

Building & Planning Department

P.O. Box 9, 230 Davidson Avenue
Woodland, WA 98674

www.ci.woodland.wa.us

Building: (360) 225-7299 / Planning: (360) 225-1048 / Fax: (360) 225-7336

SHORELINE SUBSTANTIAL DEVELOPMENT PERMIT EXEMPTION INFORMATION & APPLICATION PACKET

Under the Shoreline Management Act, some developments are exempt from substantial development permit requirements. Exempt activities are not required to obtain a substantial development permit, but must obtain a shoreline exemption letter from the City of Woodland. Other permits may still be required from the City, for example a SEPA checklist.

After the City issues the letter, it will be reviewed by the Department of Ecology and the Washington Attorney General's office. Exempt projects must still comply with all regulations in the Shoreline Master Program and may still need permits from other agencies, including, but not limited to, the Department of Ecology, the Army Corps of Engineers, and the Department of Fish & Wildlife. It is the applicant's responsibility to check with these other agencies and secure any permits as required. All local, state, and federal permits must be obtained before the project can move forward, even if exempt from a substantial development permit. Note that there is a 14 day appeal period for the shoreline exemption letter, so projects shouldn't start before this period has passed.

The following are exempt from a substantial development permit, but require a shoreline exemption letter from the City:

1. Any development of which the total cost or fair market value, whichever is higher, does not exceed six thousand four hundred and sixteen (\$6,416) dollars, if such development does materially interfere with the normal public use of the water or shorelines of the state. The total cost or fair market value of the development shall include the fair market value of any donated, contributed or found labor, equipment or materials).
2. Normal maintenance or repair of existing structures or developments, including damage by accident, fire, or elements. "Normal maintenance" includes those usual acts to prevent a decline, lapse, or cessation from a lawfully established condition. "Normal repair" means to restore a development to a state comparable to its original condition, including but not limited to its size, shape, configuration, location and external appearance, within a reasonable period after decay or partial destruction, except where repair causes substantial adverse effects to shoreline resource or environment.
3. Construction of the normal protective bulkhead common to single-family residences. A "normal protective" bulkhead includes those structural and nonstructural developments installed at or near, and parallel to, the ordinary high water mark for the sole purpose of protecting an existing single-family residence and appurtenant structures from loss or damage by erosion. A normal protective bulkhead is not exempt if constructed for the purpose of creating dry land.

4. Emergency construction necessary to protect property from damage by the elements. An "emergency" is an unanticipated and imminent threat to public health, safety, or the environment which requires immediate action within a time too short to allow full compliance with this chapter. Emergency construction does not include development of new permanent protective structures where none previously existed.
5. Construction and practices normal or necessary for farming, irrigation, and ranching activities, including agricultural structure, and the construction and maintenance of irrigation channels. Provided that a feedlot of any size, all processing plants, other activities of a commercial nature, alteration of the contour of the shorelands by leveling or filling other than that which results from normal cultivation, shall be considered normal or necessary farming or ranching activities.
6. Construction or modification of navigational aids such as channel markers and anchor buoys.
7. Construction on shorelands by an owner, lessee, or contract purchaser of a single-family residence for their own use or for the use of their family. Said residence does not exceed a height of thirty-five feet above average grade level and which meets all requirements of the state agency or local government having jurisdiction thereof. "Single-family residence" means a detached dwelling designed for an occupied by one family including those structures and developments within a contiguous ownership which are a normal appurtenance. An "appurtenance" is necessarily connected to the use and enjoyment of a single-family residence and is located landward of the ordinary high water mark and the perimeter of a wetland.
8. Construction of a dock, including a community dock, designed for pleasure craft only, for the private noncommercial use of the owner, lessee, or contract purchaser of single-family and multi-family residences, not exceeding a fair market value of ten thousand dollars (\$10,000).

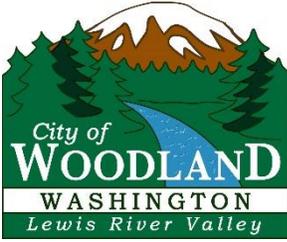
The following checklist identifies information to be included with the application for an Administrative Conditional Use. All of the following information must be submitted and the application fees must be paid in order for the application to be considered complete.

