

# Shoreline Permit Submittal Requirements



- ☐ A pre-application meeting is required. Date meeting was held \_\_\_\_\_
- ☐ Land Use Application form, signed by property owner
- ☐ Shoreline application form
- ☐ A general description of the project, including the proposed use(s) and the activities necessary to accomplish the project (on the shoreline application form)
- ☐ A general description of the property as it now exists including its physical characteristics, improvements, and structures (on the shoreline application form)
- ☐ A general description of the vicinity including adjacent uses, structures, and improvements; intensity of development; and physical characteristics (on the shoreline application form)
- ☐ Site plan to standard scale, including:
  - ☐ Property boundary
  - ☐ Ordinary high water mark. If the OHWM is not adjacent to the property, indicate the distance and direction to the nearest OHWM.
  - ☐ Wetland boundary (if applicable)
  - ☐ Existing and proposed land contours, 5' intervals in water and 10' on land (sufficient to determine the existing character of the property and extent of proposed changes necessary for the development)
  - ☐ Dimensions and locations of all existing and proposed structures and improvements including but not limited to buildings, paved or graveled areas, roads, utilities, septic tanks and drain fields, material stockpiles or surcharge, stormwater management facilities.
- ☐ Delineation of all wetland areas per MLMC 19.06
- ☐ A general indication of the character of vegetation found on the site
- ☐ Landscape plan (if applicable)
- ☐ Plans for development of areas on or off the site as mitigation for impacts of the proposed project (if applicable)
- ☐ Quantity, source, and composition of any fill material, whether temporary or permanent
- ☐ Quantity, composition, and destination of any excavated or dredged material

- Vicinity map showing the relationship of the property and proposed development to roads, utilities, existing developments, and uses on adjacent properties.
- A depiction of impacts to views from existing residential and public areas (if applicable)
- SEPA Checklist & fee (\$250) (For exemptions, checklist is required but no fee)
- Fee (currently \$300) (If it is likely the project will be a shoreline exemption, pay only \$100 and pay the other \$200 later if determined to not be exempt)
- Pictures or drawings necessary to describe proposed project
- Traffic memo if more than 100 trips per day or more than 10 peak hour trips

Other items to note:

1. The use must be allowed by zoning or the shoreline permit will not be accepted for review.
2. A shoreline permit may trigger the requirement to plat and/or bring the abutting streets and utilities up to Community Standards.
3. Any known or possible wetland and/or habitat issues on or within 300' of the site may require additional reports to be submitted.
4. The Shoreline Management Act limits building height to 35'.
5. The project must be consistent with the Shoreline Management Act, the implementing State rules (WACs), and the City of Moses Lake Shoreline Master Program.