



**CITY OF TUMWATER**  
 555 ISRAEL RD. SW, TUMWATER, WA 98501  
 (360) 754-4180  
 Email: cdd@ci.tumwater.wa.us

**SHORELINE PERMIT**  
 Submittal Checklist

TUM -	DATE STAMP
RCVD BY	

**APPLICANT INFORMATION** (please print neatly)

NAME OF APPLICANT: \_\_\_\_\_

**SUBJECT PROPERTY INFORMATION**

ADDRESS OF PROPERTY (COMPLETE): \_\_\_\_\_

If a development as defined under WAC 173-27-030(6) is proposed within 200 feet (shoreline jurisdiction) of a Shoreline of the State listed under WAC 173-18-380, then a submittal for a Shoreline Permit shall consist of all items on this checklist unless waived by Staff.

<b>A. APPLICATION</b>	N/A	Provided	Staff
1. Provide a complete and signed (by owner or authorized representative) application (JARPA) and applicable fee.		<input type="checkbox"/>	<input type="checkbox"/>
2. SEPA checklist and applicable fee.		<input type="checkbox"/>	<input type="checkbox"/>
3. Water and Sewer Availability certificate from City of Tumwater Public Works Department, if requesting new or additional water and/or sewer service.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. A general description of the property as it now exists, including its physical characteristics and improvements and structures.		<input type="checkbox"/>	<input type="checkbox"/>
5. A general description of the vicinity of the proposed project including identification of the adjacent uses, structures and improvements, intensity of development and physical characteristics.		<input type="checkbox"/>	<input type="checkbox"/>
6. One copy of the proposed site plan(s).		<input type="checkbox"/>	<input type="checkbox"/>

<b>B. SITE PLAN</b>	N/A	Provided	Staff
1. The site development plan consisting of maps and elevation drawings shall be on a minimum of 18"x24" to a maximum of 24"x36" sheet(s) drawn to a scale of no more than 1"=20' and no less than 1"=100', unless otherwise approved by the City. The plan(s) shall be a drawing of the entire contiguous parcel(s) and depict clearly all required information, photographs and text which shall include:			<input type="checkbox"/>
a. Date, scale and north arrow.		<input type="checkbox"/>	
b. Section, Township, Range and Sheet Number.		<input type="checkbox"/>	
c. Name of the shoreline (water body) that the site of the proposal is associated with. This should be the water body from which the jurisdiction of the Shoreline Management Act over the project is derived.		<input type="checkbox"/>	
d. The boundary of the parcel(s) of land upon which the development is proposed.		<input type="checkbox"/>	
e. A delineation of all wetland areas that will be altered or used as a part of the development.		<input type="checkbox"/>	

**Shoreline Permit Submittal Checklist**

<b>B. SITE PLAN (CONTINUED)</b>	<b>N/A</b>	<b>Provided</b>	<b>Staff</b>
f. A general indication of the character of vegetation found on the site.		<input type="checkbox"/>	
g. Existing and proposed land contours. The contours shall be at intervals sufficient to accurately determine the existing character of the property and the extent of proposed change to the land that is necessary for the development. Areas within the boundary that will not be altered by the development may be indicated as such and contours approximated for that area.		<input type="checkbox"/>	
h. Where applicable, a landscaping plan for the project.	<input type="checkbox"/>	<input type="checkbox"/>	
i. Where applicable, plans for development of areas on or off the site as mitigation for impacts associated with the proposed project.	<input type="checkbox"/>	<input type="checkbox"/>	
j. Location of:			
- All existing and proposed structures and improvements, including but not limited to; buildings, paved or graveled areas, roads, utilities, septic tanks and drainfields, material stockpiles or surcharge, and stormwater management facilities (and if proposed to remain or be removed) and proposed structures, and distances to property lines.		<input type="checkbox"/>	
- Size (square footage) and height of each building (existing and proposed).		<input type="checkbox"/>	
- All on-site and off-site wells (within 200 feet) with their protective radii. If there are no on-site or off-site wells, a statement to that effect must be placed on the site plan.		<input type="checkbox"/>	
- All parking spaces.		<input type="checkbox"/>	
- Permanent features which will have an impact upon the application, such as all existing or platted streets, utility rights-of-way, etc.	<input type="checkbox"/>	<input type="checkbox"/>	
- On-site utilities including existing and proposed storm-drainage systems.	<input type="checkbox"/>	<input type="checkbox"/>	
- Riparian areas with associated buffers.	<input type="checkbox"/>	<input type="checkbox"/>	
- Identified geological hazardous areas.	<input type="checkbox"/>	<input type="checkbox"/>	
- Designated flood hazard areas with reference to the FIRM map and panel number.	<input type="checkbox"/>	<input type="checkbox"/>	
k. Project Information block shall also be placed on the face of the site plan as follows:			
- Applicant: name, address, telephone.		<input type="checkbox"/>	
- Representative: name, address, telephone.	<input type="checkbox"/>	<input type="checkbox"/>	
- Assessor's parcel number(s).		<input type="checkbox"/>	
- Name of shoreline (water body).		<input type="checkbox"/>	
- Total area (acreage and square-footage) of parcel.		<input type="checkbox"/>	
- Proposed use (recreational, commercial, etc.).		<input type="checkbox"/>	
- Number of parking spaces.	<input type="checkbox"/>	<input type="checkbox"/>	
- Percent of site covered with impervious surface.		<input type="checkbox"/>	
- Quantity, source and composition of any fill material that is placed on the site whether temporary or permanent.	<input type="checkbox"/>	<input type="checkbox"/>	
- Quantity, composition and destination of any excavated or dredged material.	<input type="checkbox"/>	<input type="checkbox"/>	