Applicant	City Staff	
<input type="checkbox"/>	<input type="checkbox"/>	Application Fees - See the fee schedule. Checks shall be made payable to the "City of Woodland." Additional applicable fees will be charged if other applications are attached including SEPA Review, Critical Area Permit, or variances.
<input type="checkbox"/>	<input type="checkbox"/>	Land Use Application Form - Shall be completed and signed by the applicant and property owner(s).
<input type="checkbox"/>	<input type="checkbox"/>	Ownership Certification
<input type="checkbox"/>	<input type="checkbox"/>	Completed Critical Areas Checklist - If critical areas are present on the site or within 200 feet, a Critical Area Report shall be submitted unless exempt pursuant to WMC 15.08. Submit with the applicable fee.
<input type="checkbox"/>	<input type="checkbox"/>	Agreement to Reimburse for Professional Consultant Services

Applicant	City Staff	
<input type="checkbox"/>	<input type="checkbox"/>	Legal Description – Supplied by a title company or surveyor licensed by the State of Washington.
<input type="checkbox"/>	<input type="checkbox"/>	Completed SEPA Checklist, if applicable – shall be completed and signed. Submit with the applicable fee.
<input type="checkbox"/>	<input type="checkbox"/>	<p>Narrative - A written narrative shall be submitted addressing the following:</p> <ul style="list-style-type: none"> A. Applicable exemption criteria as outlined in WAC 173-27-040(2). B. A general description of the proposed project that includes the proposed use or uses and the activities necessary to accomplish the project. C. A general description of the property as it now exists including its physical characteristics, improvements, and structures. D. A general description of the vicinity of the proposed project including identification of the adjacent uses, structures, and improvements, intensity of development, and physical characteristics.
<input type="checkbox"/>	<input type="checkbox"/>	<p>Site Plan – i) Five (5) full size copies (24" x 36") drawn to scale (not less than 1"= 20' and not more than 1"=50') and ii) One (1) reduced copy (11" x 17" or 8.5" x 11") showing at a minimum the following:</p>
<input type="checkbox"/>	<input type="checkbox"/>	1. Project name, date, scale, and north arrow.
<input type="checkbox"/>	<input type="checkbox"/>	2. Applicant's name, address, phone and fax numbers, and email address.
<input type="checkbox"/>	<input type="checkbox"/>	3. Property owner's name, address, phone and fax numbers, and email address.
<input type="checkbox"/>	<input type="checkbox"/>	4. Contact person's name, address, phone and fax numbers, and email address.
<input type="checkbox"/>	<input type="checkbox"/>	5. Legal description including Section, Township, Range, and Donation Land Claim.
<input type="checkbox"/>	<input type="checkbox"/>	6. Vicinity map.
<input type="checkbox"/>	<input type="checkbox"/>	7. Location of the City Limit or Urban Growth Boundary (UGB), if applicable.
<input type="checkbox"/>	<input type="checkbox"/>	8. Parcel numbers of all existing parcels.
<input type="checkbox"/>	<input type="checkbox"/>	9. Name of the shoreline or water body.

Applicant	City Staff	
<input type="checkbox"/>	<input type="checkbox"/>	10. Location and description of the environmental features including critical areas.
<input type="checkbox"/>	<input type="checkbox"/>	11. The existing and proposed contours with intervals of five (5) feet or less if the site has steep slope(s) greater than 10%.
<input type="checkbox"/>	<input type="checkbox"/>	12. The Base Flood Elevation (BFE) benchmarks surveyed by a professional surveyor or engineer if the subject property is located in the 100-year floodplain.
<input type="checkbox"/>	<input type="checkbox"/>	13. The ordinary high water mark boundaries surveyed by a professional surveyor or engineer.
<input type="checkbox"/>	<input type="checkbox"/>	14. Indicate the character of vegetation found on site.
<input type="checkbox"/>	<input type="checkbox"/>	15. Square footage of the subject property.
<input type="checkbox"/>	<input type="checkbox"/>	16. Location and length of property lines.
<input type="checkbox"/>	<input type="checkbox"/>	17. Location and size of the existing and proposed structures on site.
<input type="checkbox"/>	<input type="checkbox"/>	18. Identify use(s) of all existing and proposed structures.
<input type="checkbox"/>	<input type="checkbox"/>	19. Setbacks to all existing and proposed structures from the property lines.
<input type="checkbox"/>	<input type="checkbox"/>	20. Location of existing and proposed streets, curbs, gutters, sidewalks, driveways, drive aisles, off-street parking, on-site traffic arrows, railroads, alleys, loading areas, bicycle parking, and pedestrian and bicycle pathways, if applicable.
<input type="checkbox"/>	<input type="checkbox"/>	21. Widths of existing and proposed streets.
<input type="checkbox"/>	<input type="checkbox"/>	22. Area(s) proposed to be dedicated, if applicable.
<input type="checkbox"/>	<input type="checkbox"/>	23. Existing and proposed parking lots and parking calculations.
<input type="checkbox"/>	<input type="checkbox"/>	24. Outside storage area, if any.
<input type="checkbox"/>	<input type="checkbox"/>	25. Location of existing and proposed private and public easements.
<input type="checkbox"/>	<input type="checkbox"/>	26. Location and dimensions of all existing and proposed above ground and below ground utilities.
<input type="checkbox"/>	<input type="checkbox"/>	27. Location, dimensions, and screening of proposed outdoor ground level mechanical equipment, garbage receptacles, and recycling containers.
<input type="checkbox"/>	<input type="checkbox"/>	28. Location and dimensions of existing and proposed recreational areas and open spaces, if applicable.

