC Chapter 16.05. After the SEPA determination is made, it is published and heard at a public hearing which is heard by the hearing examiner. There is a public comment period which shall be not less than 14 or more than 30 days following the date of notice of application. Contact the State of Washington State Environmental Policy Act (SEPA) for the current edition of the SEPA form: <http://www.ecy.wa.gov/programs/sea/sepa/forms.htm>

Hearing Procedure:

The notice of application shall be provided at least 15 days prior to the public hearing date and must be provided pursuant to HPMC 11.10.160(4). Upon completion of the public hearing, the hearing examiner shall render a written decision within 10 working days. Said decision shall be mailed to all parties of record within three days after the hearing examiner's decision is made pursuant to HPMC 2.35.100. The hearing examiner's decision is final unless appealed to King County Superior Court.



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Request for Reconsideration:

Any party to the proceeding who is aggrieved by the decision of the hearing examiner may submit a written request for reconsideration of the hearing examiner by filing a request with the town clerk within 14 calendar days of the hearing examiner's decision pursuant to HPMC 2.35.110.

Appeal From Hearing Examiner's Decision:

The decision of the hearing examiner may be appealed by any party with standing to the King County Superior Court pursuant to the time limits in RCW 36.70C.040 as it now exists or may hereafter be amended.

Applicable Code Titles:

HPMC Title 11, Planning and Development (Comprehensive Plan & Permit Process)
HPMC Title 16, Environment
HPMC Title 18, Zoning

The required number of plan sets is four (4)

General Requirements (1 original copy of each item is required)

If an item is not applicable, attach explanation.

- Completed general application form;
- Proof of agency and hold harmless agreement form;
- Deed/title report;
- The applicable fee(s);
- Record Sales Tax Under **#1713** Town of Hunts Point, WA 98004-1121, for purposes of reporting to the Department of Revenue;
- Copy(s) of the recorded legal descriptions of the existing property(s) boundary(s) and dimensions of property and/or legal description of the site for all applications as required by the applicable development regulations;
- Notes and determinations from the pre-application conference (if applicable)
- SEPA Checklist , submit one copy. Can be obtained at:
<http://www.ecy.wa.gov/programs/sea/sepa/forms.htm>
- If JARPA is required by other agencies, submit one copy to the town. Can be obtained at
<http://www.epermitting.wa.gov/?pageid=9984>
- Photographs of existing shoreline conditions.



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Application Requirements: Four (4) copies of the plans plus an electronic file with all the documents. If applying for multiple permits concurrently, submit the highest number of required plan sets.

Detailed drawings with text sufficient to fully explain the intended project (drawings prepared, signed and sealed by a professional engineer or land surveyor), with information that must include:

- Name and location of associated shoreline or wetland;
- A general statement describing the proposed project that includes the proposed use or uses and the activities necessary to accomplish the project;
- Indication of size and placement of all structures including bulkheads;
- Relation of all physical development to the associated shoreline or wetlands;
- The intended starting and completion dates;
- Boundary and setback lines/string lines of the parcel or land upon which the development is proposed;
- Ordinary high water mark [see WAC 173-27-180(9)(b)];
- Delineation of all wetland and buffer areas that are proposed to be altered;
- Description of the character of vegetation found on site and where applicable a mitigation plan for development of areas on or off the site for impacts associated with the proposed project;
- Description of the quantity, source and composition of any fill material that is intended to be placed on the site whether temporary or permanent;
- Description of the quantity, composition and destination of any fill material that is intended to be excavated or dredged;
- Location of the shoreline jurisdiction line and area (200 feet from ordinary high water mark and associated wetlands);
- Vicinity map;
- Location of any utility easements and verification from the City of Bellevue of the sewer line location;
- Submit an 8 ½" X 11 site plan.



