



Community Development Department
Building | Planning | Code Enforcement
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Shoreline Variance Checklist

This shoreline review applies to projects that vary from dimensional standards of the Shoreline Master Program. The following is a list of what information is required to apply for a Shoreline Variance:

- 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 the end of the
 - Location and square footage of all existing and proposed structures (including but not limited to; buildings, rooflines, 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
- Clearly indicate where development could occur without approval of a variance, the physical features and circumstances on the property that provide a basis for the request, and the location of adjacent structures and uses
- A narrative addressing the criteria of WAC 173-27-170:
 - Variance permits should be granted in circumstances where denial of the permit would result in a thwarting of the policy enumerated in RCW 90.58.020. In all instances the applicant must demonstrate that extraordinary circumstances shall be shown and the public interest shall suffer no substantial detrimental effect.
 - Variance permits for development and/or uses that will be located landward of the ordinary high water mark (OHWM), as defined in RCW 90.58.030 (2)(c), and/or landward of any wetland as defined in RCW 90.58.030 (2)(h), may be authorized provided the applicant can demonstrate all of the following:
 - That the strict application of the bulk, dimensional or performance standards set forth in the applicable master program precludes, or significantly interferes with, reasonable use of the property;
 - That the hardship described in (a) of this subsection is specifically related to the property, and is the result of unique conditions such as irregular lot shape, size, or natural features and the application of the master

program, and not, for example, from deed restrictions or the applicant's own actions;

- That the 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 and will not cause adverse impacts to the shoreline environment;
 - That the variance will not constitute a grant of special privilege not enjoyed by the other properties in the area;
 - That the variance requested is the minimum necessary to afford relief; and
 - That the public interest will suffer no substantial detrimental effect.
 - In the granting of all variance permits, consideration shall be given to the cumulative impact of additional requests for like actions in the area. For example if variances were granted to other developments and/or uses in the area where similar circumstances exist the total of the variances shall also remain consistent with the policies of RCW 90.58.020 and shall not cause substantial adverse effects to the shoreline environment.
- For projects that are proposed waterward of the OHWM, or within a wetland, a narrative addressing the following:
 - That the strict application of the bulk, dimensional or performance standards set forth in the applicable master program precludes all reasonable use of the property; and
 - That the public rights of navigation and use of the shorelines will not be adversely affected.
 - 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 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.