



# CITY OF SNOHOMISH

Founded 1859, Incorporated 1890

116 UNION AVENUE · SNOHOMISH, WASHINGTON 98290 · TEL (360) 568-3115 FAX (360) 568-1375

## SHORELINE PERMIT

For more information, refer to Snohomish Municipal Code (SMC) 14.250, RCW 90.58.180, and WAC 173-27



### WHAT IS A SHORELINE PERMIT, AND WHEN IS IT NECESSARY?

A Shoreline Permit may be required for development on property adjacent to or within 200 feet of any Shoreline of the State. Shorelines in the City of Snohomish include the Snohomish River, the Pilchuck River, and Blackmans Lake.

Unless specifically exempted in WAC 173-27-030, shoreline improvements that exceed \$5,718 in fair market value for labor and materials, or that materially interfere with access to publicly owned shorelines are considered “substantial developments”, and must receive Shoreline Substantial Development Permit approval prior to issuance of other development permits.

Single family dwellings may be excluded from this requirement, unless the City Planner determines a Shoreline Permit to be necessary.

Decisions on Shoreline Permits are made by the Hearing Examiner. The City’s Decision on Shoreline Permits are subject to review by the Washington State Department of Ecology, and are appealable to the Washington State Shoreline Hearings Board.

### WHAT ARE THE CRITERIA FOR A SHORELINE PERMIT?

Shoreline Permit applications must be consistent with the requirements of Chapter 90.58 RCW, the shoreline management guidelines of the Ecology, and the Shoreline Management Master Program of the City of Snohomish.

### WHAT IS THE APPLICATION PROCEDURE?

Shoreline permit applications are processed as Type 6 Permits, and undergo the following process (except for permits for limited utility extensions and measures to protect single-family homes and appurtenant structures from shoreline erosion).

- Prior to formal submittal, the applicant must first make a **Pre-Application** submittal and attend the review meeting with city staff.
- **28 days** after the formal submittal, the City Planner issues a determination of completeness, or a letter of incomplete application. If complete, a notice of application is published for public comment. Applicant is advised of agencies that may have jurisdiction over the proposal.
- **14 days** after re-submittal (if applicable): City Planner issues a determination of completeness, or a second letter of incomplete application (this continues until the application is complete).
- **14 days** after determination of completeness: City Planner issues a Notice of Application to the public, other City departments, and agencies with jurisdiction. Public notice is also sent to all properties within 300 feet of the site.
- Public comment period for the notice of application is **14 days**.
- **90 days** after complete application submittal: City Planner issues a threshold determination and Environmental Impact Statement (EIS), if required, when features and impacts of the proposal can be reasonably identified. The applicant may request a 30-day extension of the threshold determination, if necessary.
- Public comment period for the threshold determination is **14 days**.
- After determination of completeness, with at least **30 days public notice**, the application is brought before the Hearing Examiner at a public hearing.
- **10 days** after the hearing, the Hearing Examiner issues a written decision.
- Following the Hearing Examiner decision, City Planner issues a notice of decision.



# CITY OF SNOHOMISH

Founded 1859, Incorporated 1890

116 UNION AVENUE · SNOHOMISH, WASHINGTON 98290 · TEL (360) 568-3115 FAX (360) 568-1375

## WHAT IS THE PROCESS FOR THE HEARING EXAMINER?

The City will notify you of your hearing date. Based on the staff report, the project file, applicable codes, and testimony from staff, the public, and the applicant, the Hearing Examiner will make the final decision on Shoreline Substantial Development Permits or a recommendation on Shoreline Conditional Use Permits and Variances within 10 working days of the hearing.

You or your representative must appear at the hearing so the Hearing Examiner can ask questions about your application. If you are unable to attend, or to withdraw your application, please notify Planning & Development Services in writing at least 10 days in advance of the scheduled hearing.

## WHERE ARE THE HEARINGS HELD?

Hearings are typically held in the George Gilbertson Board Room at 1601 Avenue D, Snohomish School Administration Building.

## HOW DO I APPEAL THE HEARING EXAMINER'S DECISION?

Appeals of Hearing Examiner decisions are filed with the Washington State Shorelines Hearings Board.

## WHO REVIEWS MY APPLICATION?

Shoreline permit applications are reviewed by the Planning division, the Engineering division, the Parks and Recreation division, the Fire District, and the City's Hearing Examiner. In addition, the permit may be reviewed by the Department of Ecology.

## HOW DO I BEGIN?

Before applying, you are encouraged to share your ideas with city staff. Early discussion may help to facilitate a rapid review of your application. Pre-Application Review meetings are required for shoreline permits, and are a great opportunity to get early guidance from city staff on policies, regulations, and code compliance. Pre-Application forms and additional information are available at City Hall.

## WHAT IS THE PROCESS FOR STATE REVIEW?

Within eight days of City action on a Shoreline Permit, the City Planner will file copies of the following documents with the Department of Ecology and the Attorney General:

- The final decision of the City on the permit application (and a copy of the permit, if it was approved)
- The application form, site plan and vicinity map
- The Environmental checklist, threshold determination, and the Determination of non-significance, or the Environmental Impact Statement. In lieu of this material, a summarization of the actions and dates of actions on environmental data may be filed.
- The affidavits of notice

## CAN I GET A SHORELINE VARIANCE?

Shoreline permits may be granted with some flexibility by applying for a variance and going through the associated process. In the case of a shoreline variance, the City will not render a decision, but will forward a recommendation to the Washington Department of Ecology, which will approve or disapprove. For more information, refer to SMC 14.70.030(A), or ask for the Variance submittal packet, available at City Hall, 116 Union Avenue.

## AFTER RECEIVING MY SHORELINE PERMIT, WHEN CAN I START CONSTRUCTION?

No construction authorized by an approved Shoreline Permit may begin until 30 days after the Department of Ecology and Attorney General have completed their review of the documents.

**NOTE: This information should not be used as a substitute for City codes and regulations. You should review all the details of your project with the Planning and Development Services Department at 116 Union Avenue (360-568-3115).**