



SHORELINE PERMIT SUBMITTAL CHECKLIST

Department of Community Development, City of Bremerton

345 - 6th Street, Suite 600 | Bremerton, WA 98337-1873

Phone (360) 473-5275 | Fax (360) 473-5278

Applicant:

File # (administrative use only):

Permit: Substantial Development Conditional Use Variance Exemption Revision

WAC 173-27-180: "A complete application for a substantial development, conditional use, or variance permit shall contain, as a minimum, the following information." If additional information is necessary, please provide attached documentation.

✓	REQUIRED INFORMATION	NOTES
1	Applicant's name, address, phone number, and email. <i>The applicant should be the owner of the property or the primary proponent of the project and not the representative of the owner or primary proponent.</i>	
2	Contact person's name, address, phone number, and email if other than applicant.	
3	Property owner's name, address, phone number, and email if other than applicant.	
4	Fair market value of the project.	
5	Location of property, including: address; section, township, range to nearest quarter or quarter section, or latitude/longitude to nearest minute.	
6	Name of the shoreline waterbody which development is proposed to be within 200 feet or the extent of shoreline jurisdiction as described within RCW 90.58.030.	
7	General description of proposed project Including: proposed use/uses; activities necessary to accomplish project.	
8	General description of property as it now exists including: physical characteristics; improvements and structures.	
9	General description of vicinity of proposed project including: identification of adjacent uses, structures and improvements; intensity of development; physical characteristics.	

✓		REQUIRED INFORMATION	NOTES
	10	Site development plan (should include the following information)	
	A	Boundary of parcel(s) of land upon which development is proposed	
	B	Square footage of development footprint	
	C	Ordinary high water mark (OHWM) of all water bodies located adjacent to or within boundary of project ¹	
	D	Existing and proposed land contours ²	
	E	Delineation of all wetland and wetland buffer areas within 300 feet that will be altered or used as part of development	
	F	General indication of character of vegetation found on site	
	G	Dimensions and locations of all existing and proposed structures and improvements including: buildings; paved/graveled areas; roads; utilities; septic tanks and drainfields; material stockpiles or surcharge; stormwater management facilities	
	H	Where applicable: landscaping plan for project	
	I	Where applicable: mitigation plans for impacts associated with proposed project which contain information consistent with these application requirements	
	J	Where applicable: documentation of mitigation sequencing and no net loss of ecological functions per SMP Section 7.030	
	K	Where applicable: total square footage of mitigation	
	L	Quantity, source and composition of any fill material placed on site whether temporary or permanent	
	M	Quantity, composition and destination of any excavated or dredged material	
	N	Vicinity map showing relationship of property and proposed development or use to roads, utilities, existing developments and uses on adjacent properties	
	O	Where applicable: depiction of impacts to views from existing residential uses and public areas	
	P	Variance applications – clearly indicate: where development could occur without approval of a variance; physical features and circumstances on property that provide a basis for the request; location of adjacent structures and uses	
	Q	Does the proposal require a U.S. Army Corps of Engineers Section 10 permit or Section 404 permit? ³	

Applicant's Signature

Date

¹ Location of OHWM may be an approximate location except: for any development where a determination of consistency with 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. WAC 173-27-180 (9)(b).

² Land contours shall be at intervals sufficient to accurately determine the existing 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 may be indicated as such and contours approximated for the area.

³ Your project may require other additional state and federal permits.