



Community Development Department
Building | Planning | Code Enforcement
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Shoreline Conditional Use Checklist

The following is a list of what information is required to apply for a Shoreline Conditional Use Permit:

- Site plan including the following:
 - Drawn to a standard engineering scale
 - Parcel/property boundaries, lot dimensions, and area of lot
 - Name of public and/or private road(s) bordering the property
 - Location of ordinary high water mark (OHWM)
 - Shoreline buffer
 - Shoreline setback
 - The end of the shoreline jurisdiction (200 feet from the OHWM or 200 feet from the end of the Flood Way)
 - Existing and proposed land contours
 - Location and square footage of all existing and proposed structures (including but not limited to; buildings, paved or graveled areas, roads, utilities, septic tanks, drainfields, material stockpiles or surcharge, and stormwater management facilities)
 - Distance from any proposed structures to the OHWM
 - Locations of any critical areas and their buffers and/or setbacks
- A vicinity map showing the relationship of the property and proposed development or use to roads, utilities, existing developments and uses on adjacent properties
- Elevation drawings
- A depiction of the impacts to views from existing residential uses and public areas, if applicable
- For shoreline armoring projects, a cross-section drawing is required
- A geotechnical report is required for new shoreline stabilization projects
- Critical areas report if the project is within a shoreline/critical area buffer
- Shoreline buffer enhancement plan, if applicable
- A delineation of all wetland areas that will be altered or used as a part of the development
- A SEPA Checklist is required for projects not exempt from the State Environmental Policy Act. Refer to [WAC 197-11-800](#) to see if your project is exempt from SEPA.
- A narrative addressing the following criteria from WAC-173-160:
 - Uses which are classified or set forth in the applicable master program as conditional uses may be authorized provided that the applicant demonstrates all of the following:

- That the proposed use is consistent with the policies of RCW 90.58.020 and the master program
- That the proposed use will not interfere with the normal public use of public shorelines
- That the proposed use of the site and design of the project is compatible with other authorized uses within the area and with uses planned for the area under the comprehensive plan and shoreline master program
- That the proposed use will cause no significant adverse effects to the shoreline environment in which it is to be located
- That the public interest suffers no substantial detrimental effect
- In the granting of all conditional use permits, consideration shall be given to the cumulative impact of additional requests for like actions in the area. For example, if conditional use permits were granted for other developments in the area where similar circumstances exist, the total of the conditional uses shall also remain consistent with the policies of RCW 90.58.020 and shall not produce substantial adverse effects to the shoreline environment.