



SHORELINE DEVELOPMENT - PCC Title 18S Application Checklist

Shoreline Application Types:

1. Substantial Development
2. Exemption to Substantial Development
3. Conditional Use
4. Administrative Conditional Use
5. Non-Conforming Use
6. Revision to an Existing Shoreline Permit

The following documents are required as part of your shoreline application submittal:

1. JARPA Form (Joint Aquatic Resource Permit Application)
2. Site Plan (With Separate Cross-Section View)
3. Site Photos
4. Decision Criteria (Findings That Demonstrate Need)
5. SEPA Checklist (State Environmental Policy Act)

A SEPA Checklist is required unless the project meets a categorical exemption defined in WAC 197-11-800 And PCC Title 18D. See expanded discussion on Page 2.

The following documents are not required to submit your Shoreline application, but they may be needed as part of our review of your project. You will be informed if any of these are needed.

- **Geotechnical Study:** A geotechnical assessment or report will be required if the parcel is located within a Landslide or Erosion Hazard Area. [PCC Chapter 18E.80](#)
- **Flood Study:** A flood study may be 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:** Wetland review may be required if development is proposed within 315' of a mapped wetland or wetland indicator. [PCC Chapter 18E.30](#)
- **Fish and Wildlife Habitat Assessment:** Fish and Wildlife habitat review may be required if development is proposed near mapped or potential regulated fish or wildlife habitat areas. [PCC Chapter 18E.40](#)
- **Mine Assessment:** A mine assessment will be required if the parcel is located within a Mine Hazard Area. [PCC Chapter 18E.100](#)
- **Biological Assessment (BA):** A BA is 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.

Expanded Discussion 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.

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.

The current version of the JARPA and any required attachments can be found at the [WA State JARPA Website](#)

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.

Decision Criteria: Each of the six shoreline application types has specific criteria that must be met. Criteria may be found in Title 18S.60 [Permits and Approvals](#).

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

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. The plan needs to show property corners and all existing and proposed site features. Site features typically include:

| | |
|------------|---------------------|
| Structures | Impervious Surfaces |
| Vegetation | Areas to be cleared |
| Roads | Trails |
| Utilities | |

The plan must also show the ordinary highwater mark and shoreline buffer or setback boundary; and areas of proposed disturbance within the buffer or setback (for example: view corridors and landscaped areas).

Depending on the complexity of your project, you may be able to create the site plan or, you may need to ask your builder or consultant to prepare it. Examples of plan view and cross-section drawings can be found at the [U.S. Army Corp of Engineers](#) web page, Permit Application Drawings.

Site Plan Examples:

Please go to the below links for the example of site plan that pertains to your project.

[Shoreline Site Plan Example](#)
[Lake Tapps Shoreline Site Plan Example](#)