



# Applicant's Checklist- Shoreline SSDP or Exemption

P3.2

*The following checklist is the minimum that is required for Shoreline Substantial Development permit (SSDP) or Shoreline Exemption application. All SSDP's and Shoreline Exemptions shall comply with the Cowlitz County Shoreline Master Program, CCC19.20 Shoreline Management, RCW 90.58 Shoreline Management Act and WAC173-27 Shoreline Management Permit, and Enforcement Procedures. All applications will require the appropriate fees upon submittal.*

Applicant Check	General Application Materials	Staff Check
<input type="radio"/>	Complete Master Application, including applicant and property owner if different.	<input type="radio"/>
<input type="radio"/>	Name and address of surveyor and/or engineer.	<input type="radio"/>
<input type="radio"/>	Letter of Authorization – written permission from the property owner if property owner is not the applicant.	<input type="radio"/>
<input type="radio"/>	Property Packet: <ul style="list-style-type: none"> <li>• Copy of legal description of the property including section, township, range, subdivision, parcel and tax lot numbers, and number of acres.</li> <li>• Copies of restrictions, easements, covenants and/or agreements, which exists that may impact the development.</li> <li>• Planning Clearance Standard Parcel Report.</li> <li>• Assessor's Tax Map, Air photo, existing Zoning and/or Comprehensive Plan maps.</li> </ul>	<input type="radio"/>
<input type="radio"/>	List of property addresses and owners within 300 feet of the proposed development site.	<input type="radio"/>

Applicant Check	Site Plan	Staff Check
<input type="radio"/>	A complete site plans consists of one (1) plan view and one (1) cross section either 8"x11" or 11"x17", and depending on the scope of the project, one (1) full sized set of plans.	<input type="radio"/>
<input type="radio"/>	Name and address of surveyor and/or engineer and property owner.	<input type="radio"/>
<input type="radio"/>	Date, scale and north arrow.	<input type="radio"/>
<input type="radio"/>	A vicinity map clearly identifying the location of the proposed site.	<input type="radio"/>
<input type="radio"/>	Show site boundary and property dimensions in vicinity of project.	<input type="radio"/>
<input type="radio"/>	Show physical features of site: <ol style="list-style-type: none"> <li>1. The location of permanent and topographic features, which will have an impact upon the development area.</li> <li>2. Show existing <i>and</i> proposed ground elevations of development site</li> <li>3. Hydrology, surface drainage, streams or water bodies, and wetlands.</li> <li>4. Critical areas as known.</li> </ol>	<input type="radio"/>
<input type="radio"/>	Show 100-year floodplain boundary with Base Flood Elevation (BFE) denoted	<input type="radio"/>
<input type="radio"/>	Show location of ordinary high water mark (OHWM) and elevation of OHWM	<input type="radio"/>
<input type="radio"/>	Show dimensions (including height) and location of all existing structures, structures to be removed <i>and</i> proposed structures.	<input type="radio"/>

- Show location of proposed utilities such as gas, sewer, electric, water, septic tanks and drainfields, etc.
- If grading, cutting or filling or pile driving is involved, show: 
  - 5 foot contours in water;
  - 10 foot contours landward of OHWM;
  - Identify, in lower right-hand corner, the source, composition and volume of all fill Materials;
  - Identify, in lower right-hand corner, volume and composition of extracted material and identify disposal area.
- In upper right-hand corner identify: 
  - Name of body of water;
  - Shoreline designation according to Cowlitz County Shorelines Management Master Program;
  - Which shorelines are shorelines of the state or shorelines of statewide significance (e.g. "Columbia River, Shoreline Designation Rural; The Columbia River is a shoreline of statewide significance.").

Applicant Check	<b>JARPA</b>	Staff Check
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- All sections filled out completely and accurately.
- Dated and signed by applicant and/or agent.

Applicant Check	<b>Supporting Documents &amp; Studies</b>	Staff Check
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- Environmental checklist – SEPA 
  - Signed and Dated
  - Additional Environmental information or studies included.
- Variance and/or Conditional Use Supplemental 
  - All sections filled out completely and accurately.
  - Signed and dated.
- Additional Studies as required – i.e. traffic reports, geotechnical, critical areas assessments, etc.
- Copies of other acquired permits or permit applications
- Cowlitz County Fill and Grade Supplemental

The JARPA is available online at: [www.epermitting.org](http://www.epermitting.org)