



# Burien

Washington, USA

## Shoreline Substantial Development Application

400 SW 152<sup>nd</sup> Street, Suite 300 Burien, WA 98166  
Phone: (206) 241-4647 • FAX: (206) 248-5539  
www.burienwa.gov

File Number _____
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### APPLICANT INFORMATION

Name:	Company:	Daytime Phone:
Mailing Address:		E-Mail:
Contact person:	E-Mail:	Daytime Phone:
Property owner:	Daytime Phone:	
Mailing Address:	E-Mail:	

### PROJECT INFORMATION (attach additional sheets if necessary)

Site Address:	Parcel Number:
Zoning District:	Comprehensive Plan designation:
Name of Waterbody (choose one): <input type="checkbox"/> Puget Sound <input type="checkbox"/> Lake Burien <input type="checkbox"/> Other _____	
Shoreline Designation: _____	
Description of proposal, including any affected critical areas:	
Current use of the property:	
Total cost of the project:	
List any other permits for this project from state, federal or local governmental agencies for which you have applied or will apply, including whether the permit has been applied for, and if so, the date of same, and the number of the application or permit:	
(To be completed by local official) Nature of the existing shoreline. (Describe type of shoreline, such as marine, stream lake, flood plain, floodway; type of beach, such as accretion, erosion, high bank, low bank, or dike; material, such as sand gravel, mud, clay, rock, riprap; and extent and type of bulkheading, if any):	

**SIGNATURE**

I, \_\_\_\_\_, declare that I am the owner of the property involved in this application, and that the foregoing statements and answers herein contained and the information herewith submitted are in all respects true and correct to the best of my knowledge and belief. I designate \_\_\_\_\_ to act as my agent with respect to this application. I agree to reimburse the City of Burien for the costs of professional engineers and other consultants hired by the City to review and inspect this proposal when the City is unable to do so with existing in house staff.

Dated: \_\_\_\_\_

Signature: \_\_\_\_\_

Please see the attached checklist(s) for a list of plans and other information that must be submitted with this application and for other important information. The checklist(s) must be submitted with the application and the required submittals.

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### **WHAT IS A SHORELINE SUBSTANTIAL DEVELOPMENT REVIEW?**

Shoreline permit regulations are required by the Shoreline Management Act of 1971, Chapter 90.58 of the Revised Code of Washington (RCW). This state law requires local governments to establish a program consistent with rules adopted by the State Department of Ecology (DOE) for the administration of the permit system titled State of Washington Shoreline Master Program Guidelines. Accordingly, the City of Burien has adopted regulations for the shorelines of the City in the Burien Shoreline Master Program. Those regulations are contained in Title 20 of the Burien Municipal Code.

A Shoreline Substantial Development Permit is required for projects that propose to undertake a “substantial development” within the “shoreline district” as defined by the Burien Shoreline Master Program. The City’s shorelines include Burien’s saltwater shorelines and Lake Burien, PLUS all “associated wetlands” of these waters. Development within the shoreline district consists of everything in or over the water, as well as everything within 200 feet landward of the “ordinary high water mark” (i.e., the shoreline).

Substantial development is generally defined as any development, the total cost or fair market value of which exceeds \$6,416, OR any development that materially interferes with the normal public use of the water or shorelines of the City, as exempted in WAC 173-27-040.

### **WHAT OTHER PERMITS ARE REQUIRED?**

The Shoreline Substantial Development Permit **does not** take the place of any other required permit. A project or development also may require, among others, a building or grading permit. If the proposal involves construction within navigable water (i.e., up to the mean high water mark from tidal waters or to the ordinary high water mark for fresh water) or if the proposal includes dredging or placement of fill, a U.S. Army Corps of Engineers Section 10/404 permit is required. If the project involves construction or other activity below the ordinary high water mark or if the project includes an activity that will use, divert, obstruct, or change the natural flow or bed of any state waters, a Hydraulic Project Approval from the Department of Fish and Wildlife is required.

### **WHAT STEPS ARE REQUIRED FOR A SHORELINE SUBSTANTIAL DEVELOPMENT REVIEW AND HOW LONG WILL IT TAKE?**

The following is a summary of the steps required for review and processing of a Substantial Development Review application. A Shoreline Substantial Development Permit requires a Type 1 Land Use Review, which involves a decision by the Community Development Director following issuance of a public notice, consideration of written public comments, and review of a written staff recommendation.

Under local and state laws, the City has 120 days to issue a decision on your application, beginning on the day the application is complete (however, our actual average processing times have been less).

1. **Pre-Application Meeting.** A pre-application meeting with the Project Review Team is required for all Shoreline Substantial Development Reviews. Pre-application meetings are generally held on the 2<sup>nd</sup> and 4<sup>th</sup> Thursday mornings of each month. To set up a pre-application meeting, submit a *Pre-Application Meeting Request* with the Department of Community Development, along with the required information, at least a week before the meeting. The Project Review Team consists of staff from the city departments of Community Development (Planning and Building), and Public Works, along with staff from the appropriate fire district. The purpose of the pre-application meeting is to provide the applicant with a preliminary list of issues, code requirements and application requirements.

