



Shoreline Development - Submittal Requirements P3.1

This checklist identifies the minimum materials necessary for Cowlitz County to accept a Shoreline application. If any of the following items are not provided, the application cannot be accepted. Acceptance of an application over the counter does not constitute approval, only that the application has enough information to accept over the counter. ***All applications will require the appropriate fees upon submittal.***

Shoreline Application	Letter of Authorization	Master Application	Applicant's Checklist	Property Packet	Conditional Use/Variance Supplement	Site Plan	Vicinity Map	SEPA Environmental Checklist	Special Studies	JARPA	Excavation and Grade Supplemental	Copies of related permit applications or approvals	Pre-Application/Pre-Review Conducted (Staff)	Received (Staff)
Shoreline Substantial Development Permit (SDP)	1	1-20*	1	1	-	1-20*	1-20*	1-20*	2-20*	1-20*	1-20*	1		
Variance	1	1-20*	1	1	1-20*	1-20*	1-20*	1-20*	2-20*	1-20*	1-20*	1		
Conditional Use Permit (CUP)	1	1-20*	1	1	1-20*	1-20*	1-20*	1-20*	2-20*	1-20*	1-20*	1		
Shoreline Exemption	1	1	1	1	-	1	1	1	2	1	1	1		

Permit Number

Date Stamp

* One copy at the time of submittal, once application is determined complete, staff will inform applicant of number of copies required.

Shoreline Submittal Standard Instructions

Letter of Authorization. If not the applicant, the property owner must provide a signed letter of authorization for the applicant who is acting as the agent.

Master Application or Application. This must be typed or neatly printed in ink and signed by either the agent or the property owner.

Applicant's Checklist. This is found in the application packet and will list the requirements for an application. This checklist allows the applicant to ensure the application is complete for submittal. The applicant is required to initial or check the column identified as Applicant Check. If information is missing the application may not be complete for submittal.

Property Packet. This is basic property information needed to evaluate the project. The Applicant's Checklist identifies what is required for each type of project application.

Conditional Use or Variance Supplemental(s). Variance and Conditional Uses have additional supplement questions that are required either as stand-alone applications or in a SDP. If required, the applicant must submit the supplemental document with the application materials. The supplemental is found in the application packet.

Site Plan. See application packet for details required on site plans. A complete site plan consists of one (1) plan view, one (1) cross section either 8"x11" or 11"x17" and one (1) full sized set of plans. For Shoreline Exemptions only an 8"x11" or 11"x17" is required.

Vicinity Map. The vicinity map can be included on the site plan or as a stand-alone document. The vicinity map must clearly demonstrate where the property is located.

SEPA Environmental Checklist. This document must be filled out completely and to the best knowledge of the applicant. The document must be signed and dated.

Special Studies. Special studies such as traffic reports, preliminary drainage reports, erosion control, hydrologic study, etc. may be required depending on the individual project. One (1) unbound and one (1) bound copy is required at submittal. Additional copies may be required dependant upon the project and additional reviewing agencies.

JARPA. Joint Aquatic Resource Permit Application is the universal application that is submitted to all other agencies of jurisdiction over the shoreline project. The JARPA must be filled out as in depth as possible. Information submitted in the JARPA should also be reflected in the SEPA checklist.

Excavation and Grade Supplement. This supplement is required if filling and/or grading is proposed.

Copies of Related Permit Applications or Permits. If other permits and/or applications have been applied for to other agencies of jurisdictions (i.e. Hydraulics Permit Approval from Washington State Department of Fish and Wildlife) a copy will need to be provided.

Pre-Submittal Review Conducted (Staff). The applicant may wish to have a pre-submittal review appointment with assigned staff to ensure that all application materials are suitable for submittal prior to making multiple copies. The meetings are free, and the applicant can call and schedule an appointment when ready for submittal. The appointment is encouraged but not required.

Pre-Submittal Review Conducted (Staff). The applicant may wish to have a staff or agency pre-application meeting to solicit comments on project components prior to application submittal. See pre-application submittal application materials P5.5