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General Permit Application

RECORD SALES TAX UNDER #1713 Town of Hunts Point

ACCEPTED: _____ DATE: _____
 ISSUED: _____ DATE: _____

APPROVED: _____ DATE: _____
 APPROVED: _____ DATE: _____
 APPROVED: _____ DATE: _____
 APPROVED: _____ DATE: _____

FOR STAFF USE ONLY
 Permit #: _____
 Expiration: _____

PERMIT TYPE:

- | | | |
|---|--|---|
| <input type="checkbox"/> Boundary Line Adjustment/Lot Consolidation | <input type="checkbox"/> Demolition | <input type="checkbox"/> Special Use |
| <input type="checkbox"/> Building | <input type="checkbox"/> Shoreline Substantial Development | <input type="checkbox"/> Subdivisions (Short & Major) |
| <input type="checkbox"/> Conditional Use | <input type="checkbox"/> Site Development | <input type="checkbox"/> Tree Removal |

Property Address: _____ Lot #: _____ Zone: _____

Owner Information:

Name: _____ Phone: _____ E-mail: _____

Mailing Address: _____ City: _____ Zip Code: _____

Agent Information:

Name: _____ Phone: _____ E-mail: _____

Mailing Address: _____ City: _____ Zip Code: _____

Architect/Designer Information :

Name: _____ Phone: _____ E-mail: _____

Mailing Address: _____ City: _____ Zip Code: _____

Contractor Information:

Name: _____ Phone: _____ E-mail: _____

Mailing Address: _____ City: _____ Zip Code: _____

License: _____ Expiration: _____ Tax #: _____

Property Legal _____

Assessor's Parcel #: _____

Description of project or use (if further space is needed, please attach explanation):

Square Footage: _____

- Repair Addition Alteration Replacement Conversion New Construction

OWNER(S) ACTING ON BEHALF OF THE OWNER(S) AND I CERTIFY UNDER PENALTY OF PERJURY THAT I AM THE OWNER OF THE ABOVE PROPERTY OR THE DULY AUTHORIZED AGENT OF THE THAT ALL INFORMATION FURNISHED IN SUPPORT OF THIS APPLICATION IS TRUE AND CORRECT. I FURTHER CERTIFY THAT ALL APPLICABLE FEDERAL, STATE, COUNTY, AND TOWN OF HUNTS POINT REQUIREMENTS FOR THE WORK AUTHORIZED BY THIS PERMIT WILL BE MET.

VALUATION: \$ _____

IS WORK WITHIN 200 FEET OF LAKE WASHINGTON HIGH WATER LINE?

- YES NO

SIGNATURE: _____

DATE: _____

- OWNER AGENT

PLAN REVIEW DEPOSIT: \$	_____	.	_____
RECEIPT: _____	BY: _____		
DATE :	_____		
PLAN REVIEW FEE	\$	_____	.
PERMIT FEE	\$	_____	.
INSPECTION DEPOSIT	\$	_____	.
OTHER CHARGES	\$	_____	.
STATE BUILDING FEE	\$	_____	.
LESS FEES PAID	\$ (_____)		
TOTAL	\$	_____	.
RECEIPT: _____	BY: _____		
DATE: _____			



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Proof of Agency/Hold Harmless Agreement

PROPERTY ADDRESS: _____

PERMIT TYPE: _____ PERMIT NUMBER: _____

Proof of Agency

A proof of agency is required for the acceptance of any permit where the permit applicant (“agent”) is not the recorded owner of the property (“owner”). If the owner is a corporation, LLC, LLP, or partnership, this form must be completed and signed by the chief executive of the entity that holds ownership of the property in question.

Owners who apply for permits on their own behalf do not need to complete this form. **All other applicants must fully complete this form, including the owner’s signature, before the Town of Hunts Point will process any application documents.** Each separate application must include an original, fully executed, Proof of Agency/Hold Harmless Agreement.

To BE COMPLETED BY OWNER:

I, _____, as the owner of <small>(print name of property owner or, in case of corporation, LLC, LLP or partnership, company Chief Executive)</small>			
the above-referenced property, hereby authorize the person or entity outlined below (the “agent”) to act as my sole agent regarding the above-referenced property, and further stipulate that the agent may act on my behalf for purposes of filing applications for decisions, determinations, permits, or review under any applicable Hunts Point Codes, and further stipulate that the Agent has full power and authority to perform, on my behalf, all acts necessary to enable the Town to process or review applications, issue permits, authorize revisions, and perform inspections required under all codes in force. I certify under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct.			
_____ (Signature of Property Owner/Chief Executive)		_____ (Date)	
_____ (Contact Address)	_____ (City)	_____ (State)	_____ (Zip Code)
_____ (Phone)	_____ (Email)		

To BE COMPLETED BY AGENT:

_____ (Print Name of Agent)		_____ (Title)	
_____ (Contact Address)	_____ (City)	_____ (State)	_____ (Zip Code)
_____ (Phone)	_____ (Email)		



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Hold Harmless Agreement

A hold harmless agreement is required for the acceptance of any permit, and must be signed by the property owner. If the owner is a corporation, LLC, LLP, or partnership, this form must be completed and signed by the chief executive of the entity that holds ownership of the property in question. There are no permits or circumstances under which the town will accept an application without an executed hold harmless agreement.

