



Community Development Department
Building | Planning | Code Enforcement
P.O. Box 9, 230 Davidson Avenue
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Shoreline Letter of Exemption / Shoreline Substantial Development Permit

Shoreline projects that are permitted uses require either a Shoreline Substantial Development Permit (SSDP) or a Shoreline Letter of Exemption (SLE). For a list of activities that are exempt from an SSDP, refer to [WAC 173-27-040](#). The review process is different for an SLE and an SSDP, but the information required from the applicant at the time of submittal is the same. The following is a list of what information is required to apply for either an SLE or an SSDP:

- 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 floodway)
 - 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
 - Location and amount for all existing and proposed impervious surfaces within the shoreline jurisdiction
- 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 buffer
- Shoreline buffer enhancement, if applicable
- A SEPA Checklist is required for projects that are not exempt from the State Environmental Policy Act. Refer to [WAC 197-11-800](#) to see if your project is exempt from SEPA.