Applicant	City Staff	
<input type="checkbox"/>	<input type="checkbox"/>	29. Location and dimension of all existing and proposed fences, if applicable.
<input type="checkbox"/>	<input type="checkbox"/>	30. Location and dimension of all existing and proposed signs, if applicable.
<input type="checkbox"/>	<input type="checkbox"/>	31. Proposed lighting plan, if applicable.
<input type="checkbox"/>	<input type="checkbox"/>	32. Proposed landscaping plan stamped by a licensed landscape architect or certified landscaping professional, if applicable.
<input type="checkbox"/>	<input type="checkbox"/>	33. Building elevation plans on all sides for all proposed buildings and structures, if applicable.
<input type="checkbox"/>	<input type="checkbox"/>	34. Floor plans for all proposed structures, if applicable.
<input type="checkbox"/>	<input type="checkbox"/>	35. Any additional information determined to be necessary to demonstrate compliance with any other portions of the Woodland Municipal Code (WMC).



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LAND USE APPLICATION

LU # _____

Applicant:

Mailing Address:

Phone:

Cell Phone:

Fax #:

Email:

Property Owner:

Mailing Address:

Phone:

Cell Phone:

Fax #:

Email:

Site Address:

Parcel #

Comprehensive Plan Designation:

Zoning Designation:

Flood Zone Designation:

FIRM Map Panel #

Map Date:

Road Access:

Brief Project Description:

Property Owner Signature

Date

Applicant Signature

Date

Fees listed (shown on reverse) are minimums based on land use application type and do not include cost recovery for outside review and Hearing Examiner fees, which are to be paid by the applicant. **Fees are set by resolution of the City Council and are non-refundable.** By signing this application and the additional Agreement to Reimburse for Consulting Services form, you agree to pay all fees for outside review and any applicable Hearing Examiner fees.

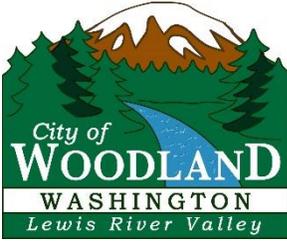
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BARS	Application	Base Fee	Total
<input type="checkbox"/> 81-00	Boundary Line Adjustment	\$400 + \$75 per lot	
<input type="checkbox"/> 81-00	Short Plat	\$800 + \$75 per lot	
<input type="checkbox"/> 81-00	Preliminary Plat	\$3,500 + \$75 per lot	
<input type="checkbox"/> 81-00	PURD	\$3,000	
<input type="checkbox"/> 81-00	Binding Site Plan	\$2,000 + \$150 per acre	
<input type="checkbox"/> 81-00	Final Plat	\$1,500 + \$75 per lot	
<input type="checkbox"/> 81-00	Plat Vacation	\$250 (+HE)	
<input type="checkbox"/> 81-00	Plat Extension	\$300	
<input type="checkbox"/> 81-00	Administrative Conditional Use	\$700	
<input type="checkbox"/> 81-00	Conditional Use	\$2,500 (+HE)	
<input type="checkbox"/> 81-00	Administrative Temporary Use	\$100	
<input type="checkbox"/> 81-00	Similar Use Determination	\$500	
<input type="checkbox"/> 81-00	Minor Variance	\$400	
<input type="checkbox"/> 81-00	Major Variance	\$1,500 (+HE)	
<input type="checkbox"/> 81-00	Comp Plan Map/Text Amendment	\$2,000	
<input type="checkbox"/> 81-00	Zoning Map/Text Amendment	\$2,500	
<input type="checkbox"/> 81-00	Annexation (Notice of Intent)	\$250	
<input type="checkbox"/> 81-00	Annexation (Petition)	\$1,200 / \$1,500	
<input type="checkbox"/> 81-00	Appeal	\$700 (+HE)	
<input type="checkbox"/> 83-00	Site Plan Review	\$110 per 1,000 sq. ft. up to 25,000 sq. ft. Plus \$25 per 1,000 sq. ft. above 25,000. (min. \$400)	
<input type="checkbox"/> 89-00	Shoreline Substantial Development	\$800 (+HE)	
<input type="checkbox"/> 89-00	Shoreline Cond. Use or Variance	\$600 (+HE)	
<input type="checkbox"/> 89-00	Shoreline Substantial Development w/ Cond. Use or Variance	\$900 (+HE)	
<input type="checkbox"/> 89-00	Shoreline Exemption	\$100	
<input type="checkbox"/> 89-00	SEPA	\$650	
<input type="checkbox"/> 89-00	Critical Areas	\$600	
<input type="checkbox"/> 89-00	Other:		
<input type="checkbox"/> 89-00	Report or Data Preparation		
TOTAL:			

