



PLANNING, COMMUNITY, & ECONOMIC DEVELOPMENT DEPARTMENT  
**SHORELINE SUBSTANTIAL DEVELOPMENT PERMIT, SHORELINE  
 CONDITIONAL USE PERMIT, & SHORELINE VARIANCE CHECKLIST**

*Mailing Address: P.O. Box 547, Anacortes, WA 98221*

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*Phone: (360) 299-1984*

		PERMIT TYPE:			
Applicant Checklist	<b>SUBMITTAL REQUIREMENTS:</b> The number indicates the number of copies for submittal (if applicable).	Shoreline Substantial Development Permit	Shoreline Conditional Use Permit	Shoreline Variance	Office Use Only
		Master Permit Application (signed & notarized by all Landowners involved)	3	3	3
Joint Aquatic Resources Permit Application (JARPA)	3	3	3		
Signed & Notarized Letter of Authorization if the applicant is not the landowner	3	3	3		
Application Fee (see Land Use Permit Fee Schedule)	✓	✓	✓		
Conduct a Pre-Application Conference prior to application submittal	✓	✓	✓		
Conduct a Neighborhood Meeting prior to application submittal (prior to the meeting, coordinate with PCED staff to determine where this can be held at, who can facilitate this, and how to do neighbor noticing)	✓	✓	✓		
<u>Project Narrative</u> describing: the work proposed & use; construction /work methods; type of equipment to be used; project time frame; proposed cut & fill volumes; source & composition of cut & fill; proposed clearing; location of sanitary sewer, potable water, stormwater; access; location of critical areas on the subject property or within 300 feet of it. In the narrative also list the underlying shoreline environment /designation and provide details as to how your project achieves consistency with the Shoreline Master Program (SMP), policies, and development regulations (DR).	3	3	3		
For Shoreline Conditional Use Permits, provide a detailed explanation of how you meet each criteria of approval as listed in Section 3.1(D) of the Shoreline Master Program.	N/A	3	N/A		
For Shoreline Variance requests, provide a detailed explanation of how you meet each criteria of approval as listed in Section 3.2(C) of the Shoreline Master Program	N/A	N/A	3		
SEPA Environmental Checklist –inquire with PCED to determine if required	3	3	3		
Critical Area Report (this in part needs to address no net loss of ecological function and value) –inquire with PCED to determine if required	3	3	3		
Biological Assessment /Evaluation –inquire with PCED to determine if required	3	3	3		
Provide Floodplain /Areas of Special Flood Hazard Determination & FIRM Panel #	3	3	3		

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	Geotechnical Report –inquire with PCED to determine if required	3	3	3	
	Parking, Landscape and Tree Preservation Plan(s) –inquire with PCED to determine if required	3	3	3	
	Complete Stormwater Plan (that complies with AMC Chapter 19.76 & which addresses the minimum requirements of the current DOE SWMMWW)	3	3	3	
	Provide copies of Federal, State, and Local Permits and Approvals	3	3	3	
	Site Plan (Drawn to Scale & Surveyed –if applicable). For residential type of uses, see “ <b>Residential Building Permit Site Plan Checklist</b> ” for the items that need to be shown on a site plan. For commercial type of uses, see “ <b>Commercial Building Permit Site Plan Checklist</b> ” for the items that need to be shown on a site plan.	3	3	3	
	Scaled & dimensioned <u>Cross Sections</u> of both existing & proposed development. Also show existing & proposed ground elevations and the height of existing and proposed structures.	3	3	3	
	At time of submittal, provide PCED with a digital copy (on a Flash Drive, CD or emailed to pced@cityofanacortes.org) of all application material and plans submitted. PDF format preferred.	✓	✓	✓	