



DEPARTMENT OF COMMUNITY DEVELOPMENT  
33325 8<sup>th</sup> Avenue South  
Federal Way, WA 98003  
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[www.cityoffederalway.com](http://www.cityoffederalway.com)

## APPLICATION FOR SHORELINE MANAGEMENT SUBSTANTIAL DEVELOPMENT, CONDITIONAL USE, OR VARIANCE PERMIT

**TO THE APPLICANT:** This is an application for substantial development, conditional use, or variance permit as authorized by the Shoreline Management Act of 1971. It is suggested that you check with appropriate local, state, or federal officials to determine whether your project falls within any other permit systems.

1. Name of Applicant: \_\_\_\_\_ File #: \_\_\_\_\_
2. Mailing Address: \_\_\_\_\_
3. Relation of Applicant to Property:  
 Owner       Purchaser       Lessee       Other: \_\_\_\_\_
4. Name and Address of Owner (if other than applicant): \_\_\_\_\_  
\_\_\_\_\_
5. General Location of Proposed Project (list section to the nearest quarter section, township, and range):  
\_\_\_\_\_
6. Name of Water Area and/or Wetlands Within Which Development is Proposed:  
\_\_\_\_\_
7. Current use of Property with Existing Improvements:  
\_\_\_\_\_
8. Proposed Use of Property (be specific): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

9. (TO BE COMPLETED BY LOCAL OFFICIAL) Nature of the existing shoreline. (Describe type of shoreline, such as marine, stream, lake, lagoon, marsh, bog, swamp, flood plain, floodway, delta; type of beach, such as accretion, erosion, high bank, low bank, or dike; material such as sand, gravel, mud, clay, rock, riprap; and extent and type of bulk heading, if any).

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10. (TO BE COMPLETED BY LOCAL OFFICIAL) In the event that any of the proposed buildings or structures will exceed a height of 35 feet above the average grade level, indicate the approximate location of and number of residential units, existing and potential, that will have an obstructed view.

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11. (TO BE COMPLETED BY LOCAL OFFICIAL) If the application involves a conditional use of variance, set forth in full that portion of the master program which provides that the proposed use may be a conditional use or, in the case of a variance, from which the variance is being sought.

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All application materials must be submitted electronically. Please visit our website at <https://www.cityoffederalway.com/node/4588> to request a document upload link and obtain information on how to successfully prepare your application materials for electronic submittal and review.

**A. SITE.** Include in plans:

1. Site boundary.
2. Property dimensions in vicinity of project.
3. Ordinary high-water mark.
4. Cross section or site beginning at the property line, extending through the building(s), and ending at the far bank of the water body, and including the following:
  - i. Existing ground elevations.
  - ii. Proposed ground elevations.
  - iii. Height of existing structures.
  - iv. Height of proposed structures.
  - v. Ordinary high-water mark.
5. Where appropriate, proposed land contours using five-foot intervals in water area and ten-foot intervals on areas landward of ordinary high-water mark, if development involves grading, cutting, filling, or other alteration of land contours.
6. Show dimensions and locations of existing structures that will be maintained.
7. Show dimensions and locations of proposed structures.
8. Identify source, composition, and volume of fill material.
9. Identify composition and volume of any extracted materials, and identify proposed area.
10. Location of proposed utilities, such as sewer, septic tanks, drain fields, water, gas, and electricity.
11. If the development proposes septic tanks, does proposed development comply with local health and state regulations?
12. Shoreline designation according to master program.
13. Show which areas are shorelines and which are shorelines of statewide significance.

**B. VICINITY MAP**

1. Indicate site location using natural points of reference (roads, state highways, prominent land marks, etc.).
2. If the development involves the removal of any soils by dredging or otherwise, please identify the proposed disposal site on the map. If the disposal site is beyond the confines of the vicinity map, provide another vicinity map showing the precise location of the disposal site and its distance to the nearest city or town.
3. Give a brief narrative description of the general nature of the improvements and land use within one thousand feet in all directions from development site (i.e., residential to the north, commercial to the south, etc.).

**C. WORK PROPOSED WITHIN CRITICAL AREAS**

Projects that involve review of work proposed within critical areas many times require that the city contract out for expert technical assistance with the review. Under *Federal Way Revised Code* 19.150.030, the city may require the applicant, at the applicant's expense, to provide any information, mapping, studies, materials, inspections, and/or reviews that are reasonably necessary to implement the environmentally sensitive areas article, and to require that such information, studies, mapping, materials, inspections, and/or reviews be provided or performed by a qualified professional acceptable to the city. You will be advised at the earliest possible point if your project will be subject to these types of expenses.