*This is not an all-inclusive list. Please refer to the current fee schedule for full list.

DO NOT WRITE BELOW THIS SPACE – FOR OFFICE USE ONLY

LAND USE #	PERMIT TYPE	DATE
RECEIPT NUMBER	AMOUNT	RECEIVED BY



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OWNERSHIP CERTIFICATION

I, _____, hereby certify that I am the property owner or representative of the corporation owning the property described in the attached application and I have familiarized myself with the rules and regulations of the City of Woodland with respect to filing this application for _____ and that the statements, answers, and information submitted are in all respects true and correct to the best of my knowledge.

Street Address: _____

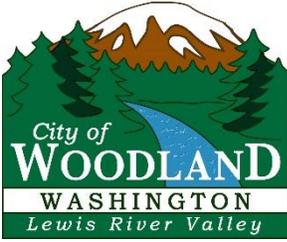
City, State, Zip: _____

Email: _____

Phone: _____

Signature: _____ Date: _____

For: (Corporation or company name, if applicable) _____



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CRITICAL AREAS IDENTIFICATION CHECKLIST

Applicant: _____

Site Address: _____

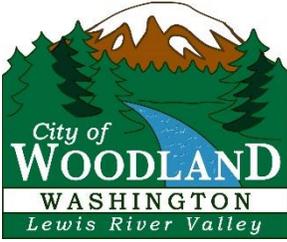
Land Use Application Number: _____

Please answer the following questions concerning Critical Areas indicators located on or within 200 feet of the subject site:

1. Are you aware of any environmental documentation that has been prepared related to critical areas that includes the subject site? If yes, please attach a list of document titles.
2. Are there any surface waters (including year-round and seasonal streams, lakes, ponds, bogs, swamps)?
3. Have any wetlands been identified? Any vegetation that is associated with wetlands?
4. Are there areas where the ground is consistently inundated or saturated with water?
5. Is the project located within a Flood Hazard Zone?
6. Are there are state or federally listed sensitive, endangered, or threatened species or habitats?
7. Are there slopes of 15% or greater?
8. Are there any landslide hazard areas?

I grant permission to the field inspector to enter the building site to determine the presence or absence of critical areas. I understand that if the information on this form is later determined to be incorrect, the project or activity may be subject to conditions or denial as necessary to meet the requirements of WMC 15.08.

Signature: _____ Date: _____



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AGREEMENT TO REIMBURSE PROFESSIONAL CONSULTING SERVICES EXPENSES RELATED TO LAND USE APPLICATION

The applicant recognizes that the City of Woodland is obligated by state law and the Woodland Municipal Code to provide a complete review of land use applications, including all technical support documents, in order to ensure compliance with all applicable approval standards and that some of those support documents exceed the professional certifications and capabilities of city staff. In these instances, the city must contract with outside qualified professionals in order to perform plan review responsibly.

City Ordinance #1157 (WMC 19.02.110) authorizes recovering the cost of professional consulting services related to all land use applications by outside professionals. The applicant is therefore responsible for reimbursing to the city those fees and related expenses in addition to the normal permit and plan review fees.

The applicant hereby agrees and commits to reimburse to the City of Woodland the actual cost of professional consulting services for reviewing all development projects by outside professionals.

This Agreement to Reimburse the Professional Consulting Services Expenses Related to Reviewing the Land Use Application ("Agreement") is entered into this _____ date of _____ by and between _____ ("Applicant") and the City of Woodland, WA ("City") as indicated by the below signed authorized representative of the parties.

Applicant is the applicant for _____, which has been assigned City Planning / Land Use Application No. _____.

The applicant acknowledges that the applicant is liable for such costs, and these costs are due and payable to the City at the time of final plan approval. The applicant further acknowledges that the City is authorized to require the applicant to deposit an amount which the City estimated at discretion of the Public Works Director.

IT IS SO AGREED:

Name: _____ Date: _____

Title: _____

Mailing Address: _____

Signature: _____