



## Shoreline Exemption Application Requirements

Applicant Checklist		PDS Checklist
<input type="checkbox"/>	<b>1 copy</b> - Completed Shoreline Master Application and Shoreline Exemption Supplemental Application	<input type="checkbox"/>
<input type="checkbox"/>	<b>1 copy</b> - Completed, signed and notarized Agent Authorization Form (if applicable)	<input type="checkbox"/>
<input type="checkbox"/>	<b>1 copy</b> - Completed, signed and notarized Fee Responsibility Form	<input type="checkbox"/>
<input type="checkbox"/>	<b>1 copy</b> - 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	<input type="checkbox"/>
<input type="checkbox"/>	<b>1 copy</b> – Copy of the recorded deed for the property (available from Auditor's office or title company)	<input type="checkbox"/>
<input type="checkbox"/>	<b>1 copy</b> – Copy of any easement or lease agreement(s) (if applicable)	<input type="checkbox"/>
<input type="checkbox"/>	<b>1 copy</b> – Written documentation of water and sewage disposal (if applicable)	<input type="checkbox"/>
<input type="checkbox"/>	<b>2 copies each</b> – Site plan, drawn to a scale of one inch equals 20 feet for sites that are less than 5 acres and one inch equals 40 feet for sites of 5 acres or more, which depicts at a minimum all of the following (11x17 recommended for efficient review): <ul style="list-style-type: none"> <li>◆ Name and address of property owner</li> <li>◆ Site address and parcel number</li> <li>◆ North arrow and scale</li> <li>◆ Property lines, easements, and site dimensions</li> <li>◆ Location, width and length of driveways</li> <li>◆ Location of any wetlands, steep slopes, and other critical areas if known</li> <li>◆ Location, setbacks and dimension of <b>all</b> structures on site</li> <li>◆ Location of septic tank/drain field, and well or utility lines</li> <li>◆ Location and dimensions of all parking areas</li> <li>◆ Names and locations of all public or private roads</li> <li>◆ Location of the Ordinary High Water Mark (OHWM) of all water bodies on or adjacent to the subject site</li> <li>◆ Distance from any structures to the OHWM of any creeks, streams, rivers, lakes, or marine water bodies</li> <li>◆ Location of any wetlands, steep slopes, and other critical areas if known</li> <li>◆ Depth soundings at 5 foot intervals along the length of proposed docks</li> </ul>	<input type="checkbox"/>
<input type="checkbox"/>	<b>2 copies each</b> – Critical areas and mitigation report (for projects proposing new impacts to critical areas or buffers)	<input type="checkbox"/>
<input type="checkbox"/>	<b>1 copy</b> – Completed and signed <a href="#">SEPA Checklist</a> (if applicable)	<input type="checkbox"/>



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<input type="checkbox"/>	<b>1 copy</b> – Topographic drawings if the site is other than flat	<input type="checkbox"/>
<input type="checkbox"/>	<b>1 copy</b> – Completed and signed <a href="#">Preliminary Traffic &amp; Concurrency Information form</a> (if applicable) (available on Engineering webpage)	<input type="checkbox"/>
<input type="checkbox"/>	<b>1 copy</b> – Completed and signed <a href="#">Preliminary Stormwater Proposal form</a> (if applicable) (available on Engineering webpage)	<input type="checkbox"/>

**Fees:** Fees will be assessed in accordance with the Whatcom County Unified Fee Schedule (UFS) in effect at the time of application submittal. Please contact a Shoreline Planner to determine project specific fees. Click [here](#) to see the 2019/2020 UFS.

**Note:** Per UFS 2843 all permits and applications are subject to a 3% Technology fee. The 3% fee is calculated on the permit/application fees due.

*Checks can be made payable to Whatcom County Planning and Development Services  
 Debit cards are subject to a \$1 fee per transaction  
 Credit cards are subject to a 2.35% fee*

**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.



## Shoreline Exemption Master Land Use Application

FOR OFFICE USE ONLY	Date Stamp			
Received By: _____				
Date Paid: _____				
Total Fees: _____				
Receipt #: _____				
Case #(s): _____				
Required Reviews:				
<input type="checkbox"/> Archaeology	<input type="checkbox"/> Fire	<input type="checkbox"/> Flood	<input type="checkbox"/> Health	<input type="checkbox"/> Wetland/HCA/Mitigation
<input type="checkbox"/> Building	<input type="checkbox"/> Engineering	<input type="checkbox"/> Geo Hazards	<input type="checkbox"/> Watershed	<input type="checkbox"/> Zoning

**Property Owner's Name** \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Fax (\_\_\_\_) \_\_\_\_\_ Email \_\_\_\_\_

**Applicant's Name** \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Fax (\_\_\_\_) \_\_\_\_\_ Email \_\_\_\_\_

**Agent/Representative Name** \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Fax (\_\_\_\_) \_\_\_\_\_ Email \_\_\_\_\_

**Assessor's Parcel Number** \_\_\_\_\_

Site address or location description \_\_\_\_\_

Parcel size (acres or square feet) \_\_\_\_\_





4. **Land Disturbance Information** – Please provide information on the existing and proposed building footprint area, and any grading associated with the project:

