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## SHORELINE SUBSTANTIAL DEVELOPMENT PERMIT SUBMITTAL CHECKLIST

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ALL SUBMITTALS **MUST** BE COMPLETE  
APPLICATIONS SHALL BE SUBMITTED ON THE [SSPP](#)

- Land Use Application Form
- Narrative** describing:
  - the proposed project that includes the proposed use or uses and the activities necessary to accomplish the project;
  - the property as it now exists including its physical characteristics and improvements and structures;
  - the vicinity of the proposed project including identification of the adjacent uses, structures and improvements, intensity of development and physical characteristics; and
  - compliance with the City's Shoreline Master Program and consistency with the policies of the Shoreline Management Act in RCW 90.58.020
- SEPA Checklist**
- Critical Areas Report**  
A letter from a qualified professional stating that no wetlands, streams, or required buffers exist on the site may be submitted in place of a Critical Areas report. A mitigation plan is required if any impacts to Critical Areas or buffers are proposed.
- Location** of the subject property. This shall, 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 shall provide a longitude and latitude location.
- Legal Description** of the subject property
- Identification of the shoreline** (water body)
- Site Development Plan** consisting of maps, drawn to 1" = 20' or 40' scale (maximum size 24" x 36"), and elevation drawings, photographs, and text to depict clearly all required information, which shall include:
  - Title block including the project address, name and contact information of the preparer, date prepared or revised, scale, north arrow, quarter section, section, township, and range numbers.
  - Property lines and dimensions of the property.
  - Shoreline designation according to the City's Shoreline Master Plan.
  - Ordinary high-water mark (OHWM). 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 OHWM, 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 OHWM is neither adjacent to or within the boundary of the project, the plan shall indicate the distance and direction to the nearest OHWM of a shoreline.
  - Existing and proposed land contours (shown in dashed or shaded lines). The contours shall be at intervals sufficient to accurately determine the exiting 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, in sufficient intervals to clearly show existing drainage, slopes, and road grades.



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- A delineation of all wetlands, steep slopes, and streams and critical area buffers that will be altered or used as part of the development.
- Identification of any existing or proposed Native Growth Protection Areas (NGPA) and other lands within the property where development would be restricted
- A general indication of the character of vegetation found on the site. All significant trees over 8 inches in diameter (except Alders and Cottonwoods) shall be identified for species, diameter, and location on the site plan or landscape plan and noted whether trees are proposed to be removed or retained.
- Base flood elevation data, if any part of the proposed property is within a flood zone area.
- 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.
- Quantity, source, and composition of any fill materials that is placed on the site whether temporary or permanent.
- Quantity, composition, and destination of any excavated or dredge material.
- A vicinity map showing the relationship of the property and proposed development or use to roads, utilities, existing developments and uses on adjacent properties.
- Where applicable, a depiction of the impacts to views from existing residential uses and public areas.
- On all variance applications, the plans shall clearly indicate where development could occur without approval of a variance, the physical features and circumstances on the property that provided a basis for the request, and the location of adjacent structures and uses.