TO BE COMPLETED BY OWNER:

I, _____, as the owner of
(print name of property owner or, in case of corporation, LLC, LLP or partnership, company Chief Executive)
the above-referenced property, I hereby agree as a condition of permit application and/or issuance, to protect, defend, and hold harmless the Town of Hunts Point, its officers, agents and employees, and to indemnify them from all liability, loss and expense, including reasonable attorneys fees, that the Town of Hunts Point, its officers, agents and employees may incur by reason of accepting this application and/or issuing this permit, and all other acts taken by the Town of Hunts Point relating to the work described under the permit documents including but not limited to plans examination, issuance of permit(s), inspection and approval of construction and issuance of certificates of occupancy, to the extent that any such liability, loss and expense results from any errors or the misrepresentation of any material fact in the permit application documents, whether negligent or intentional. I further certify that I am the owner of the property referenced at the top of this document. **I certify under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct.**

(Signature of Property Owner/Chief Executive)

(Date)

(Contact Address)

(City)

(State)

(Zip Code)

(Phone)

(Email)



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SEPA Process

The State Environmental Policy Act (SEPA) was established to ensure that environmental values are considered by local government when making decisions. Decisions include development decisions such as preliminary plats, shoreline substantial development permits, other official actions, as well as certain legislative actions. Agencies must follow specific procedures and processes to assure that appropriate consideration has been given to the environment.

Initial Consultation:

A pre-application conference may be required by the Building Services Department and shall address environmental issues.

Submittal, Preparation and Fee:

An application for SEPA Determination must be associated with a land use or building permit. Upon submittal of an action, the Building Services Department reviews the checklist and all documentation to define the level of direct environmental impact associated with the proposal. The application shall be accompanied by the fee as set forth by resolution. Contact the State of Washington State Environmental Policy Act (SEPA) for the current edition of the SEPA form: <https://www.ecy.wa.gov/programs/sea/sepa/forms.htm>

The threshold determination shall be made by the responsible official and shall consist of one of the following: 1) A Determination of Significance (DS), which means that the project represents significant adverse environmental impacts and requires preparation of an Environmental Impact Statement (EIS), 2) A Determination of Non-Significance (DNS), which means that the project does not represent significant adverse environmental impacts, 3) A Determination of Non-Significance – Mitigated (MDNS) which lists specific conditions, modifications, or measures to be implemented into the proposal to avoid the significant adverse environmental impact. The responsible official shall complete threshold determinations based upon review of the environmental checklist and other documentation for the proposal within 15 days of the date an application and completed checklist are deemed complete, with exceptions as pursuant to HPMC 16.05.080.

Under SEPA, a project may also be determined categorically exempt. Except in extraordinary circumstances, the responsible official will decide whether an action is categorically exempt within seven days of receiving a completed application. Other actions that the responsible official may take include: 1) Adoption of an existing SEPA document, provided that the adopted document clearly anticipated the stated impact and provided for mitigation of any significant impacts, 2) other actions as outlined in HPMC 11.10.170.

There is a 15-day SEPA comment period, followed by a 14-day appeal period. Appeals shall be conducted for a SEPA determination pursuant to HPMC 16.05.290.

The application for SEPA shall be accompanied by the fee as set forth by resolution.

Applicable Code Titles

HPMC Title 8, Health and Safety

HPMC Title 11, Planning and Development (Comprehensive Plan and Permit Process)

HPMC Title 12, Public Ways

HPMC Title 13, Public Utilities

HPMC Title 14, Boating and Harbors

HPMC Title 15, Building Code

HPMC Title 16, Environment

HPMC Title 17, Subdivisions

HPMC Title 18, Zoning



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SEPA Application/Coversheet

FOR STAFF USE ONLY Application#: _____ Fee: _____ Receipt #: _____

RECEIVED BY: _____ DATE: _____

A. STAFF REVIEW HAS DETERMINED THAT PROJECT:

- _____ Meets the categorically exempt criteria
- _____ Has no significant adverse environmental impact and application should be processed without further consideration of environmental effects
- _____ Has significant environmental impact and an Environmental Impact Statement will be prepared
- _____ An Environmental Impact Statement for this project has already been prepared

