



City of Bothell™

DEVELOPMENT SERVICES

BUILDING • COMMUNITY RISK REDUCTION • ENGINEERING • PLANNING • PERMIT SERVICES • TRANSPORTATION

SHORELINE CONDITIONAL USE, VARIANCE, OR SUBSTANTIAL DEVELOPMENT PERMIT

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Online application required. Submit online at www.MyBuildingPermit.com.

This intake checklist identifies minimum application elements necessary for the City to accept the application for further processing. Should any of the following minimum items not be provided, the application will not be accepted at the counter. Acceptance of an application DOES NOT guarantee completeness. The City will take up to 28 days to make a completeness determination.

Applicant: Insert the Plan Sheet Number, and check each box under the Applicant heading on this checklist to confirm items are included in your submittal. A Permit Technician will check off each box under Staff when the item is confirmed to be included in the submittal package. If you think an item is not applicable to your project, you must contact the appropriate department prior to your intake appointment to have the items initialed as not required.

An application shall consist of all materials required by the applicable development regulations for the specific permit(s) sought, and shall include the following general information.

All items noted with an "L" next to the Applicant box must be labeled by the applicant, for file identification.

Applicant	Staff
<input type="checkbox"/> A completed & signed Permit Application form.	<input type="checkbox"/>
L <input type="checkbox"/> Copy(s) of the recorded legal descriptions of the existing property(s) boundary(s) and dimensions of property and/or legal description of the site for all applications, as required by the applicable development regulations.	<input type="checkbox"/>
<input type="checkbox"/> Completed Development Review Billing Form "D"	<input type="checkbox"/>
<input type="checkbox"/> Application fee due at submittal: see Land Use and Planning Fees form C	<input type="checkbox"/>
L <input type="checkbox"/> Evidence of adequate water and sewer availability (Water and Sewer Certificate of Availability). If the City of Bothell is your provider, submit an application for Water and Sewer Certificate of Availability. You must receive your certificate prior to submitting this application, please allow 2 weeks for this review. If your provider is Alderwood, Northshore or Woodinville, please contact them for information regarding receiving certification for water and sewer availability and provide this with your application.	<input type="checkbox"/>
L <input type="checkbox"/> Information on the capacity of existing storm water conveyance and control facilities and a downstream storm water study, which analyzes capacity of existing storm water conveyance and control facilities.	<input type="checkbox"/>
<input type="checkbox"/> Designation by name, street and mailing address, telephone number, and relationship to the applicant, of the person to receive all determinations and notices required by BMC Chapter 11.06.	<input type="checkbox"/>
L <input type="checkbox"/> An application for a concurrency encumbrance letter (BMC 17.03.014) unless the permit is specifically exempted by BMC 17.03.003. NOTE: If a concurrency encumbrance letter has been issued, submit the letter in lieu of concurrency application	<input type="checkbox"/>

Additional application requirements per BMC 13.16.120 and WAC 173-27-180 - **six (6) sets of plans showing each item required (five (5) full size sets and one (1) 11"x17" size set)**. These application requirements are in addition to the minimum application requirements as set forth in BMC 11.06.002. **All items noted with an "L" must be labeled by the applicant, for file identification.**

Detailed drawings and/or text sufficient to fully explain the intended project, which information must include:

Plan Sheet Number	Applicant	Staff
_____	<input type="checkbox"/> A general statement describing the proposed project that includes the proposed use or uses and the activities necessary to accomplish the project.	<input type="checkbox"/>
_____	<input type="checkbox"/> A general description of the vicinity of the proposed project including identification of the adjacent uses, structures and improvements, intensity of development and physical characteristics.	<input type="checkbox"/>

