



CITY OF CARNATION
 4621 Tolt Avenue • P. O. Box 1238 • Carnation, WA 98014-1238
 (425) 333-4192 phone • (425) 333-4336 fax

SHORELINE SUBSTANTIAL DEVELOPMENT PERMIT SUBMITTAL REQUIREMENTS

Applicant Name:		Phone:
Mailing Address:		
Email:		Fax :
Site Address:		Assessor's PIN:
REQUIRED	REC'D	
<input type="checkbox"/>	<input type="checkbox"/>	Land Use Application Form (2 copies)
<input type="checkbox"/>	<input type="checkbox"/>	Electronic submittal of all documents required on this checklist
<input type="checkbox"/>	<input type="checkbox"/>	Site Plan-set (2 copies). Plan set shall include: <ol style="list-style-type: none"> 1. Cover sheet 2. Existing Site Survey 3. Site Plan 4. Landscape Plan, if required per CMC 15.76 5. Drainage and Grading Plans 6. Preliminary Civil Drawings, if required by the Public Works Director 7. Cross Section Details, if required by the Public Works Director All plans shall meet the specific requirements listed below as well as the General Requirements for all plans. Please fold Plan sets to fit an 8-1/2" x 14" folder.
<input type="checkbox"/>	<input type="checkbox"/>	Critical Areas Report prepared in accordance with CMC 15.88.200 (E) if the city determines that the proposed site may include, is adjacent to, or that the proposal could have probable adverse impacts to any critical areas. (2 copies).
<input type="checkbox"/>	<input type="checkbox"/>	Reduced Site Plan Map – 8 1/2" x 11 (2 copies)
<input type="checkbox"/>	<input type="checkbox"/>	Vicinity Map (2 copies) Clearly depict the site in relation to arterials, municipal boundaries and other relevant landmarks. Show the uses and zones of neighboring properties.
<input type="checkbox"/>	<input type="checkbox"/>	Shoreline Substantial Development Permit Fees per Fee Resolution: Per CMC 5.32.050, the City will bill the applicant for costs to the city over and above the deposit. Please note that other fees may be required as part of the Shoreline Substantial Development Review process (e.g., SEPA, Critical Areas Review, Drainage Plan Review, etc.)
<input type="checkbox"/>	<input type="checkbox"/>	List of all property owners within a 300' radius (1 set) for public notification. Please include parcel numbers.
<input type="checkbox"/>	<input type="checkbox"/>	Certificate of Sewer Availability, if required by City Planner
<input type="checkbox"/>	<input type="checkbox"/>	Certificate of Water Availability, if required by City Planner
<input type="checkbox"/>	<input type="checkbox"/>	Legal Description (2 copies)
<input type="checkbox"/>	<input type="checkbox"/>	Assessor's Map (2 copies)
<input type="checkbox"/>	<input type="checkbox"/>	Completed Environmental Checklist as found in WAC 197-11-960 summarizing the impacts the proposed development will have on the natural and human elements of the environment, if project is not exempt from SEPA per WAC 197-11 and CMC



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		14.04. (2 copies)
<input type="checkbox"/>	<input type="checkbox"/>	Fee for SEPA review per Fee Resolution, if applicable. (Note that an additional fee will be charged in the event that a Mitigated Determination of Non-Significance is issued).
<input type="checkbox"/>	<input type="checkbox"/>	Title Certificates (Reports) indicating the ownership of real property parcels which are to be included in the Shoreline Substantial Development Permit. All persons having title interest in the property shall be required to sign all documents relating to the application. (2 copies)
<input type="checkbox"/>	<input type="checkbox"/>	Copies of all easements, deed restrictions or other encumbrances restricting the use of the subject property (2 copies).
<input type="checkbox"/>	<input type="checkbox"/>	Documentation of the date and method of segregation for the subject property verifying that the lot or lots were not created in violation of the short subdivision or subdivision laws in effect at the time of creation.
<input type="checkbox"/>	<input type="checkbox"/>	Lists of any other development permits or permit applications that are being filed for the site.
<input type="checkbox"/>	<input type="checkbox"/>	Shore statement explaining why this project needs a shoreline location and how the proposed development is consistent with the policies of the Shoreline Management Act of 1971.
<input type="checkbox"/>	<input type="checkbox"/>	Other:



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Site Plan Submittal Requirements:

1. **Cover sheet.** Required for all applications. Cover sheet shall contain the following information:
 - a. Title of Proposal
 - b. Legal Owner's address
 - c. Agent's address
 - d. Name, address and phone number of all engineering or other firms working on development
 - e. Small scale vicinity map
 - f. Legal description
 - g. Existing use of the property and written description of proposed use
 - h. Gross site area in square feet and acres
 - i. Total gross floor area of all proposed structures (as measured from the exterior surface of each exterior wall)
 - j. Total square footage of impervious and pervious surface called out by type, including building footprint, parking areas, pedestrian access, etc. (pervious and impervious = 100%). Note that gravel areas are counted as impervious surface.
 - k. Number of proposed dwelling units, if applicable
 - l. Total number of proposed compact, standard and barrier free/van parking stalls.
 - m. Any manufacturing process/hazardous materials to be used on site.
 - n. Material Safety Data Sheets (MSDS) for hazardous materials to be used or stored.
 - o. Listing of any and all permits required, including those outside the City of Carnation.

Please conform to the General Requirements for Plans.

2. **Existing Topographic Boundary Site Survey** at a scale of 1" = 20'. Required for all applications. Existing Site Survey shall include:
 - a. Stamp of licensed surveyor or professional engineer
 - b. Topographic plans shall extend 25 feet beyond the exterior property lines and detail all natural and manmade features. Use NAVD-88 as the vertical datum for the topographic survey. Land contours shall use 5 foot contour intervals, if the project includes grading, filling or other alternation.



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- c. Show Ordinary High Water Mark of any bodies of water on or within 25 feet of the site.
- d. Indicate the type of shoreline geology, such as sand, mud, gravel, etc.
- e. Show property lines, including distances, bearings, and corner markings.
- f. Locate and label all existing right-of-way improvements including centerline, curb, sidewalk and all surface hardware. Distances to right-of-way centerline and width or right-of-way are required.
- g. Include location, name or number of all streets and alley adjacent to the site as well as off-site easements or private streets that provide access from the site to a public road. Include King County recording number with all easements.
- h. Show the location of all existing utility, open space, drainage, native growth protection, and access easements.
- i. Indicate existing location of water lines, sewer lines, storm lines, utility vaults, hydrants, fire department connection, electrical equipment pads, flag poles, mailboxes, all exposed HVAC equipment, traffic signs, and routes of underground utilities,
- j. Show all significant trees and significant stands of trees as defined in CMC 15.08.
- k. Show surface elevation at each corners of the site.
- l. Indicate all streams, ditches, channels, bridge, culverts, and catch basins. Indicate direction of flow

Please conform to the General Requirements for Plans.

3. **Site Plan** at a scale of 1" = 20' or other as determined by the City Planner.

Required for all applications. Site Plans shall include:

- a. Finished grade contours at 5 foot contour intervals.
- b. Indicate any proposed fill areas, including type, amount and treatment of fill
- c. All property lines including bearings, distances and corner markings.
- d. All on-site easements, dedicated areas and open space areas. Include any public access facilities.
- e. Locations, overall dimensions and use of all existing and proposed on-site buildings. Show distances from building walls to property lines. Include building heights.
- f. If required, the location and identification al critical areas within 500 feet of any boundary of the site.



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- g. The location, widths and names of all existing or prior platted streets, public ways, utility rights-of-way, parks and recreation spaces within or adjacent to the site.
- h. The layout of streets, their names and widths of easements. Show streets and driveway slopes in percent of grade.
- i. The location and size of utility trunks serving the site and all proposed sanitary sewer, storm drainage and water lines.
- j. Location and dimensions of all parking and loading areas.
- k. Indicate width, materials and location of all internal walkways and connections to public sidewalks or rights-of-way.
- l. Indicate all existing and proposed rockeries and retaining walls and indicate their height.
- m. Indicate length, height and materials of all proposed walls and fences, including dumpster enclosure.
- n. Indicate all improvements to be placed within rights-of-way.
- o. Show all site amenities, e.g., benches, tables, fountains, bicycle racks, garbage receptacles, etc.

Please conform to the General Requirements for Plans listed below.

- 4. **Landscape Plan**, at the same scale as the Site Plan, if required per CMC 15.76. Landscape Plans shall include:
 - a. Locate and label all existing and proposed vegetation and indicate vegetation to be saved.
 - b. List all existing and proposed plants, including symbol, quantity, size, common and botanical names and spacing. Include all plants proposed for rights-of-way
 - c. Provide planting details (soil mix, planting depth and width, and bark mulch depth).
 - d. Show all existing and proposed utilities, i.e., power vaults, hydrants, overhead wires, lights, poles, signs, etc., in relation to plantings, in a faded layer.
 - e. Show proposed berm locations and size.
 - f. Indicate location of existing and proposed rockeries and retaining walls.
 - g. Show location of proposed buildings, parking areas, accessory structures and access.
 - h. For all trees to be saved, show a temporary chain link fence 6 feet tall located at the actual drip line prior to any on-site grading. Accurately locate these trees using the site survey.



