

Shoreline Substantial Development Exemption Permit Checklist

Shoreline substantial development permit is the process through which uses and developments that are not considered substantial developments pursuant to RCW 90.58 and WAC 173-27 shall not require a Shoreline Substantial Development Permit, but shall conform to the policies and regulations of the current Shoreline Master Program, Appendix B: Administration, Section B.5. Can be obtained at:

<http://huntspoint-wa.gov/page.cfm/shoreline-master-program>

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 and accompanied by the fee as set by resolution, the application will be reviewed for compliance with the applicable codes.

SEPA Procedure:

If SEPA is required it will be determined as provided in HPMC Chapter 16.05.

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 three (3)

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

If an item is not applicable, attach explanation.

- Completed 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 98004-11121, for purposes of reporting to the Department of Revenue;



Town Hall, 3000 Hunts Point Road, Hunts Point, WA 98004-1121. Phone 425.455.1834.
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- Copy of the recorded legal description and dimension of the property;
- Notes and determinations from the pre-application conference (if applicable);
- If SEPA is required, submit one copy. Contact the State of Washington State Environmental Policy Act (SEPA) for the current edition of the SEPA form: 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. Contact: Joint Aquatic Resources Permits Application (JARPA). Can be obtained at: <http://www.epermitting.wa.gov/?pageid=9984>
- Photographs of existing shoreline conditions if applicable.



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