



PERMITTING & DEVELOPMENT  
**PLANNING  
DIVISION**  
121 5th Avenue N  
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# INFORMATION FOR

## Shoreline Permits ECDC Title 24

Form #P72

**A Shoreline Substantial Development Permit is required for any type of improvement on property within 200 feet of the ordinary high water mark of Puget Sound or Lake Ballinger which exceeds \$7,047 in fair market value for labor and materials (\$10,000 for private residential docks in freshwater), or materially interferes with public access to publicly owned shorelines. Single-family dwellings are exempt from this requirement unless they are speculative in nature.**

Shoreline permits are Type III-A permits subject to review by the Hearing Examiner and the State of Washington Department of Ecology. The review process for a shoreline permit can take six months or more from the date of a complete application until final approval by the State.

Shoreline Exemptions. Developments exempt from Shoreline permitting requirements are described in Chapter 173-27 WAC. A formal letter of exemption is required whenever a development is determined by the City of Edmonds to be exempt from the substantial development permit requirements and the development is subject to one or more of the following federal permit requirements:

(a) A U.S. Army Corps of Engineers section 10 permit under the Rivers and Harbors Act of 1899; (The provisions of section 10 of the Rivers and Harbors Act generally apply to any project occurring on or over navigable waters. Specific applicability information should be obtained from the Corps of Engineers.)

(b) Or, a section 404 permit under the Federal Water Pollution Control Act of 1972. (The provisions of section 404 of the Federal Water Pollution Control Act generally apply to any project which may involve discharge of dredge or fill material to any water or wetland area. Specific applicability information should be obtained from the Corps of Engineers.)

### CRITERIA

Shoreline permit applications are subject to review under the criteria contained in the City of Edmonds Shoreline Master Program. **Applicants should review the City's Shoreline Master Program before submitting an application to familiarize themselves with the use restrictions and criteria, as well as to determine whether the proposal is a conditional use or requires a variance from the Shoreline Master Program requirements.**

### APPLICATION

Shoreline permit applications are submitted through the MyBuildingPermit portal and include the following:

- Application Fee and Hearing Examiner Deposit. See Fee Sheet or contact a Planner for details.
- A cover letter describing how the proposal satisfies the requirements of the Shoreline Master Program in Title 24 ECDC.
- Location of the property. This must, at a minimum, include the property address and identification of the section, township and range to the nearest quarter, quarter section or latitude and longitude to the nearest minute. All applications for projects located in open water areas away from land must provide a longitude and latitude location.
- Identification of the name of the shoreline (water body) that the site of the proposal is associated with.

- If applicable, Environmental Checklist and associated SEPA review fee (see Fee Sheet). Refer to Handout #P71 for additional information. Please verify with the Planning Division whether or not SEPA review will be required for your specific proposal.
- A general description of the property as it now exists including its physical characteristics and improvements and structures.
- A general description of the vicinity of the proposed project including identification of the adjacent uses, structures and improvements, intensity of development and physical characteristics.
- A site development plan consisting of maps and elevation drawings, drawn to an appropriate scale to depict clearly all required information, photographs and text which must include:
  - a. The boundary of the parcel(s) of land upon which the development is proposed.
  - b. The ordinary high water mark of all water bodies located adjacent to or within the boundary of the project. This may be an approximate location provided, that for any development where a determination of consistency with the applicable regulations requires a precise location of the ordinary high water mark the mark must be located precisely and the biological and hydrological basis for the location as indicated on the plans must be included in the development plan. Where the ordinary high water mark is neither adjacent to or within the boundary of the project, the plan must indicate the distance and direction to the nearest ordinary high water mark of a shoreline.
  - c. Existing and proposed land contours. The contours must be at intervals sufficient to accurately determine the existing character of the property and the extent of proposed change to the land that is necessary for the development. Areas within the boundary that will not be altered by the development may be indicated as such and contours approximated for that area.
  - d. A delineation of all wetland areas that will be altered or used as a part of the development.
  - e. A general indication of the character of vegetation found on the site.
  - f. The 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 drainfields, material stockpiles or surcharge, and stormwater management facilities.
  - g. Where applicable, a landscaping plan for the project.
  - h. Where applicable, plans for development of areas on or off the site as mitigation for impacts associated with the proposed project must be included and contain information consistent with the requirements of this section.
  - i. Quantity, source and composition of any fill material that is placed on the site whether temporary or permanent.
  - j. Quantity, composition and destination of any excavated or dredged material.
  - k. A vicinity map showing the relationship of the property and proposed development or use to roads, utilities, existing developments and uses on adjacent properties.
  - l. Where applicable, a depiction of the impacts to views from existing residential uses and public areas.
  - m. On all variance applications, the plans must 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.

### HEARING EXAMINER REVIEW

A hearing date will be determined once the application is complete and all other relevant information has been provided.

Hearing Examiner meetings are typically held at 3:00 p.m. on the second and fourth Thursdays of each month in the Council Chambers, Public Safety Complex, 250 5<sup>th</sup> Ave. N., Edmonds, unless otherwise noted, and are open to the public. You or your representative must appear at the hearing so the Hearing Examiner can ask questions concerning your application.

The Hearing Examiner issues his/her decision ten working days following the conclusion of the hearing. Any person aggrieved by the granting, denying, or rescinding of a shoreline permit may seek review from the Washington State Shorelines Hearings Board pursuant to RCW 98.58.180.

### FILING WITH THE STATE

Within eight days of the final City action on a shoreline permit, the Director will file with the Department of Ecology and the Attorney General copies of the following:

- Decision. The final decision of the City on the permit, and the permit if it was approved.
- Application. The application form, site plan and vicinity map.
- Environmental Data. If SEPA review was required, the environmental checklist, threshold determination, and the declaration of non-significance or the environmental impact statement. In lieu of this material, a summarization of the actions and dates of actions on environmental data may be filed.
- Notice. The affidavits of notice.

### EFFECTIVE DATE

No construction authorized by an approved shoreline permit may begin until 30 days after the Department of Ecology and Attorney General have completed their review of the documents specified in (C) above.

**Note: This information should not be used as a substitute for City codes and regulations. The Edmonds Community Development Code (ECDC) may be viewed at [www.edmondswa.gov](http://www.edmondswa.gov). The applicant is responsible for ensuring compliance with the fees and regulations that are applicable at the time of submittal. If you have a specific question about a certain aspect of your project, please contact the Planning Division at 121 Fifth Avenue North, (425) 771-0220. Please note that other local, state, and/or federal permits or approvals may be required.**

