



CITY OF PORT ORCHARD

Permit Center

Office located at 720 Prospect Street
Mailing address: 216 Prospect Street
Port Orchard, WA 98366
(360) 874-5533 • permitcenter@cityofportorchard.us

SHORELINE EXEMPTION REQUEST

FEES	Exemption fee:	\$150
	Technology fee:	\$10
	Total Due with Submittal:	\$160

STAFF USE ONLY	
Received by:	_____
Receipt #:	_____
File #:	_____

INCOMPLETE APPLICATION WILL NOT BE ACCEPTED

SUBMITTAL REQUIREMENTS

This application shall include the following, unless specifically waived by DCD:
(Check the box for each item included with this application)

- THE MASTER PERMIT APPLICATION FORM** with **original** signature(s).
One Master covers all applications that are included with this submittal. No additional copies are required.
- THREE copies** of completed Shoreline Exemption Request form: This includes the **original plus two copies**.
- THREE total, one with original signature and two copies:** A letter addressed to the Community Development Director requesting the exemption and explaining how the proposal meets exemption criteria:
In accordance with WAC 173-27-040, the Applicant holds the burden of proof that a project is exempt from the substantial development permit process. Exemption criteria can be found in WAC 173-27-040 or in Port Orchard Municipal Code (POMC) 20.164, SMP section 8.3(a-o). Please cite the exemption criteria being applied and demonstrate how the project qualifies for that exemption. Depending on the criteria cited, this could include repair, replacement, and maintenance activities, or providing the fair market value of the project which does not exceed the threshold established by Department of Ecology.
- THREE copies:** Project narrative: a complete and detailed description of the proposal.
- THREE copies:** Complete legal description of the property, including tax parcel number(s).
- THREE copies:** Site plan and drawings showing parcel boundaries and proposed work, with distance shown from the project location to the ordinary high water mark.
- ONE Electronic copy** of all submitted documents, in high resolution Adobe PDF format.
Other documentation may be required in addition to what is listed above

General location of property or address: _____

Location: Section(s) _____ Township _____ Range _____

Construction value of proposed project: \$ _____

Proposed Use: _____

Comprehensive Plan Designation: _____

What is the property's Shoreline Designation? (POMC 20.164: Shoreline Master Program Ch. 4.1 & Appendix A2)

- High-Intensity Shoreline Residential Urban Conservancy Natural Aquatic