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# SHORELINE SUBSTANTIAL DEVELOPMENT PERMIT APPLICATION AUTHORIZATION

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(A copy of this letter must be submitted for each property owner involved)

I, \_\_\_\_\_ attest under the laws of the State of Washington as follows;

1. I am the owner of the property that is the subject of the application.
2. I have not appointed anyone, *or*
3. I have appointed \_\_\_\_\_ to act as my agent regarding this application.
4. All statements, answers, and information submitted with this application are true and correct to the best of my knowledge and belief.
5. I agree to hold the City of Enumclaw harmless as to any claim (including costs, expenses and attorney's fees incurred in the investigation of such claim) which may be made by any person, including the undersigned, and filed against the City of Enumclaw, but only where such claim arises out of the reliance of the City, including its officers and employees, upon the accuracy of the information provided to the City as part of this application.
6. I hereby grant permission for representatives of the City of Enumclaw and any other Federal, State, or local unit of government with regulatory authority over the project to enter onto my property to inspect the property, take photographs, and post public notices as required in connection with review of this application and for compliance with the terms and conditions of permits and approvals issued for the project.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
PRINTED NAME

\_\_\_\_\_  
DATE

\_\_\_\_\_  
ADDRESS

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## SHORELINE SUBSTANTIAL DEVELOPMENT PERMIT CONCURRENT APPLICATIONS

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Please indicate whether you are submitting one or more concurrent applications with this application by checking one or more of the boxes below:

**Type I Applications  
(administrative decisions  
made by the city which are  
not subject to environmental  
review under the State  
Environmental Policy Act  
[SEPA]):**

- Administrative Use Permit
- Boundary Line  
Adjustment/Lot Line  
Elimination
- Building Permit
- Floodplain  
Development Permit
- Land Disturbing Activity  
Permit

**Type II Applications  
(administrative  
decisions made by the  
city which include  
threshold  
determinations under  
SEPA):**

- Administrative  
Use Permit
- Building Permit-  
SEPA Non-exempt
- Critical Area Permit
- Floodplain  
Development  
Permit
- Land Disturbing  
Activity Permit

**Type III Applications (quasi-  
judicial final decisions  
made by the hearing  
examiner following a  
recommendation by staff:**

- Conditional Use Permit
- Variance

**Type IV Applications (quasi-  
judicial decisions made by  
the city council following a  
recommendation by the  
hearing examiner):**

- Rezone (site-specific)

*OTHERS - as may apply:*

- SHORELINE EXEMPT
- SEPA
- \_\_\_\_\_

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# SHORELINE SUBSTANTIAL DEVELOPMENT PERMIT APPLICATION SUBMITTAL CHECKLIST (required)

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**Any requirements that are not applicable on this checklist indicate N/A and explain why they are not applicable.**

## DIGITAL COPIES OF WRITTEN MATERIALS, PLANS & GRAPHICS

- Please provide one complete set of plans (and additional materials) and PDF copies of all submitted materials. Plans and graphics must be submitted in *pdf* and *dwg* format. Include an Etransmittal of Autocad files(s) of all plans (if applicable). Electronic versions can be sent to the general permitting email: [permits@ci.enumclaw.wa.us](mailto:permits@ci.enumclaw.wa.us) .
- \*For files (ex: civil/stormwater sets) over 10 MB, please request a shared file link from permit staff.
- \*\*All information must be accurate and current as staff will use this information for report preparation and public notices.

## APPLICATION FEES - Make checks payable to the City of Enumclaw

- All application fees, including, but not limited to: Shoreline SDP fee, Conditional Use Permit fee (if applicable) environmental review (SEPA) fee, all other related fees. Some fees will not be invoiced until actual costs are known. Link to current fee schedule can be found @ <http://www.cityofenumclaw.net/219/Planning-Permit-Applications-Information>.

## WRITTEN MATERIALS – Total of one (1) copy and one electronic submittal unless otherwise noted

- A. **APPLICATION FORM.** Provide a **completed** application form signed by the property owner(s) and/or applicant.
- B. **LETTER OF AUTHORIZATION.** Provide **one (1) original** letter of authorization to act contained with this application packet inclusive of all required signatures.
- C. **CONCURRENT APPLICATIONS FORM.** Identify applications that are being submitted concurrent with the conditional use application, including SEPA environmental checklist if required.
- D. **CRITICAL AREAS REPORT (if applicable).** Addressing compliance with EMC 19.02 (Critical Areas Regulations).
- E. **SEPA ENVIRONMENTAL CHECKLIST (if applicable).** If proposal is not categorically exempt.
- F. **PROJECT SCOPE.** Description of property including existing and proposed uses and modifications to the project site needed for project completion. Include grading and fill quantities.

**PLANS & GRAPHICS – Total of one (1) copy and one electronic submittal unless otherwise noted**

**SCALE & LEGIBILITY-** All drawings and plans must be to scale (engineering scale) between 1" = 10' and 1" = 60' with a maximum sheet size of **24" x 36"**. If more than one (1) sheet is needed, each sheet shall be numbered consecutively and an index sheet showing the entire property at an appropriate scale and orientation to the other sheets shall be provided. A north arrow and graphic scale must be provided for each drawing and plan. Architectural elevations may be drawn to an architectural scale, with maximum sheet size of **24" x 36"**.

**A. SITE PLAN:**

- 1. Project name, date, graphic scale, north arrow.
- 2. Vicinity map showing location of property and location of shorelines under SMA jurisdiction.
- 3. Property boundaries and dimensions.
- 4. Location/type of all easements.
- 5. Dimensions, location, and setbacks of existing and proposed structures and improvements including but not limited to: buildings, paved and/or unpaved areas, streets, utilities, septic tanks/drainfields, wells, material stockpiles or surcharge, stormwater facilities.
- 6. General description/location of vegetation.
- 7. Delineation of any wetlands (by Certified Professional Wetland Scientist) that will be altered or used as part of the site and the location of any wetlands within 200' of the site.
- 8. Existing and proposed contours.
- 9. Building elevations of the proposed construction or modification drawn to architectural scale and a full or partial color rendering of project. Indicate proposed exterior materials, colors, textures.
- 10. Location of any critical areas (wetlands, aquifer recharge areas, frequently flooded areas, geologically hazardous areas, fish and wildlife habitat areas).
- 11. Ordinary high water mark (OHWM) of all shoreline water bodies located adjacent to or with the boundaries of the project. Where the OHWM is neither adjacent to, or within, the boundary of the project, show the distance and direction to the nearest OHWM of the shoreline.

**B. LANDSCAPE AND IRRIGATION PLAN (if applicable)**

A landscape plan prepared by a professional landscape architect licensed in the State of Washington shall be in conformance with EMC 19.08 that includes showing parking areas, buildings, proposed and required buffers, open spaces, street trees, significant trees, ornamental landscaping, and other landscape features