



SHORELINE SUBSTANTIAL DEVELOPMENT PERMIT

For more information, refer to Snohomish Municipal Code (SMC) 14.250, RCW 90.58.180, and WAC 173-27

WHAT IS A SHORELINE SUBSTANTIAL DEVELOPMENT PERMIT, AND WHEN IS IT NECESSARY?

A Shoreline Substantial Development Permit may be required for development on property adjacent to or within 200 feet of any Shoreline of the State. Shorelines in the City of Snohomish include the Snohomish River, the Pilchuck River, and Blackmans Lake.

Unless specifically exempted in WAC 173-27-030, exterior improvements that exceed \$7,047 in fair market value for labor and materials, or that materially interfere with access to publicly owned shorelines, are considered “substantial developments” and must receive Shoreline Substantial Development Permit approval prior to issuance of other development permits.

Single family dwellings may be excluded from this requirement unless the Planning Director determines a Shoreline Substantial Development Permit is necessary.

WHAT ARE THE CRITERIA FOR A SHORELINE PERMIT?

Applications for Shoreline Substantial Development Permits must be consistent with the requirements of Chapter 90.58 RCW, the shoreline management guidelines of the Department of Ecology, and the Shoreline Master Program of the City of Snohomish. They shall be submitted through the [SSPP](#).

HOW DO I BEGIN?

Before applying, you are encouraged to participate in a Pre-Application Review, prior to formal submittal of your project. The Pre-Application process is an opportunity for applicants to receive written comments from all City departments, for specific feedback on issues involving land use, street and utility improvements, building codes, and City code compliance. Pre-Application Submittal forms and information are available online, or at City Hall.

WHAT IS THE APPLICATION PROCEDURE?

Shoreline Substantial Development applications are processed as Type 3 Permits through the [SSPP](#), and generally undergo the following process:

- Prior to formal submittal, staff recommends the applicant make a **Pre-Application** submittal and review the comments from City staff.
- **28 days** after the formal submittal, City staff issues a determination of completeness, or a letter of incomplete application. If complete, a notice of application is published for public comment. Applicant is advised of agencies that may have jurisdiction over the proposal.
- **14 days** after re-submittal (if applicable): City staff issues a determination of completeness, or a second letter of incomplete application (this continues until the application is complete).
- **14 days** after determination of completeness: City staff issues a Notice of Application to the public, other City departments, and agencies with jurisdiction. Public notice is also sent to all properties within 300 feet of the site.
- Public comment period for the notice of application is **15 days**.
- **90 days** after complete application submittal: City staff issues a threshold determination and Environmental Impact Statement (EIS), if required, when features and impacts of the proposal can be reasonably identified. The applicant may request a 30-day extension of the threshold determination, if necessary.
- Public comment period for the threshold determination is **14 days**.
- **120 days** after determination of completeness and after public comment period is lapsed: City staff issues a decision.
- City staff forwards the decision to the Washington State Department of Ecology.

WHEN CAN I START CONSTRUCTION?

No construction authorized by an approved Shoreline Substantial Development Permit may begin until after the Department of Ecology has received the permit documents and a “waiting period” is held to allow for appeals to the Shoreline Hearings Board.



HOW DO I APPEAL THE PLANNING DIRECTOR'S DECISION?

Appeals of Shoreline Substantial Development Permit decisions are filed with the Washington State Shorelines Hearings Board.

WHO REVIEWS MY APPLICATION?

Shoreline Substantial Development Permit applications are reviewed by the Planning division, the Engineering division, the Parks and Recreation division, and the Fire District. In addition, the application may be reviewed by the Department of Ecology.

Decisions on Shoreline Substantial Development Permits are made by the Planning Director. The City's Decision on Shoreline Substantial Development Permits are subject to review by the Washington State Department of Ecology and are appealable to the Washington State Shoreline Hearings Board.

WHAT IS THE PROCESS FOR STATE REVIEW?

Within eight days of City action on a Shoreline Substantial Development Permit, City staff will file copies of the following documents with the Department of Ecology:

- The final decision of the City on the permit application (and a copy of the permit, if it was approved)
- The application form, site plan, and vicinity map
- The Environmental checklist, threshold determination, and the Determination of Non-Significance, or the Environmental Impact Statement. In lieu of this material, a summarization of the actions and dates of actions on environmental data may be filed.
- The affidavits of notice

CAN I GET A SHORELINE CONDITIONAL USE PERMIT?

Shoreline Conditional Use Permits are processed as Type 4 permits.

CAN I GET A SHORELINE VARIANCE?

Shoreline Substantial Development Permits may be granted with some flexibility by applying for a variance and going through the associated process of a Type 4 permit. In the case of a Shoreline Variance, the City will not render a decision, but will forward a recommendation to the Washington Department of Ecology, which will approve or disapprove. For more information, refer to SMC 14.70.030(A), or ask for the Variance submittal packet, available at City Hall, 116 Union Avenue.

NOTE: This information should not be used as a substitute for City codes and regulations. You should review all the details of your project with the Planning and Development Services Department at 116 Union Avenue (360-568-3115).