**Shoreline Permit Submittal Checklist**

<b>B. SITE PLAN (CONTINUED)</b>	<b>N/A</b>	<b>Provided</b>	<b>Staff</b>
- Zoning.		<input type="checkbox"/>	
- Water provider.		<input type="checkbox"/>	
- Sewer provider.		<input type="checkbox"/>	
- Electricity provider.		<input type="checkbox"/>	
- Telephone provider.		<input type="checkbox"/>	
- Gas provider.		<input type="checkbox"/>	
- Refuse collection, including recycling.		<input type="checkbox"/>	
- School District.		<input type="checkbox"/>	
- Cable/TV provider.		<input type="checkbox"/>	
- Off-site utilities (water and sewer) including line-sizes in abutting street rights-of-way.	<input type="checkbox"/>	<input type="checkbox"/>	
- Existing and proposed frontage improvements on adjacent streets (i.e. sidewalks, bike lanes, street lights, landscape strips, street hydrants).	<input type="checkbox"/>	<input type="checkbox"/>	
l. The ordinary high water mark of all water bodies located adjacent to or within the boundary of the project. This may be an approximate location provided that, for any development where a determination of consistency with the applicable regulations require a precise location of the ordinary high water mark, the mark shall be located precisely and the biological and hydrological basis for the location as indicated on the plans shall be included in the development plan.		<input type="checkbox"/>	
m. A vicinity map showing the relationship of the property and proposed development or use to roads, utilities, existing developments and uses on adjacent properties.		<input type="checkbox"/>	
n. Where applicable, a depiction of the impacts to views from existing residential uses and public areas.	<input type="checkbox"/>	<input type="checkbox"/>	
<b>C. OTHER DOCUMENTS</b>	<b>N/A</b>	<b>Provided</b>	<b>Staff</b>
1. Five copies of the Wetland Report, prepared in accordance with TMC 16.28.140.C.		<input type="checkbox"/>	<input type="checkbox"/>
2. Five copies of the Fish and Wildlife Habitat Protection Plan, prepared in accordance with TMC 16.32.090.		<input type="checkbox"/>	<input type="checkbox"/>
3. Five copies of the Forester's Report/Tree Protection Plan, if removing trees, prepared in accordance with TMC 16.08.050.C.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>D. ELECTRONIC SUBMITTAL</b>	<b>N/A</b>	<b>Provided</b>	<b>Staff</b>
1. Submitting online: <a href="#">Upload</a> documents, naming them with the project address and document name (project address – application, checklist, plans, etc).	<input type="checkbox"/>	<input type="checkbox"/>	
Submitting in person: USB drive containing apps, checklist, plans, reports, etc. as outlined under B and C above, in PDF-file format. Maximum format shall be 300 dpi.	<input type="checkbox"/>	<input type="checkbox"/>	

In accordance with TMC 14.02.070.A.1, prior to acceptance of the Shoreline Permit application, the applicant must complete Preliminary and Formal Site Plan Review.

I verify that all required documents associated with this application have been submitted.

# Shoreline Permit Submittal Checklist

\_\_\_\_\_  
Signature of Applicant/Representative

\_\_\_\_\_  
Date