



Shoreline Development - PCC Title 18S

Application Checklist

Shoreline Application Types:

- Substantial Development
- Exemption to Substantial Development
- Conditional Use
- Administrative Conditional Use
- Non-Conforming 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 (with separate cross-section view, where applicable)
- Site Photos
- Decision Criteria (findings that demonstrate need)
- 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*

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.

Other Documents (cont.):

- **Cultural Resource Assessment:** A field review for cultural or archeological resources is required if your project site is within 500 feet of a site known to contain cultural or archeological resources; or situated on low bank/gradual incline shoreline (i.e., those areas where easy access from water to upland is present) within 500 feet of an estuary, lagoon, or perennial freshwater input and the project includes activities that disturb the soil, such as clearing and excavation.

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.

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

Examples:

“Substantial Development review for Johnson Boathouse”

“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.

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. It is your responsibility to demonstrate your project meets the applicable criteria 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.

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

- Ordinary high water mark
- Shoreline buffer or setback boundary
- Areas of proposed disturbance within the buffer or setback (view corridors, landscaped areas)
- Property corners
- All existing and proposed site features (e.g., structures, utilities, impervious surfaces like roads, patios, driveways, walkways, areas to be cleared, areas of vegetation removal, trails and paths)

Site Plan Resources: Depending on the complexity of your project, you may need help preparing your site plan. Visit [Site Plan Resources](#) to learn more and help you decide.

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](#)