



Shoreline Exemption Application Requirements

- 1) Completed, signed Shoreline Exemption Application (See note regarding fee guarantees).
- 2) Copy of the **deed** for the property (Available from title companies).
- 3) Copy of any easement agreements, if applicable.
- 4) Letter of authorization to apply for the above permit from the property owner if different than the applicant, or letter of authorization from the applicant if using an agent, i.e. consultant, engineer or attorney (See note regarding fee guarantees).
- 5) Completed and signed SEPA checklist, if applicable.
- 6) A site plan drawn to a standard engineering scale containing at a minimum the following:
 - Dimensions of the property and scale used.
 - Location, setbacks and dimensions of **all** structures on the site.
 - Location of septic tank/drainfield, and well or utility lines.
 - Location, width and length of driveway.
 - Location and dimensions of all parking areas.
 - Names and locations of all public or private roads and easements.
 - North arrow.
 - Location of the Ordinary High Water Mark of all water bodies on or adjacent to the subject site.
 - Distance from any structures to the Ordinary High Water Mark (OHWM) of any creeks, streams, rivers or lakes, if applicable.
 - Location of any wetlands, steep slopes, wildlife habitat or other critical areas if known.
 - If submitting a request for administrative approval or a shoreline variance for additional dock length, please provide depth soundings at 5-foot intervals along the length of the proposed dock.
 - Quantity, source and composition of any fill or excavated material.
 - On all variance applications the plans shall clearly indicate where development could occur without approval of a variance and the physical features and circumstances on the property that provide a basis for the request and location of adjacent structures and uses.
- 7) A topographic drawing if the site is other than flat (if not already depicted on the site plan specified above).
- 8) Provide a project narrative including a general description of the property as it now exists including its physical characteristics, improvements and structures as well as a general description of the proposed uses and activities necessary to accomplish the project.
- 9) Fees: Application \$370.00
Flood Fee \$50.00 (UFS # 2780) determined at time of submittal
Records Archiving Fee \$25.00 (UFS # 8428)

Make checks payable to Whatcom County Planning and Development Services

NOTE: The application requires a personal guarantee for the payment of fees incurred to undertake permit review by whoever signs the permit application. Applicants and agents must recognize they will be held accountable for fees if they sign the application.



Master Land Use Application

File # _____

Project Name _____

Receipt #: _____ Date Paid: _____ Total Fees: _____

Applicant Name: _____

Mailing Address: _____ City _____

State _____ Zip Code _____ Phone # (_____) _____

Fax # (_____) _____ Email _____

Agent/ Representative Name: _____

Mailing Address: _____ City _____

State _____ Zip Code _____ Phone # (_____) _____

Fax # (_____) _____ Email _____

Owner's Name _____

Mailing Address: _____ City _____

State _____ Zip Code _____ Phone # (_____) _____

Fax # (_____) _____ Email _____

Deed attached: YES NO FLOOD ZONE: YES NO

Property interest of the applicant: Purchaser Lessee Other _____

Site address _____

Parcel size: _____ in acres

Legal Description: Lot _____ Block _____ Div _____ Plat _____

_____ 1/4 _____ 1/4 Section _____, T _____ N, R _____ W.M.

Assessor's Parcel Number _____

Zoning: _____ Comp. Plan: _____ Shoreline: _____

Subarea: _____ Fire Dist. _____ School Dist: _____

Water source: Well District/ Association: _____

Sewage Disposal: Septic Sewer _____

WHATCOM COUNTY
Planning & Development Services
5280 Northwest Drive
Bellingham, WA 98226-9097
360-676-6907, TTY 800-833-6384
360-738-2525 Fax



J.E. "Sam" Ryan
Director

Fee Responsibility

Venue and Jurisdiction: The parties hereto recognize and agree that the venue of any action involving their rights or obligations related to this application shall be in Whatcom County, and the parties' rights and obligations hereunder shall be determined, in accordance with the laws of the State of Washington.

Fee Guaranty: Notwithstanding that this application has been submitted in the name of a company, I personally guarantee payment of fees accrued according to the terms listed in the Whatcom County Unified Fee Schedule and that my personal guarantee is part of the consideration for review of the application.

I/we _____ hereby certify that the above statements and the information contained in any papers or plans submitted herewith are true and accurate to the best of my knowledge, and that the list of surrounding property owners is complete and current.

Signature of Applicant

Signature of Owner

I certify that I know or have satisfactory evidence that _____ is/are the person(s) who appeared before me, and said person(s) acknowledged it to be his/her free and voluntary act for the uses and purposes mentioned in this instrument.

Dated _____

Notary Public in and for the State of Washington

Residing at _____

My appointment expires: _____ / _____ / _____

Application received by: _____

Date: _____