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Mountlake Terrace, WA 98043  
Phone 425.744.6267  
[PermitSpecialist@ci.mlt.wa.us](mailto:PermitSpecialist@ci.mlt.wa.us)  
[www.cityofmlt.com](http://www.cityofmlt.com)

# SHORELINE DEVELOPMENT PERMIT APPLICATION

## FOR STAFF USE ONLY

Permit # \_\_\_\_\_  
Fee \$ \_\_\_\_\_ Deposit \$ \_\_\_\_\_  
Total \$ \_\_\_\_\_ Receipt No. \_\_\_\_\_

RECEIVED BY: \_\_\_\_\_ (Initials) DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Check One:**  Substantial Development  Conditional Use  Variance  Letter of Exemption

### Provide Complete Responses to the Following:

1. Site Address: \_\_\_\_\_
2. Parcel Number (property tax account number): \_\_\_\_\_
3. Legal Description (attach separately): \_\_\_\_\_
4. Section, Township and Range, to the nearest quarter and quarter section: \_\_\_\_\_
5. 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. \_\_\_\_\_
6. Name of the shoreline (water body) the site the proposal is associated with: \_\_\_\_\_
7. Shoreline environment designation: \_\_\_\_\_
8. Comprehensive Plan Designation: \_\_\_\_\_
9. Zoning Designation: \_\_\_\_\_
10. Attach separate sheet(s) providing descriptive responses to the following:
  - a. General description of proposed project that includes the proposed use of uses and the activities necessary to accomplish the project.
  - b. General description of the property as it now exists including its physical characteristics, improvements and structures.
  - c. General description of the vicinity of the proposed project including identification of the adjacent uses, structures and improvements, intensity of development and physical characteristics.

**Submittal Requirements:**

1.  The [Permit Contact Information Form](#) is required to accompany this application. Note that the applicant should be the owner of the property or the primary proponent of the project and not the representative of the owner or primary proponent.
2.  Site Development Plan (See below)
3.  JARPA form and materials
4.  SEPA Checklist
5.  List of all proposed improvement and their fair market value (if more than one action or improvement, list each separately)
6.  Responses to the applicable shoreline activity evaluation criteria (see below)
7.  Application/processing fee

**Site Development Plan Filing Requirements:**

Prepare and submit maps and elevation drawings, drawn to an appropriate scale to depict clearly all required information, photographs and text, which shall include:

1.  The boundary of the parcel(s) of land upon which the development is proposed.
2.  The ordinary high water mark of all water bodies located adjacent to or within the boundary of the project. This may be an approximate location provided, that for any development where a determination of consistency with the applicable regulations requires a precise location of the ordinary high water mark the mark shall be located precisely and the biological and hydrological basis for the location as indicated on the plans shall be included in the development plan. 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.
3.  Existing and proposed land contours. The contours shall be at intervals sufficient to accurately determine the existing character of the property and the extent of proposed change to the land that is necessary for the development. Areas within the boundary that will not be altered by the development may be indicated as such and contours approximated for that area.
4.  A delineation of all wetland areas that will be altered or used as a part of the development.
5.  A general indication of the character of vegetation found on the site.
6.  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.
7.  Where applicable, a landscaping plan for the project.
8.  Where applicable, plans for development of areas on or off the site as mitigation for impacts associated with the proposed project shall be included and contain information consistent with the requirements of this section.
9.  Quantity, source and composition of any fill material that is placed on the site whether temporary or permanent.

## City of Mountlake Terrace - Shoreline Substantial Development Permit Application

10.  Quantity, composition and destination of any excavated or dredged material.
11.  A vicinity map showing the relationship of the property and proposed development or use to roads, utilities, existing developments and uses on adjacent properties.
12.  Where applicable, a depiction of the impacts to views from existing residential uses and public areas.
13.  On all variance applications the plans shall clearly indicate where development could occur without approval of a variance, the physical features and circumstances on the property that provide a basis for the request, and the location of adjacent structures and uses.
14.  Any additional information that would aid in understanding and supporting the proposal and address impacts and benefits

### **Review and Decision Criteria:**

The review and decision on a substantial development permit shall be based on the proposal's ability to demonstrate substantial compliance with:

1. The policies and regulations of the applicable city of Mountlake Terrace Shoreline Master Program shoreline environment designation, and the type of use, modification, or development; and,
2. City of Mountlake Terrace municipal code, Chapter 16.10 Shoreline Management; and,
3. The provisions of Chapter 173-27 WAC, Shoreline Management Permit and Enforcement Procedures.

The city may attach conditions to the approval of any permit as necessary to assure consistency of the project with the act and the local master program.



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# PERMIT CONTACT INFORMATION

<b>FOR STAFF USE ONLY</b>
<b>Permit(s) Number(s):</b> _____
<b>PROCESSED BY:</b> _____ (Initials) <b>DATE:</b> ____/____/____

**Project Name/Name of Business (If Applicable)** \_\_\_\_\_

**Subject Property Address** \_\_\_\_\_ **Suite No.** \_\_\_\_\_

**Parcel Number(s)** \_\_\_\_\_

<b>Applicant</b> _____				
Mailing Address _____				
Street Address	City	State	Zip	
Phone	E-Mail	_____		

<b>Property Owner</b> _____				
Mailing Address _____				
Street Address	City	State	Zip	
Phone	E-Mail	_____		

<b>Contractor</b> _____				
<i>If Applicable</i>				
Mailing Address _____				
Street Address	City	State	Zip	
Phone	E-Mail:	_____		
State License #	Expires	City Business License #	Expires	_____

<b>Contact Person:</b> _____				
<i>This person is designated by the applicant to receive all communications, correspondence, determinations and notices as required by development regulations.</i>				
Mailing Address: _____				
Street Address	City	State	Zip	
Phone	E-Mail:	_____		

<b>Design Professional:</b> _____				
Mailing Address: _____				
Street Address	City	State	Zip	
Phone	E-Mail:	_____		

**Signed:** \_\_\_\_\_ **Print Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_



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# AFFIDAVIT of APPLICANT STATUS and Acceptance of Financial Responsibility for Project Fees

Please indicate which of the following options describes your project:

- Property Owner is Responsible for Fees and Application Materials
- Property Owner is Responsible for Fees and Someone Other than Property Owner (“Applicant”) is Responsible for Application Materials
- Someone Other than Property Owner (“Applicant”) is Responsible for Fees and Application Materials

Please fill out the Project Property Information, Property Owner Information, and Applicant Information (if applicable) sections below, check the appropriate boxes on next page, and sign.

## Project Property Information

Property Address: \_\_\_\_\_

Snohomish County Tax Parcel Number(s): \_\_\_\_\_

Development Name (if applicable): \_\_\_\_\_

Project Description: \_\_\_\_\_

## Property Owner Information

Owner Name: \_\_\_\_\_ Company (if applicable): \_\_\_\_\_

Owner E-mail: \_\_\_\_\_ Title: \_\_\_\_\_

Owner Address: \_\_\_\_\_

Owner Phone: \_\_\_\_\_

## Applicant Information (If Applicable)

Applicant Name: \_\_\_\_\_ Company (if applicable): \_\_\_\_\_

Applicant E-mail: \_\_\_\_\_ Contractor L7I No.: \_\_\_\_\_

Applicant Address: \_\_\_\_\_

Applicant Phone: \_\_\_\_\_

**Affidavit of Applicant Status**

Select one of the following:

- Owner hereby certifies that Owner is the legal owner(s) of the Project Property described above, and is legally entitled to acquire permits and approvals for the Project.
- Owner hereby certifies that Owner is the legal owner(s) of the Project Property described above. Owner further certifies that \_\_\_\_\_ (“Applicant”) is authorized to act on Owner’s behalf to acquire permits and approvals for the Project, and designates Applicant as the primary contact to work with City staff for such purposes.

**Acceptance of Financial Responsibility**

Select one of the following:

- As Owner(s), I/we accept financial responsibility for all fees associated with this permit for reviews and approvals performed by the City or contracted agencies. I/we agree to pay all permit fees, costs of review, and other associated fees, regardless whether the permit is issued or whether the application is canceled before permit issuance. Refunds will be mailed to Owner unless the City has received written authorization from Owner stipulating payment to a third party. If my/our address changes at any time before the City has received full payment for all fees billed or owing, I/we will immediately notify the City of the new address.
- As Applicant(s), I/we accept financial responsibility for all fees associated with this permit for reviews and approvals performed by the City or contracted agencies. I/we agree to pay all permit fees, costs of review, and other associated fees, regardless whether the permit is issued or whether the application is canceled before permit issuance. Refunds will be mailed to Applicant unless the City has received written authorization from Applicant stipulating payment to a third party. If my/our address changes at any time before the City has received full payment for all fees billed or owing, I/we will immediately notify the City of the new address. (Applicant(s) must sign below.)

**Signatures**

Property Owner’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Property Owner’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant’s Signature (if applicable): \_\_\_\_\_ Date: \_\_\_\_\_

Applicant’s Signature (if applicable): \_\_\_\_\_ Date: \_\_\_\_\_