Signature of Responsible Official: _____ Date: _____

B. COMMENTS:

C. TYPE OF PERMIT OR ACTION REQUESTED: _____

D. ZONE: _____



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Fee Schedule - Permits

Boundary Line Adjustment and Lot Consolidation	\$500.00 plus any additional charges incurred
Building Permit (new construction, remodels and any structure having a floor area measurable in square feet)	See Table A
Building Permit (for additions and remodels not measured in square feet)	See Table B
➤ Plan Review	65% of Permit Fee
➤ Inspection	Based on number of inspections anticipated by Building Official
➤ State Building Code Fee	\$6.50
Conditional Use Permit	\$500.00 plus any additional charges incurred
Demolition	\$250.00 plus any additional charges incurred
Fire Marshal Review	Bellevue Fire Department fee
Heavy Truck Fee	1% of the total valuation of the project
Mechanical	
➤ In-Kind Replacements	See Table C
➤ New Single Family and Large Remodels	See Table B
➤ Plan Review	65% of Permit Fee
➤ Inspection	As determined by Building Official
Plumbing	
➤ In-Kind Replacements	See Table D
➤ New Single Family and Large Remodels	See Table B
➤ Plan Review	65% of Permit Fee
➤ Inspection	As determined by Building Official
Pre-Application Meeting (for new construction or remodel valued at \$25,000.00 or greater)	\$500.00
Reconsiderations/Appeals	\$500.00 plus any additional charges incurred
Right of Way Use	\$250.00 plus any additional charges incurred
SEPA Review	\$500.00 plus any additional charges incurred
➤ EIS review/assessment	\$500.00 plus any additional charges incurred
Shoreline Substantial Development	\$500.00 plus any additional charges incurred
Shoreline Substantial Development Exemption	\$250.00 plus any additional charges incurred
Site Development	\$500.00 plus any additional charges incurred
Special Use Permit	\$500.00 plus any additional charges incurred
Street Cleaning	\$3,000 deposit (May be required)
Subdivision	
➤ Short Plat (4 or less lots)	\$2,500.00 plus any additional charges incurred
➤ Preliminary Plat	\$2,500.00 plus any additional charges incurred
➤ Final Plat	\$2,500.00 plus any additional charges incurred
Telecommunication Permit Application Fee	\$2,500.00 applied toward Town's cost
Tree Removal Permit	\$50.00 plus any additional charges incurred
Variance	\$500.00 plus any additional charges incurred



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Fee Schedule - Consultants and Miscellaneous

Consultation with Town's Building Official, Planner, Engineer or Arborist	Fees charged to the Town for services rendered to a resident, other person or firm will be passed on to that resident, other person or firm based on the actual cost to the Town unless related to the original plan review.
Public Hearing before the Hearing Examiner	Fees charged to the Town for services rendered to a resident, other person or firm by the hearing examiner to conduct a public hearing and make findings, conclusions and decisions will be passed on to that resident, other person or firm based on the actual cost to the Town.
Miscellaneous Fees:	
➤ Copies:	Copies of ordinances or codes made at Town Hall: no charge.
➤ Copies of town records, zoning maps, plats, short plats, or other land-use records:	Copies made at Town Hall: \$0.15 per page.
➤ For copies that cannot be made at Town Hall (e.g. large format records):	Actual fees charged by the vendor will be passed on to the person requesting the copying.
NSF Check	Town fee: \$25.00 plus actual bank charge.
Notary Fee:	No charge to residents.
Special Event Permit Fee:	Town fee of \$500.00 plus any additional charges incurred by the Town for services related to the permit.
Town Hall Rental Fee:	The standard rental fee of \$10.00 per hour and a deposit of \$250.00 will be collected from any person or organization seeking to rent meeting space at Town Hall. The cleaning deposit is refundable after conclusion of the rental event. Any charges incurred by the Town for cleaning or repairs necessitated by and specifically attributable to the event will be deducted from the deposit, and any remaining balance will be refunded to the renter. The renter will remain liable for any repairs for cleaning costs that exceed the \$250.00 rental deposit.
Attorney's Fees:	Fees charged to the Town for services rendered to a resident, other person, or firm that were not authorized in advance by the Council will be passed on to that resident, other person, or firm.
Milfoil:	Fee: \$375.00 per lot per year



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