



CITY OF PORT ORCHARD

Permit Center

Office located at 720 Prospect Street
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Port Orchard, WA 98366
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SHORELINE PERMIT APPLICATION

<i>For Staff Use Only</i>	File #:	Receipt #:
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Incomplete Application Will Not Be Accepted

1. PROJECT INFORMATION.
Application is for: <i>(check all that apply)</i>
<input type="checkbox"/> Shoreline Substantial Development Permit <i>(Type III)</i> <input type="checkbox"/> Shoreline Conditional Use Permit <i>(Type III)</i> <input type="checkbox"/> Shoreline Variance <i>(Type III)</i> <input type="checkbox"/> Administrative Shoreline Substantial Development Permit <input type="checkbox"/> Administrative Shoreline Variance <input type="checkbox"/> Administrative Shoreline Conditional Use Permit
Shoreline (water body) associated with the proposal site: _____
Property Shoreline Designation: <i>Refer to Port Orchard Shoreline Master Program in POMC 20.164 Appendix A2.</i>
<input type="checkbox"/> Natural <input type="checkbox"/> Urban Conservancy <input type="checkbox"/> Shoreline Residential <input type="checkbox"/> High-Intensity <input type="checkbox"/> Aquatic
2. SUBMITTAL REQUIREMENTS.
<i>Electronic submittals are required. Contact the Permit Center for formatting and resolution requirements.</i>
Check the box for each item included with this application:

This application shall include the following, unless specifically waived by DCD:

- The Master Permit Application Form**, completed.
- Shoreline Permit Application** *(this form)*, completed.
 - Include the **original** signed and notarized Owner Statement *(page 3 of this application)*.
- The Complete Legal Description of the Property.**
 - Include tax parcel number(s).
- A Project Narrative:** a complete and detailed description of the proposal that shall include:
 - The proposed use or uses and the activities necessary to accomplish the project.
 - A description of the property as it now exists including its physical characteristics and improvements and structures.
 - A description of the vicinity of the proposed project including identification of the adjacent uses, structures and improvements, intensity of development and physical characteristics.
- A Statement Addressing Each of the Decision Criteria:**
 - For Shoreline CUP, reference Shoreline Master Program Chapter 8.6.2 *(POMC 20.164)*.
 - For Shoreline Variance, reference Shoreline Master Program Chapter 8.7.2 *(POMC 20.164)*.
 - The statement addressing each of the applicable decision criteria listed in Shoreline Master Program shall be provided in **Microsoft Word** format.
- SEPA Environmental Checklist.** *(use the SEPA Application for submittal requirements)*
- A Vicinity Map**, showing the relationship of the property and proposed development or use to roads, utilities, existing developments and uses on adjacent properties.

- A Site Development Plan**, general requirements:
 - north arrow and map scale.
 - maps and elevation drawings.
 - to scale when printed at 11" x 17".
 - clearly depict all required information, photographs and text.
- All Site Development Plans** shall include:
 - The boundary of the parcel(s) of land upon which the development is proposed.
 - 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 shall be located precisely and the biological and hydrological basis for the location as indicated on the plans shall 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 shall indicate the distance and direction to the nearest ordinary high water mark of a shoreline.
 - Existing and proposed land contours. The contours shall 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.
 - A delineation of all wetland areas that will be altered or used as a part of the development.
 - A general indication of the character of vegetation found on the site.
 - 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.
 - Where applicable, a landscaping plan for the project.
 - Where applicable, plans for development of areas on or off the site as mitigation for impacts associated with the proposed project shall be included and contain information consistent with the requirements of this section.
 - Quantity, source and composition of any fill material that is placed on the site whether temporary or permanent.
 - Quantity, composition and destination of any excavated or dredged material.
 - Where applicable, a depiction of the impacts to views from existing residential uses and public areas.
- Site Development Plans for All Variance Applications** shall also 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.
- Water and Sewer Availability and Transportation Capacity Verification:**
 - Must submit documentation as indicated on the Master Permit Application accompanying this application.

Other documentation may be required in addition to what is listed above.

OWNER

SELECT THE APPROPRIATE STATEMENT:

- I affirm that the property affected by this application is in my exclusive ownership.
- I affirm that the property affected by this application is not in my exclusive ownership. This application is submitted with the consent of all owners of the affected property.

IF AN AGENT IS SUBMITTING THIS APPLICATION ON YOUR BEHALF, complete this verification statement:

As the record owner of the property listed above, I authorize _____, as my Authorized Agent to submit this application on my behalf.

The application as completed is true and correct to the best of my knowledge.

Signature of Owner (Must be notarized)

Print Name of Owner

Date

STATE OF WASHINGTON)
) SS
 COUNTY OF KITSAP)

I certify that I know or have satisfactory evidence that _____ is the person who appeared before me, and said person acknowledged that (he/she) signed this instrument and acknowledged it to be (his/her) free and voluntary act for the uses and purposes mentioned in the instrument.

WITNESS MY HAND AND OFFICIAL SEAL this _____ day of _____, 20_____.

NOTARY PUBLIC in and for the
State of Washington, residing at

My appointment expires:
