



CRITICAL AREAS SPECIAL USE PERMIT (CASUP) SUBMITTAL CHECKLIST

The following information is needed in order for your application to be submitted for review. Please review each item carefully and provide all applicable information.

- City of Shoreline Permit Application Form** (attached)
- Critical Area Worksheet** (attached)
- Critical Areas Special Use Permit (SUP) Criteria** (attached)
Applicant's demonstration that the proposed use is in the public interest.
- Pre-Application Meeting Date:** _____ (ask for handout)
A pre-application meeting with the City is required to submitting an application for any Type C action and/or for a project located in a critical area. **A pre-application meeting is required before a neighborhood meeting.**
- Neighborhood Meeting Report Date:** _____ (ask for handout)
A summary of the neighborhood meeting.
- Environmental Checklist:** Two (2 copies) required. The checklist should be completed in ink, or printed, and signed by the applicant. All questions should be answered as completely as possible.
- Site Plan:** Submit two (2) copies drawn to scale, such as 1" = 20'. The site plan is a graphical representation of your total property as seen from above. The site plan should be drafted to a professional standard acceptable for public review and provide the following information:
 - ◆ Graphic scale and north arrow
 - ◆ Name, address, and telephone number of the person who prepared the drawing, and a drafting date
 - ◆ Dimensions of all property lines
 - ◆ Setbacks, including front, side, and rear
 - ◆ All existing buildings and structures, including fences, on subject lot and all structures within 20 feet of lot lines on adjacent lots
 - ◆ Distances between structures and property lines
 - ◆ Type, location and dimensions of existing and proposed easements, driveways and internal access roads
 - ◆ Parking layout, with all walkways
 - ◆ All adjacent streets
 - ◆ Significant topographic features such as creeks, rivers, wetlands, drainage swales, steep slopes, etc.
 - ◆ Required Critical Areas Buffers, including proposed permanent field marking. (If the Special Use permit includes modification of required buffer areas, indicate on site plan required buffer and proposed buffer).
 - ◆ Sight distance for all entries onto city streets
- Critical Areas Reports:** Critical area reports may include wetland or stream delineation and functional assessment, wildlife habitat surveys, geotechnical evaluations, impact mitigation plans, and any other special reports or surveys required by the Director.



Type
C-4

Planning and Development Services

Tree Retention, Protection, and Planting Plan

- ◆ Location of all Critical Areas and Buffers on or adjacent to the site
- ◆ Location, size, species, and condition of all existing trees on the property
- ◆ Clearing limits
- ◆ Identification of trees to be removed, trees to be preserved, and location of planted trees
- ◆ Proposed tree protection measures and tree and vegetation plating details
- ◆ Calculation of required tree retention percentage
- ◆ Calculation or required replacement trees

Notice Materials:

- ◆ Provide current King County Assessor's quarter-section map(s) with the subject property identified and showing all property within 500 feet of any boundary of the subject property. Draw 500-foot boundary line on the map(s). Key the list of property list owners to the map(s) by the owners' tax account numbers.
- ◆ Two (2) sets of mailing labels for all property owners within 500 feet of any boundary of the subject property.
- ◆ A copy of the mailing label list.
- ◆ A copy of the Assessor's map with the 500 foot boundary outlined

NOTE: King County no longer provides mailing label services. Planning and Development Services can provide this for a fee of \$122 or the department can provide you instructions how to obtain this information off of the web and how to do a mail merge document to produce two sets of mailing labels for your application.

Reduced Drawings: Submit two (2) sets of reduced drawings. These drawings shall be 8 1/2" x 11".

Notice Sign: Required to post site on application and decision (Not required at submittal) Sign and materials available at the City.

Submittal Fee: \$976 (\$122 hourly rate, 8 hour minimum).
Public Hearing: \$1867.
SEPA Checklist Review: \$1830 (\$122 hourly rate, 15 hour minimum)

Please note: Fees effective 01/01/04 and are subject to change.

Other Issued Permits or Information

Engineering Plans, Drainage Analysis, Environmental Checklist and other special studies may be required, such as: wetland report, geotechnical analysis, traffic study, etc.

NOTE: Please be sure that all drawings are clear and information is legible. Number each page consecutively and staple them together with the site plan as your first sheet. No pencil drawings will be accepted.