

SHORELINE SUBSTANTIAL DEVELOPMENT PERMIT EXEMPTION APPLICATION

Property Address or general location (cross-streets): _____	Office Use Only Permit # _____ Associated Permits: _____ _____ _____
Legal Description: Tax #: _____ Addition: _____, Block(s): _____, Lot(s): _____	_____ _____ _____
Describe existing conditions of the site (e.g. existing use, existing structures, natural environment) _____ _____ _____	
Please describe the proposed development including construction methods, final design, total area of the site, extent of land area that would be affected, any off-site improvements (Attach additional pages if necessary): Proposed Use: _____ Fair Market Value of labor and materials: \$ _____ Completion Date: _____	
Property Owner: Name: _____ Address: _____ City/St/Zip: _____ Phone: _____	Contact/Representative (if different): Name: _____ Address: _____ City/St/Zip: _____ Phone: _____
Adjacent Waterbody: ☐ Port Townsend Bay ☐ Admiralty Inlet ☐ Strait of Juan de Fuca ☐ Kah Tai Lagoon ☐ Chinese Gardens Lagoon	
Is a permit required from the Army Corps of Engineers? ☐ No ☐ Yes If yes, number: _____	
Are there any steep slopes (greater than 15%) on or near the property? ☐ No ☐ Yes Are there any mapped or known critical areas on site or within 300 feet? ☐ No ☐ Yes If yes, what type? ☐ Wetland ☐ Geologically Hazardous Slope ☐ Fish & Wildlife Habitat ☐ Critical Drainage Corridor ☐ Frequently Flooded Area (FEMA zone A or V)	
List any environmental information you know about that has been prepared, or will be prepared directly related to this proposal: _____ _____ _____	

I verify the property affected by this application is the exclusive ownership of the applicant(s), or that I have submitted the application with the written consent of all owners of the affected property.

Print Name: _____

Signature: _____

Date: _____

I request consolidated review: Elected consolidated review increases staff efficiency in permitting, and is intended to shorten permit timelines due to consolidated instead of consecutive review. Failure to check box may result in delayed review start for permits.

CHECKLIST

- ☐ Completed Application
- ☐ Photocopy of property deed
- ☐ Application fee: Type I-A, 3hrs staff time + admin fees (fee reduced by half, \$157.50 if critical area review fee also applies)
- ☐ Site plan - no larger than 8 ½ x 11 inches, to scale, and suitable for copying. It shall illustrate and identify the following features: *(For projects involving Critical Areas see Supplemental Checklist for additional submittal requirements)*
 - North arrow and scale
 - Development area (property boundary lines, section lines, etc.)
 - Property improvements (existing and proposed structures, utilities, development, etc.)
 - Property features (existing and proposed changes to topography, ground relief, vegetation, etc.)
 - Water bodies and wetlands
 - Ordinary high or mean higher high-water line

Supplemental Checklist: Required for Projects Requiring Critical Areas Review

- ☐ Supplemental base fee
 - Type I, 5hrs staff time + admin fees (for projects avoiding impacts)
 - Type II, 10hrs staff time, + noticing + admin fees (for projects requiring a mitigation plan)
 - Reasonable uses exceptions (19.05.050(D)) will require a shoreline variance.
- ☐ SEPA checklist (unless waived by the Director)

(On all maps/plans include North Arrow)

- ☐ A vicinity map of the area as shown by the Jefferson County Assessor's Office
- ☐ **The site inventory and survey** (PTMC 20.01.100, 19.05.040) showing the dimensions and shape of existing natural and built features. The site survey is to be used as a base for the site construction plan. Adjacent properties should be shown to the extent necessary to provide context. The survey requirement *may be waived* or modified by the director due to a determination that site factors do not require the specificity of a survey. Natural and built features include:
 - ☐ Existing lots, points of access, *(include lot dimensions, adjacent streets, alleys, driveways, trails indicate whether developed/undeveloped)*
 - ☐ All easements, deeds, restrictions or other encumbrances restricting the use of the property, if applicable
 - ☐ Five-foot contours. *If property contains slopes, indicate the following slope categories: 0-15% 15-40%; 40% or greater.*
 - ☐ Built features – *Existing structures/improvements including utilities, parking areas, landscaped areas, adjacent land uses, etc., and indicate their setbacks from the property lines and critical areas*
 - ☐ Natural features - *Significant natural features such as floodplains, wetlands, steep slopes, type and extent of vegetation (e.g., forested, lawn, landscaped), trees with a six-inch diameter at breast height, etc.,*
 - ☐ Delineating critical areas and their required buffer area *(In the case of wetlands, this will require a delineation by a qualified consultant prior to the site survey);*

- ☐ **Site construction plan** - (Using the site inventory and survey as a base) Unless the director waives one or more of the following information requirements, a site construction plan shall include:
- i. On four lots or less, a plan description and maps at a scale no smaller than one-inch equals 20 feet. On more than four lots, plan description and maps shall be no smaller than one-inch equals 50 feet. In each case the plan description maps shall show the entire parcel of land owned by the applicant and the certified survey boundary of the critical area on the parcel.
 - ii. A site plan for the proposed development showing the location, width, depth and length of all existing and proposed disturbed areas, structures, roads, stormwater treatment and installations for the whole site, including those proposed to be located within the critical area and its buffer; utility locations and clearing and trenching locations should be identified along with the location of any existing utilities to be connected to the site; *(Show and calculate the **total** amount of impervious surfaces existing and proposed (i.e. building roof areas, driveways) in square feet and current and proposed method of stormwater management (i.e. downspouts, drywells, etc.) Please refer to PTMC 19.05.060 D(4). Note: Areas waterward of the ordinary high-water mark, confirmed landslide areas, and wetlands shall not be included to calculate land area.*
 - iii. The exact location and specifications for all development activities including delineation of all disturbed areas, the amounts of filling and grading and methods of construction;
 - iv. Top view and typical cross-section views of the critical area and its buffer to the same scale as required above;
 - v. Specific means proposed to mitigate any potential adverse environmental impact.
- ☐ **Critical area special report** (PTMC 19.05.040F(1)e) prepared by a *qualified critical area consultant* (PTMC 19.05.020).
- ☐ **Mitigation & Monitoring Plans** (if applicable) PTMC 19.05.060B(4) and D(6) for contents
- ☐ **Storm water & Erosion Control Plan** (PTMC 19.05.060D(5)) See: PTMC 13.32.030 Drainage Plan Contents. Must comply with City Engineering Design Standards. For Geologically Hazardous areas see PTMC 19.05.100 E (2)(b).

¹ A minimum base fee is due at the time of application. If time to review the application exceeds base hours, the City will notify the applicant and begin billing at current hourly rate

