



Shoreline Exemption Submittal Requirements

- 1) Completed, signed Shoreline Exemption Application (See note regarding fee guarantees).
- 2) Copy of the **deed** for the property (Available from title companies).
- 3) Copy of any easement agreements, if applicable.
- 4) Letter of authorization to apply for the above permit from the property owner if different than the applicant, or letter of authorization from the applicant if using an agent, i.e. consultant, engineer or attorney (See note regarding fee guarantees).
- 5) Completed and signed SEPA checklist, if applicable.
- 6) A site plan drawn to a standard engineering scale containing at a minimum the following:
 - Dimensions of the property and scale used.
 - Location, setbacks and dimensions of **all** structures on the site.
 - Location of septic tank/drainfield, and well or utility lines.
 - Location, width and length of driveway.
 - Location and dimensions of all parking areas.
 - Names and locations of all public or private roads and easements.
 - North arrow.
 - Location of the Ordinary High Water Mark of all water bodies on or adjacent to the subject site.
 - Distance from any structures to the Ordinary High Water Mark (OHWM) of any creeks, streams, rivers or lakes, if applicable.
 - Location of any wetlands, steep slopes, wildlife habitat or other critical areas if known.
 - If submitting a request for administrative approval or a shoreline variance for additional dock length, please provide depth soundings at 5-foot intervals along the length of the proposed dock.
 - Quantity, source and composition of any fill or excavated material.
 - On all variance applications the plans shall clearly indicate where development could occur without approval of a variance and the physical features and circumstances on the property that provide a basis for the request and location of adjacent structures and uses.
- 7) A topographic drawing if the site is other than flat (if not already depicted on the site plan specified above).
- 8) Provide a project narrative including a general description of the property as it now exists including its physical characteristics, improvements and structures as well as a general description of the proposed uses and activities necessary to accomplish the project.
- 9) Fees: Application \$370.00

Make checks payable to Whatcom County Planning and Development Services

NOTE: The application requires a personal guarantee for the payment of fees incurred to undertake permit review by whoever signs the permit application. Applicants and agents must recognize they will be held accountable for fees if they sign the application.



Application For Shoreline Exemption

File Number: _____

1. APPLICANT NAME: _____

Mailing Address: _____ City: _____

State: _____ Zip: _____

Phone: (____) _____ - _____

2. APPLICANT REPRESENTATIVE: _____

Mailing Address: _____ City: _____

State: _____ Zip: _____

Phone: (____) _____ - _____

3. PROPERTY OWNER'S NAME: _____

Mailing Address: _____ City: _____

State: _____ Zip: _____

Phone: (____) _____ - _____

4. Site Address: _____ Parcel # _____

Legal description: Lot _____ Block _____ Div _____ Plat _____

Within the _____¹/₄ of the _____¹/₄ of Section _____ Twp _____ Range _____ WM;

Comp Plan _____ Sub-Area _____ Zoning _____ Shoreline _____

5. Project Proposal:

6. Which shoreline exemption(s) applies to the proposed project?

7. How does the proposed project comply with the policies and regulations of the Shoreline Management Program?

8. Total development cost or fair market value: _____

9. Is a site development plan attached? Yes *A site development plan is required for Shoreline Exemptions.

10. (If applicable) Year that the existing structure(s) or development was completed: _____

If completed prior to 1976, is appropriate documentation attached? Yes

Fee Responsibility:

Venue and Jurisdiction. The parties hereto recognize and agree that the venue of any action involving their rights or obligations related to this application shall be in Whatcom County, and the parties' rights and obligations hereunder shall be determined, in accordance with the laws of the State of Washington.

Fee Guaranty. Notwithstanding that this application has been submitted in the name of a company, I personally guarantee payment of the fees accrued according to the terms listed in the Whatcom County Unified Fee Schedule and agree to be bound personally as a principal and not as a surety. I recognize that my personal guarantee is part of the consideration for review of the application.

I, _____ hereby certify that the above statements and the information contained in any papers or plans submitted herewith are true and accurate to the best of my knowledge.

(Signature of Applicant)

(Signature of Owner)