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:
☐ 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.