



## City of Leavenworth

# SHORELINE MASTER PROGRAM SHORELINE SUBSTANTIAL DEVELOPMENT PERMIT APPLICATION

Applicant/ Representative:

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Property Owner (If Different than Applicant):

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Contact Person:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Property/Project Information: (Attach deed of property to application)

Physical Address or General Location of Property: \_\_\_\_\_

Quarter of Section \_\_\_\_\_, Township \_\_\_\_\_ N, Range \_\_\_\_\_ E.W.M.

Latitude: \_\_\_\_\_ Longitude: \_\_\_\_\_

Assessor's Tax Parcel ID Number: \_\_\_\_\_

Subdivision Name(s): \_\_\_\_\_ Block: \_\_\_\_\_ Lot: \_\_\_\_\_

Zoning Designation: \_\_\_\_\_

Site Acreage: \_\_\_\_\_

**SHORELINE SUBSTANTIAL DEVELOPMENT PERMIT APPLICATION REQUIREMENTS<sup>1</sup>:**

**Include all of the following information and applicable drawings with your application. Applications that do not include all the required information and drawings will not be accepted as complete and will be returned to the applicant, delaying the review process and scheduling for public hearings.**

1. Description of proposed development and/or use of the property (please be specific – attach additional pages for your narrative if more space is needed):\_\_\_\_\_

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2. Name of water area and/or wetlands within which development is proposed:\_\_\_\_\_

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3. Current use of property with existing improvements: \_\_\_\_\_

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4. Will there be any exterior indication of the use (for example signs, outdoor equipment storage, special structures etc.)? Please explain:\_\_\_\_\_

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5. Describe land uses which are adjacent to the proposed project:

North:\_\_\_\_\_

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South:\_\_\_\_\_

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East:\_\_\_\_\_

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West:\_\_\_\_\_

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<sup>1</sup> This application shall be subject to all additions to and changes in the laws, regulations and ordinances applicable to the proposed development until a determination of completeness has been made pursuant to Chapter [21.07](#)

6. Describe any landscaping, fencing or buffering which will be used to shield the proposed use from adjoining properties: \_\_\_\_\_

\_\_\_\_\_

7. Please mark next to each of the following items your acknowledgement that each item has been completed and attached to this application:

- Site plan containing the information requested on the Site Plan Checklist
- Certification of Property Ownership
- Development schedule with the approximate dates that construction will be commenced and completed (if any). If the proposed use will be temporary, indicate how long it will be operated on site.

Project Site Plan shall include at minimum:

1. Site Boundary
2. North Arrow
3. Property dimensions in the vicinity of the project
4. Ordinary High Water Mark
5. Typical cross section showing:
  - Existing ground elevations
  - Proposed ground elevations
  - Height of existing structures
  - Height of proposed structures
6. Proposed land contours using five foot intervals in water area, and ten foot intervals on areas landward of the ordinary high water mark, if the development involves grading, cutting, filling, or other alterations of land contours.
7. Show dimensions and locations of existing structures which will be maintained.
8. Show dimensions and location of proposed structures
9. Identify source, composition, volume of fill material
10. Identify composition and volume of any extracted materials and identify proposed disposal area
11. Identify existing and proposed roads, easements
12. Identify existing method and proposed method of dealing with stormwater runoff
13. Identify the area and amount of proposed vegetation removal including any tree removal
14. Identify any erosion control plans
15. Provide a vicinity map showing the project area in relation to the surrounding land uses. Provide a brief description of the general nature of the improvements and land uses within 1,000 feet in all directions of the project site (i.e., residential to the north, commercial to the west).

**Note:** Additional information may be requested by the City as needed for review of this application.

**I hereby certify** that I have read and examined this application and know the same to be true and correct, and if any of the information provided is incorrect, the permit or approval may be revoked.

Applicant Signature(s) \_\_\_\_\_ Date: \_\_\_\_\_

(If more than one applicant, please provide signatures of additional applicants on an attached page)

Property Owner: \_\_\_\_\_ Date: \_\_\_\_\_

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**TO BE COMPLETED BY CITY OF LEAVENWORTH**

Shoreline Designation:    ( ) Urban            ( ) Rural            ( ) Conservancy            ( ) Natural

Is the project within a:    ( ) Shoreline    or    ( ) Shoreline of Statewide Significance

Identify the nature of the shoreline (i.e. swamp, rip-rapped, floodplain, floodway, erosion, steep bank, etc.) \_\_\_\_\_

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Identify the portion of the Leavenworth Shoreline Master Program which provides that the proposed use is subject to a Shoreline Substantial Development Permit, Shoreline Conditional Use Permit, Shoreline Variance Permit, or Exemption.

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**STAFF USE ONLY**

Application received by: \_\_\_\_\_                      Date: \_\_\_\_\_

Cash / Check #: \_\_\_\_\_                      Amount received: \_\_\_\_\_

If incomplete, date notified and information requested: \_\_\_\_\_

Date returned, if resubmitted: \_\_\_\_\_

Date Notice of Completeness issued: \_\_\_\_\_

120 Days from Notice of Completeness issued: \_\_\_\_\_

SEPA required:     Yes     No

Site in 100 year floodplain:     Yes     No            If yes, FEMA map panel #: \_\_\_\_\_

Level of review necessary to process this application:

Judicial (Hearing Examiner)

Date of public hearing: \_\_\_\_\_

Additional Staff Time - Hours: \_\_\_\_\_

Date Billed: \_\_\_\_\_

Total Billed: \_\_\_\_\_

Cash / Check #: \_\_\_\_\_

Amount received: \_\_\_\_\_