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5. **Drainage/Grading/Erosion Control Plans** are required for all applications. Such plans shall include:
- a. Topographic lines extending 25' beyond the exterior property lines and detail of all natural and manmade features.
 - b. Include existing as well as proposed contours at intervals of no greater than 2 feet.
 - c. Indicate all surface water features, floodplains and/or wetlands.
 - d. Location of all contributing off-site drainage.
 - e. Location of existing storm drainage system, if any.
 - f. Indicate pollutant separation location.
 - g. Indicate detention/retention as well as ponding areas.
 - h. Show all biofiltration areas.
 - i. Location of all proposed impervious surfaces and their square footages.
 - j. Provide an explanation of the basis for preliminary sizing of storm drainage infiltration and water quality facilities. The City has adopted the Department of Ecology Stormwater Management Manual for Western Washington, as adopted by reference by CMC 15.64.230.
 - k. Show all rockeries and retaining walls.
 - l. For all trees to be saved, show a temporary chain link fence 6 feet tall located at the actual drip line prior to any on-site grading. Accurately locate these trees using the site survey.

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The following is an excerpt from Carnation Municipal Code Title 15 – Land Use Code which addresses submittal requirements for project permit applications. Please refer to the Carnation Municipal Code and the City of Carnation Street and Storm Sewer System Standards for complete regulations and requirements.

Section 15.09.120 Project permit application submittal requirements.

A. Applications for all project permits shall be submitted to the city upon forms provided by the city planner. An application shall consist of all materials required by the applicable development regulations for the specific permit(s) sought, and shall include the following general information:

1. A completed project permit application form;
2. A sworn statement made before a notary public and under penalty of perjury by the applicant that the property affected by the application is in the exclusive ownership of the applicant, or that the applicant has submitted the application with the consent of all owners of the affected property;
3. A property and/or legal description of the site for all applications, as required by the applicable development regulations;
4. The applicable fee; and
5. Designation by name, street and mailing address, telephone number, and relationship to the applicant, of the person to receive all determinations and notices required by this chapter.

B. In addition, each submittal of a project permit application shall contain the following information, where applicable:

1. Evidence of adequate water supply as required by RCW 19.27.097;
2. Evidence of sewer availability;
3. Information on the capacity of existing storm water conveyance and control facilities;
4. Any information required by any other applicable provision of this title; and
5. Any other information determined by the city planner to be relevant and material to review of the proposed project or development.

15.92.050 Supplemental application requirements for a shoreline development permit.

In addition to any required zoning, special use or building application requirements of the City, any person applying for a shoreline development permit shall submit with their permit application the following information:

1. The name and address of the applicant;
2. The location and legal description of the proposed substantial development;
3. The present use of the property.
4. The general description of the property and the improvements;
5. A description of the proposed substantial development and the intended use of the property. The following information will be provided on a site plan map:
 - a. Land contours, using five foot contour intervals, if project includes grading, filling or other alteration of contours, then either:
 - i. show both existing and proposed contours on a single map, clearly indicating which is which, and include items 2-10



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- following, or
 - ii. provide two maps, one showing existing contours, including items 2-5 below, and the other showing proposed contours, including items 6-10 below.
 - b. Size and location of exiting improvements which will be retained;
 - c. Existing utilities;
 - d. Ordinary highwater mark;
 - e. Shoreline type: sand, mud, gravel, etc.;
 - f. Size and location of proposed structures;
 - g. Maximum height of proposed structures;
 - h. Width of setback, side yards;
 - i. Proposed fill areas; state type, amount and treatment of fill;
 - j. Proposed utilities;
- 6. Vicinity plan, indicating relation of site to adjacent lands. Show adjacent lands for at least 400 feet in all directions from the project site; and owner of record within 300 feet of project site;
- 7. Total value of all construction and finishing work for which the permit will be issued, including all permanent equipment to be installed on the premises;
- 8. Approximate dates of construction initiation, and completion;
- 9. Short statement explaining why this project needs a shoreline location and how the proposed development is consistent with the policies of the Shoreline Management Act of 1971.
- 10. Listing of any other permits for this project from state, federal or local government agencies for which the applicant has applied or will apply.
- 11. Any additional material or comments concerning the application which the applicant wishes to submit may be attached to the application on additional