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Plan Sheet
Number

Applicant

Staff

- | | | | |
|-------|----------------------------|--|--------------------------------|
| _____ | <input type="checkbox"/> | Location of the property. This shall, at a minimum, include the property address and identification of the section, township and range to the nearest quarter, quarter section or latitude and longitude to the nearest minute. All applications for projects located in open water areas away from land shall provide a longitude and latitude location. | _____ <input type="checkbox"/> |
| _____ | <input type="checkbox"/> | Boundary of the parcel of land upon which the development is proposed..... | _____ <input type="checkbox"/> |
| _____ | <input type="checkbox"/> | Vicinity map showing the relationship of the property and proposed development or use to roads, utilities, existing developments, and uses on adjacent properties. | _____ <input type="checkbox"/> |
| _____ | <input type="checkbox"/> | Any associated wetlands, the 100 year flood plain, and the floodway..... | _____ <input type="checkbox"/> |
| _____ | <input type="checkbox"/> | Name of associated shoreline or wetland | _____ <input type="checkbox"/> |
| _____ | <input type="checkbox"/> | A survey of the property, showing all areas to be developed or disturbed, existing features including it's physical characteristics and improvements and structures, including existing topography at two foot contours for slopes fifteen percent or less and five foot contours for slopes over fifteen percent, trees over three inches in trunk diameter, streets, utility easements, rights-of-way, and existing land uses. | _____ <input type="checkbox"/> |
| _____ | <input type="checkbox"/> | Proposed topography at two foot contours for slopes fifteen percent or less and five foot contours for slopes over fifteen percent. | _____ <input type="checkbox"/> |
| _____ | <input type="checkbox"/> | The dimensions and locations of all existing and proposed structures and improvements including but not limited to; buildings, paved or graveled areas, roads, utilities, septic tanks and drainfields, material stockpiles or surcharge, and stormwater management facilities. | _____ <input type="checkbox"/> |
| _____ | <input type="checkbox"/> | Indication of size and placement of all structures including bulkheads | _____ <input type="checkbox"/> |
| _____ | <input type="checkbox"/> | Indication of size, grade, profile of all roads, or other vehicular passageways..... | _____ <input type="checkbox"/> |
| _____ | <input type="checkbox"/> | Indication of any and all water supplies, sewage disposal facilities, and solid-waste handling facilities | _____ <input type="checkbox"/> |
| _____ | <input type="checkbox"/> | Relation of all physical development to the associated shoreline or wetlands | _____ <input type="checkbox"/> |
| _____ | <input type="checkbox"/> | Scale drawings of all bridges or other structures to be built in, on or over streams, marshes, swamps or lakes..... | _____ <input type="checkbox"/> |
| _____ | <input type="checkbox"/> | The intended starting and completion dates | _____ <input type="checkbox"/> |
| _____ | <input type="checkbox"/> | The reason, if any, why this project requires a shoreline location as opposed to a non-shoreline location..... | _____ <input type="checkbox"/> |
| _____ | <input type="checkbox"/> | Indicate the ordinary high water mark. Where the ordinary high water mark is neither adjacent to or within the boundary of the project, the plan shall indicate the distance and direction to the nearest ordinary high water mark of a shoreline. | _____ <input type="checkbox"/> |
| _____ | <input type="checkbox"/> | Delineation of all wetland and buffer areas that are proposed to be altered or used as a part of the development. | _____ <input type="checkbox"/> |
| _____ | <input type="checkbox"/> | Description of the character of vegetation found on site and where applicable a mitigation plan for development of areas on or off the site for impacts associated with the proposed project. | _____ <input type="checkbox"/> |
| _____ | <input type="checkbox"/> | Description of the quantity, source and composition of any fill material that is intended to be placed on the site whether temporary or permanent. | _____ <input type="checkbox"/> |
| _____ | <input type="checkbox"/> | Description of the quantity, composition and destination of any fill material that is intended to be excavated or dredged. | _____ <input type="checkbox"/> |
| _____ | <input type="checkbox"/> | Location of the shorelines jurisdiction line and area (200 feet from ordinary high water mark, associated wetlands, 100 year flood plains, floodways, etc.). | _____ <input type="checkbox"/> |
| _____ | L <input type="checkbox"/> | If a variance is being requested, the applicant must supply evidence, information and rationale for each variance sought. In all instances the applicant must demonstrate that extraordinary circumstances shall be shown and the public interest shall suffer no substantial detrimental effect [see WAC 173-27-170(1)]. | _____ <input type="checkbox"/> |

