

209

CITY OF KENMORE, WA

SHORELINE EXEMPTION CHECKLIST

18120 68th Ave NE, Kenmore, WA 98028

425-398-8900

www.kenmorewa.gov

Staff use Area

Project Number: _____

Project Number: _____

Related Permit(s): _____

Date Stamp

SECTION 1: HOW TO USE THIS CHECKLIST

This checklist identifies the minimum requirements the applicant must submit to the City of Kenmore (City) in order to accept the application. Should any of the following minimum items not be provided, the application will not be accepted. Acceptance does not deem the application complete.

Check each box on this checklist to confirm items included in your submittal. If you think an item is not applicable, you must contact the appropriate department prior to intake.

SECTION 2: IMPORTANT INFORMATION

- Lake Washington, the Sammamish River, and Swamp Creek are regulated under the Shoreline Management Act and the City's Shoreline Master Program (SMP) and are subject to the City's Shoreline Management Codes in KMC Title 16. The shoreline jurisdiction ("shorelands" or "shoreland areas") means those lands extending landward for 200 feet in all directions as measured on a horizontal plane from the ordinary high-water mark (OHWM); floodways and contiguous floodplain areas landward 200 feet from such floodways; and all associated wetlands and river deltas subject to the provisions of Chapter [90.58](#) RCW.
- A substantial development permit (SSPD) is required for all proposed uses and modifications within the shoreline jurisdiction unless the proposal is specifically exempt from the definition of substantial development in [RCW 90.58.030](#) and [WAC 173-27-040](#). Exempt projects require a Shoreline Substantial Development Permit Exemption ("SSDX").
- This application must be applied for online via www.MyBuildingPermit.com ("MBP") by selecting 1. Land Use, 2. Any Project Type, 3. Shoreline Development, 4. Shoreline Exemption.
- All permit application fees are due at intake, upon receipt (see fee schedule).
- Forms are available online at www.kenmorewa.gov/developmentservices.
- For questions about the submittal process, please contact Development Services at 425-398-8900 or via email at permittech@kenmorewa.gov.

SECTION 3: REQUIRED DOCUMENTS

- ☐ **Permit application** (form #101)
- ☐ **Owner Authorization** (form #102)
- ☐ **Project Narrative**
 - A detailed description of the proposal and its relationship to the shoreline. Be sure to indicate whether any in-water or over-water work is proposed (e.g., dock). If no such work is planned, specify the distance between the proposed activity and the ordinary high-water mark (OHWM).
- ☐ **Letter Requesting Exemption(s)**
 - A detailed letter explaining how the project meets the criteria for the following exemptions. The letter must specifically address each of the following:
 - How the proposal qualifies for a shoreline exemption in accordance with WAC 173-27-040.
 - How the proposal qualifies for a SEPA exemption under WAC 197-11-800.
 - How the proposal qualifies for a critical area exemption as outlined in KMC 18.55.150.

Note: It is the applicant's responsibility to demonstrate that the proposed development or use qualifies for these exemptions. The burden of proof is on the applicant
- ☐ **Title Report – dated within 30 days**
 - Date of segregation, legal description, and any existing easement agreements for ingress, egress, utilities, and drainage.
 - Deed restrictions or other property encumbrances.
 - All referenced recorded documents must be included as file attachments – links alone are not acceptable.

<input type="checkbox"/>	<p>Site Plan – Existing and Proposed Conditions The site plan must be drawn to a legible engineering scale and include the following information:</p> <ul style="list-style-type: none"> ▪ Preparer Information <ul style="list-style-type: none"> ○ Name of the person who prepared the site plan ○ Stamp and signature of the licensed surveyor, engineer, or architect ▪ Owner/Applicant Information <ul style="list-style-type: none"> ○ Name and address of the property owner, applicant, engineer, and/or architect ▪ Location Details <ul style="list-style-type: none"> ○ North arrow and vicinity map showing sufficient detail to clearly locate the project in relation to arterial streets, natural features, and municipal boundaries ○ Tax parcel number and site address ○ Legal description of the property ○ Property boundary dimensions and dimensions of all proposed lots ○ Zoning designation of the property and surrounding parcels ○ Names of adjacent landowners and any adjacent subdivisions ▪ Site Area and Impervious Surface <ul style="list-style-type: none"> ○ Net and gross site area (in square feet and acres) ○ Existing and proposed impervious surface area, including a breakdown of total impervious coverage ▪ Topography and Streets <ul style="list-style-type: none"> ○ Topographic contours at a maximum 5-foot interval ○ All adjacent streets with street names, right-of-way widths, and existing improvements (e.g., pavement width, sidewalks, shoulders) ○ Existing access locations, including street widths, sidewalk locations, and cul-de-sac radii ▪ Easements and Utilities <ul style="list-style-type: none"> ○ Location, dimensions, and intended use of existing easements (e.g., utilities, access) ○ Reference all recorded easements with recording numbers ▪ Structures and Site Features <ul style="list-style-type: none"> ○ Existing structures, retaining walls, septic systems, drain fields, and wells ○ Setbacks and distances from property lines for existing and proposed structures ○ Identification of any structures to be removed or demolished ○ Proposed buildings with dimensions and setbacks ▪ Environmental Features <ul style="list-style-type: none"> ○ Boundaries of all critical areas (e.g., streams, wetlands, fish and wildlife habitat, flood hazard areas, shorelines, landslide/erosion/seismic hazard areas) ○ Required buffer areas and building setback lines from critical areas
<input type="checkbox"/>	<p>Critical Area Studies – if required The following reports may be required, depending on scope of work, site conditions, and proximity to environmentally critical areas and/or their associated buffers:</p> <ul style="list-style-type: none"> ▪ Wetland Report prepared by a qualified professional biologist or ecologist. ▪ Stream Report prepared by a qualified professional biologist or ecologist. ▪ Habitat Management Plan prepared by a qualified professional biologist or ecologist. ▪ Geotechnical Report prepared by a geotechnical engineer licensed in the State of Washington. ▪ Conceptual Mitigation/Restoration Plan prepared in accordance with KMC 18.55.
<input type="checkbox"/>	<p>SEPA Environmental Checklist – if required</p> <ul style="list-style-type: none"> ▪ Determine applicability by reviewing State Environmental Policy Act (SEPA) categorical exemptions under KMC 19.35.060 and WAC 197-11-800. ▪ If SEPA is required, use the most recent SEPA environmental checklist from the Department of Ecology: https://ecology.wa.gov/regulations-permits/sepa/environmental-review.
<input type="checkbox"/>	<p>Copies of applications for other related permits or approvals</p> <ul style="list-style-type: none"> ▪ Submit copies of application materials and plans for permits related to this work. Examples include JARPA, HPA permit, etc.