



PLANNING, COMMUNITY, & ECONOMIC DEVELOPMENT DEPARTMENT

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SHORELINE EXEMPTION

SHORELINE EXEMPTION TYPE PER SMP 2.4 & WAC 173-27-40 :		
Applicant Checklist	Shoreline Exemption Submittal Checklist See the following section for information about each submittal item listed below.	OFFICE USE ONLY
	Master Land Use Permit Application	
	Agent Authorization Form	
	Joint Aquatic Resources Permit Application (JARPA), <i>if applicable</i>	
	Project Narrative	
	Photographs of existing structure(s)	
	Critical Areas Report, <i>if applicable</i>	
	Habitat Assessment, <i>if applicable</i>	
	Site Plan	
	Clearing & Grading Plans, <i>if applicable</i>	
	SEPA Environmental Checklist, <i>if applicable</i>	
Submit Application Please send applications in PDF format to pced@cityofanacortes.org . An email with a link to a file share site is also acceptable. Paper copies may be requested after initial review.		Application Fee See the Land Use Permit Fee Schedule Fees will be invoiced to you after receipt of your application.

SUBMITTAL REQUIREMENT DETAILS

Additional details on certain submittals are provided below to ensure Applicants are fully aware what City staff will be looking for when an application is submitted to the City.

- a. **MASTER PERMIT APPLICATION:** Use this form to indicate all requested land use permits and other key information about your proposed project.
- b. **AGENT AUTHORIZATION FORM:** Use this form to authorize someone other than the property owner to apply for permits.
- c. **JARPA:** If the proposed scope of work is occurring below the Ordinary High Water Mark (OHWM) or if another agency permit is required, a JARPA is needed.
- d. **PROJECT NARRATIVE:** The narrative should include the following, the work proposed; construction /work methods; type of equipment to be used; project time frame; proposed cut & fill volumes; source & composition of cut & fill; proposed clearing; location of sanitary sewer, potable water, stormwater; access; location of critical areas on the subject property or within 300 feet of it. In the narrative also list the underlying shoreline environment/designation and provide details as to how your project achieves consistency with the Shoreline Master Program (SMP), policies, and development regulations (DR).
- e. **PHOTOGRAPHS:** If the shoreline exemption is for normal repair and maintenance, photos of the existing structure(s) are required.
- f. **CRITICAL AREAS REPORT:** In general, Critical Area reports are required when wetlands, streams, habitat conservation areas, geologically hazardous areas, shorelines, or aquifer recharge areas are located on or near a site, as identified in SMP Appendix A
- g. **HABITAT ASSESSMENT:** All new overwater and near shore developments require habitat assessments of site and adjacent beaches to determine that no net loss of ecological function and value would occur; mitigation may be required. Such assessment must be prepared in accordance with SMP Appendix A-5.2.
- h. **SITE PLAN:** This should be drawn to scale and include:
 - Property and project site boundaries
 - Location, identification, dimensions and size of all existing and proposed buildings and other structures, including the setbacks
- i. **CLEARING & GRADING PLANS:** This should include the development proposal, including grading and clearing limits and areas of proposed impacts to critical areas and/or buffers (include square footage estimates). Depending on the scope of the project, stormwater management plans may be required.
- j. **SEPA CHECKLIST:** Unless a project is categorically exempt, an environmental checklist is required to be completed and submitted. Inquire with staff to determine if needed.