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Plan Sheet Number	Applicant		Staff
_____	L <input type="checkbox"/>	If a conditional use is being requested, the application shall contain the applicant's explanation of why the conditional use should be granted, including notation of any special features of the proposed project that supports the request and explanation of how the request meets the requirements for conditional uses as enumerated in Section 13.17.110, Bothell Shorelines Master Program.	<input type="checkbox"/>
_____	L <input type="checkbox"/>	Where applicable, a depiction of the impacts to views from existing residential uses and dedicated public use areas (whether privately or publicly owned).	<input type="checkbox"/>
_____	L <input type="checkbox"/>	Drawing and/or text showing scale, bulk and architectural character of proposed structures showing relationship to natural existing grade.	<input type="checkbox"/>
_____	L <input type="checkbox"/>	Tree retention plan consistent with BMC 12.18.030.....	<input type="checkbox"/>
_____	L <input type="checkbox"/>	Where applicable, landscaping and tree planting plan, including site grading.....	<input type="checkbox"/>
_____	L <input type="checkbox"/>	Text describing how the project is consistent with the applicable Goals and policies of the Bothell Shorelines Master Program.	<input type="checkbox"/>
_____	L <input type="checkbox"/>	Text describing how the project is consistent with the applicable use regulations contained in the Bothell Shorelines Master Program.	<input type="checkbox"/>

Other Submittal Requirements (six copies of each item required):

Applicant		Staff
L <input type="checkbox"/>	Letter citing specific Comprehensive Plan policies and demonstrating the project's consistency with those policies	<input type="checkbox"/>
<input type="checkbox"/>	Notes and determinations from the pre-application conference	<input type="checkbox"/>

Environmental documents (if applicable). If critical areas are located on or adjacent to the area to be altered, the following are required:

Applicant		Staff
L <input type="checkbox"/>	SEPA Checklist and item(s) on checklist that are applicable	<input type="checkbox"/>
L <input type="checkbox"/>	A Title Report prepared by a licensed Title Insurance Agency - three copies (eng,pln, file).....	<input type="checkbox"/>
L <input type="checkbox"/>	An inventory of individual trees within all shorelines areas to be developed or otherwise disturbed - two copies (pln, file)	<input type="checkbox"/>
L <input type="checkbox"/>	Any other information required by the Community Development and Public Works Director for the purposes of ascertaining ownership and the existence of easements or covenants affecting the subject property.	<input type="checkbox"/>

If any changes to utilities or roadways are proposed the following information is required:

Plan Sheet Number	Applicant		Staff
_____	L <input type="checkbox"/>	Site contours (maximum 5 foot contour interval) showing existing natural grade and proposed finished grades.	<input type="checkbox"/>
_____	L <input type="checkbox"/>	Proposed public improvements, including proposed public rights-of-way, sidewalks, curb and gutter, planter strips, street trees, utilities to include, sanitary sewer, storm drainage facilities, domestic water lines.	<input type="checkbox"/>
_____	L <input type="checkbox"/>	Road width and turning radii	<input type="checkbox"/>
_____	L <input type="checkbox"/>	Proposed sanitary, storm water and water systems plan(s) with points of connection, grades and sizes indicated.	<input type="checkbox"/>

NOTE: The above list is intended to assist an applicant in providing the minimum information required for the City of Bothell to begin completeness review of Shorelines applications. Other items may be required to be submitted for an application to be complete and/or deemed consistent. Please see the Bothell Shorelines Master Program for other items that may be necessary. The applicant is responsible for all notification (posting, mailing, publishing) as required by Title 11.04 in the Bothell Municipal Code.