

## Shoreline Development - PCC Title 18S

Application Checklist (**must be submitted as part of application**)

### Select the Shoreline Application Type(s):

- Substantial Development
- Exemption to Substantial Development
- Conditional Use
- Administrative Conditional Use
- Revision to an Existing Shoreline Permit
- Variance

### Documents required as part of your shoreline application submittal:

- **JARPA Form** ([Joint Aquatic Resource Permit Application](#))
- **Site Plan** (see next page for details)
- **Required Findings** ([Required-Findings-Shoreline-Development](#))  
Not necessary for Shoreline Exemption to Substantial Development applications
- **SEPA Checklist** ([State Environmental Policy Act Checklist](#))  
Required unless the project meets a categorical exemption defined in WAC 197-11-800 And PCC Title 18D. See details on next page.
- **Site Photos**

### Other Documents

A staff member will let you know if any of these additional documents are necessary for your project.

- **Geotechnical Study:** Required if the parcel is located within a Landslide or Erosion Hazard Area. [PCC Chapter 18E.80](#)
- **Flood Study:** Required whenever development is proposed within flood zones A or B and potholes as identified on the FEMA maps. [PCC Chapter 18E.70](#)
- **Wetland Study:** Required if development is proposed within 315 feet of a mapped wetland or wetland indicator. [PCC Chapter 18E.30](#)
- **Fish and Wildlife Habitat Assessment:** Required if development is proposed near mapped or potential regulated fish or wildlife habitat areas. [PCC Chapter 18E.40](#)
- **Mine Assessment:** Required if the parcel is located within a Mine Hazard Area. [PCC Chapter 18E.100](#)
- **Biological Assessment (BA):** Used by State and Federal agencies to evaluate the potential for project impacts. When one is required for purposes of State or Federal permitting, it sometimes may serve for purposes of County wetland or fish & wildlife review.
- **Cultural Resource Survey:** Many shorelines are known sites of cultural or archeological artifacts. A survey completed by an archeologist or historic preservation professional may be required as part of your project approval.
- **Mitigation:** If your project results in unavoidable impacts (such as, but not limited to, the alteration or loss of vegetation, increases in impervious surfaces, installation of over-water or in-water structures), you will be required to propose mitigation to offset the impacts. A failure to discuss impacts or related mitigation within your initial application will delay the review process.

## Expanded Details for the Shoreline Application Checklist

### JARPA

The [JARPA form](#), which is also used by State and Federal agencies, serves as the “Master Application” for shoreline projects. It is important to provide a full and complete discussion of the project in the JARPA.

**Required information:** Include the specific shoreline application(s) being requested as part of the Project Name. We cannot process your application without this information.

- Ex. “Substantial Development review for Johnson Boathouse”
- Ex. “Exemption to Substantial Development for Smith Deck Repair”

If the applicant is not the landowner, the landowner must provide authorization with a signature giving the agent/applicant authorization to act on their behalf.

### Site Plan

A site plan drawn to scale. Depending on your project, the plan may need to provide both plan view and cross-section views. Visit [Site Plan Resources](#) to learn more and help you decide if you need help preparing your site plan.

**Required information:** The site plan must include the features below. We cannot process your application without this information.

- Ordinary high water mark<sup>1</sup>
- Shoreline buffer for your property
- 200 ft. shoreline jurisdiction area
- Existing overwater structures
- Existing impervious surfaces
- Significant trees ([PCC 18J.15.030-1](#))
- All aspects of the proposed project including areas of vegetation disturbance

#### Site Plan Examples:

*Pierce County*

[Shoreline Site Plan Example](#)

[Lake Tapps Shoreline Site Plan Example](#)

*U.S. Army Corp of Engineers*

[Plan view and cross-section drawings examples](#)

### Required Findings

Each of the six shoreline application types has specific criteria that must be met. It is your responsibility to demonstrate your project meets the applicable criteria found in [Title 18S.60 Permits and Approvals](#).

### SEPA Checklist

This checklist is required for all application types that are not exempt pursuant to [WAC 197-11-800](#) and [PCC Title 18D](#). The signed [SEPA checklist](#) must be submitted with the application.

### Site Photos

Provide current photos of existing structures and/or area where new structures are proposed. In some cases, historic photos may be useful.

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<sup>1</sup> Ordinary high water mark" (on all lakes, streams, and tidal water) will be found by examining the bed and banks and ascertaining where the presence and action of waters are so common and usual, and so long continued in all ordinary years, as to mark upon the soil a character distinct from that of the abutting upland, in respect to vegetation as that condition exists on June 1, 1971, as it may naturally change thereafter, or as it may change thereafter in accordance with permits issued by a local government or the department: Provided, that in any area where the ordinary high water mark cannot be found, the ordinary high water mark adjoining salt water shall be the line of mean higher high tide and the ordinary high water mark adjoining freshwater shall be the line of mean high water.