<b>Building Footprint Area (sq. ft.):</b>	<b>Grading (cu. yds.):</b>
Existing: _____	Excavation proposed: _____
Proposed: _____	Fill proposed: _____
Total sq. ft.: _____	Destination: _____

5. **Preliminary Stormwater Information** - Complete all blank spaces in the following table for all property subject to the proposed development:

A		B	C	D
		Area, square feet (NOTE: 43,560 square feet = 1 acre)		
Surface Type		Total Existing	Once the proposed project is complete, the total will be	Net Change (+ or -); <b>Subtract Column B from Column C</b>
Native Vegetation <sup>(1)</sup>				
Pasture				
Landscaping				
Roofs <sup>(2)</sup>	Conventional			
	Green			
Sidewalks, trails, paths				
Porches, decks				
Roads, driveways, parking lots	Impervious			
	Pervious			
Grand Total		(3)	(3)	(4)
			<sup>(3)</sup> The two "Grand Total" values above should be the same, unless you are constructing a roof, porch, or deck over an existing hard surface or over native vegetation, pasture, or landscaping.	
			<sup>(4)</sup> Unless the "Grand Total" values in Columns B and C are different, the Grand Total value above will be 0.	

**Table Notes:**

- (1) "Native Vegetation" means plant species typically found on an undeveloped marine shoreline that are indigenous to the Northern Puget Sound Lowland eco-region and suitable to the specific site conditions.
- (2) New untreated metal roofs qualify as pollution generating impervious surface areas. If that area is equal to or greater than 5,000 square feet, it will require stormwater treatment.



6. **Legal Substantiation** (*For repair, replacement, or expansion proposals only*) – The applicant must demonstrate that an existing nonconforming development is legal. A development is considered nonconforming if it was lawfully constructed or established prior to the effective date of this program (August 27, 1976), but no longer conforms to present regulations. Therefore, the applicant must show that the development was either constructed prior to August 27, 1976, or show that the development was constructed with an approved permit from Whatcom County.

Constructed prior to August 27, 1976. **Date:** \_\_\_\_\_  
*Sufficient documentation (i.e. aerial photos, dated newspaper clippings, etc.) shall be enclosed with the application to lawfully establish the nonconformity of the existing development or use.*

Permitted. **Permit #:** \_\_\_\_\_ **Date:** \_\_\_\_\_



## Shoreline Exemption Supplemental Application

1. **Exemption Type** – Which shoreline exemption(s) applies to the proposed use or development:

- Fair market value less than \$7,047
- Single-family residence & normal appurtenances
- Normal repair & maintenance
- Protective bulkhead common to single-family residence
- Emergency construction
- Construction and practices normal for farming, irrigation, or ranching
- Fresh water dock less than \$10,000
- Coast Guard approved construction for navigational aids
- Irrigation system maintenance
- State-owned land property identification
- Agricultural drainage maintenance
- Governor authorized project per RCW 80.50
- Site exploration
- Aquatic noxious weed control
- Watershed restoration projects per RCW 89.08.460
- Public or private project to improve fish or wildlife habitat or fish passage

**WHATCOM COUNTY**  
Planning & Development Services  
5280 Northwest Drive  
Bellingham, WA 98226-9097  
360-778-5900, TTY 800-833-6384  
360-778-5901 Fax



**Mark Personius, AICP**  
Director

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## 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 fees accrued according to the terms listed in the Whatcom County Unified Fee Schedule and that my personal guarantee is part of the consideration for review of the application.

I/we \_\_\_\_\_ 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, and that the list of surrounding property owners is complete and current.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Signature of Owner

I certify that I know or have satisfactory evidence that \_\_\_\_\_ is/are the person(s) who appeared before me, and said person(s) acknowledged it to be his/her free and voluntary act for the uses and purposes mentioned in this instrument.

Dated \_\_\_\_\_

\_\_\_\_\_  
Notary Public Signature

\_\_\_\_\_  
Notary Public Printed Name  
Notary Public in and for the State of Washington

Residing at \_\_\_\_\_

My appointment expires: \_\_\_\_/\_\_\_\_/\_\_\_\_



### Agent Authorization

If you are authorizing an agent to apply for permits on your behalf you must complete this form and have it notarized, which will provide authorization for a designated agent to apply for permits on your behalf.

I/we, \_\_\_\_\_, the owner(s) of the subject property, understand by completing this form I/we hereby authorize \_\_\_\_\_

to act as agent. I/we understand said agent will be authorized to submit applications on my behalf, and any fees associated with submitted applications are due to me and not to the said agent. I/we also understand once an application has been submitted all future correspondence will be directed to the agent.

\_\_\_\_\_  
Property Owner Printed Name

\_\_\_\_\_  
Property Owner Printed Name

\_\_\_\_\_  
Property Owner Signature

\_\_\_\_\_  
Property Owner Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

I certify that I know or have satisfactory evidence that \_\_\_\_\_ is/are the person(s) who appeared before me, and said person(s) acknowledged it to be his/her free and voluntary act for the uses and purposes mentioned in this instrument.

Dated \_\_\_\_\_

\_\_\_\_\_  
Notary Public Signature

\_\_\_\_\_  
Notary Public Printed Name

Notary Public in and for the State of Washington

Residing at \_\_\_\_\_

My appointment expires: \_\_\_\_/\_\_\_\_/\_\_\_\_