2. Call for Application Submittal Appointment: Call the planner who handled your pre-application meeting to set up an application submittal appointment. Generally, this can occur within a day or two.
3. Determination of Completeness: Within 28 days of submittal, your application will be reviewed for completeness. A letter will be sent if additional information is needed. If the application is complete, the public notice process will begin.
4. Notice of Application: Staff will prepare a public notice of your application that is published in the newspaper, mailed to property owners within 500' of the property, and posted on the property. You are responsible for purchasing and erecting a notice board for the application. The public comment period is **30 days**.
5. Staff Review: Your application will be reviewed by the Project Review Team, and any technical requirements will be provided to you. Also, the planner assigned to your project will prepare a written advisory report (staff recommendation) analyzing your application and applicable Zoning Code regulations and Comprehensive Plan policies.
6. Decision: The Community Development Director reviews the staff recommendation and issues a decision.
7. Department of Ecology Review: Staff must send the decision to the Department of Ecology (DOE) and the Attorney General's office. A transmittal letter and an affidavit of the public notice must be sent along with the staff report to the DOE. Any aggrieved party, including the DOE, may appeal the City's decision to the State Shoreline Hearings Board within 21 days of the date of receipt of the City's decision by the DOE. The DOE does not need to approve the project unless a conditional use permit or variance is involved.
8. Building Permits: Building permits may be issued after the Department of Ecology's 21-day review period.

Construction shall commence within 2 years and the construction activity shall terminate 5 years after the effective date of the permit.

#### **HOW CAN I SPEED UP REVIEW OF MY APPLICATION?**

Review times are generally dependent on the complexity of the project, the amount and content of public comment, and staff workload. We pledge to review your application as quickly as possible, given all of these constraints. There are a few things that you can do that will speed up review of your application:

1. Provide Good Quality, Accurate Information: The single largest reason for delay is lack of quality, accurate information. The cheapest survey, engineering plan or soils report isn't always the best. We have samples of reports and plans that are good examples to follow for format, level of detail and content.
2. Read and Understand the Regulations and Policies: We've found that an informed applicant usually does a better job of answering the review criteria, submitting good information and addressing neighbors' concerns. It helps if you can specifically address the relevant code sections applicable to your project. This makes our review easier and faster.
3. Meet With Your Neighbors Before Finalizing Your Plans: Many times, neighbors oppose a project simply because they didn't know about it until they saw the public notice board. They feel that the applicant is trying to sneak something by them. An informal neighborhood meeting, or individual meetings, can be very helpful in diffusing opposition to your project. If done before you apply, these meetings also can allow you to make design changes so that the neighbors will be supportive of your project.

These are just a few suggestions to help you prepare and file an application that will be easy for us to review, and speed up the decision on your application.



**PLEASE RETURN THIS CHECKLIST WITH YOUR APPLICATION**

The following is a list of materials and plans that must be submitted in order to have a complete application. For some applications, it will not be necessary to submit all of the listed materials. Consult with the Department of Community Development if you have questions. Please do not turn in your application until all materials that apply to your proposal have been checked off.

<b>Pre-Application Meeting</b>	REQUIRED	PROVIDED
A pre-application meeting with a planner is required within the three months immediately prior to submittal (see separate pre-application meeting handout).	X	

<b>Application</b>	REQUIRED	PROVIDED
Set up an application submittal appointment.	X	
A completed and signed Shoreline Substantial Development Form.		

<b>Fees</b>	REQUIRED	PROVIDED
A check payable to the City of Burien for applicable filing fees and engineering deposits (see separate fee schedule).	X	

<b>SEPA Environmental Checklist (5 copies)</b>	REQUIRED	PROVIDED
Five (5) copies of a completed and signed SEPA Environmental Checklist (see separate SEPA Checklist handout).		

<b>Survey, Site Plans and Building Elevations (5 copies)</b>	REQUIRED	PROVIDED
Five (5) copies of dimensioned plans, drawn at 1" = 20' or a comparable scale, and one set reduced to 8½" x 11" size, showing:	X	
1. Property survey with property dimensions, any existing structures that are proposed to remain on the property and names of adjacent rights-of-way.		
2. Existing streams, lakes, and shorelines showing location of ordinary high water lines.		
3. Fire hydrants, utility lines, structures, rockeries, roadways and other relevant manmade or natural features.		
4. All existing evergreen trees greater than 8" in diameter and deciduous trees greater than 12" in diameter identified by species, and an indication of which will be saved. The dripline and trunk locations should be accurately depicted.		

5.	Proposed landscaping: size, species, location and distance apart.		
6.	Location and dimensions of proposed structure(s), parking areas, driveways and roadways.		
7.	Existing and finished grades at 5-foot contours with the precise slope of any area in excess of 40 percent.		
8.	The location and type of any critical areas and their required buffers, on and within 100 feet of your property.		
9.	Calculations for proposed setbacks, building coverage, impervious surface coverage, building height and parking.		
10.	Location and size of proposed utility lines, together with a letter of water and/or sewer availability.		
11.	Location and length of adjacent piers within 200 yards of the proposed pier and/or float.		
12.	Dimensioned building elevations drawn at 1/8" = 1' or a comparable scale showing at least two facades.		

<b>Critical Area Study</b>	REQUIRED	PROVIDED
A critical area study complying with City of Burien Zoning Code Section 19.40.060 (see separate handout).		

<b>Other Required Information</b>	REQUIRED	PROVIDED