



San Juan County Community Development & Planning

135 Rhone Street P.O. Box 947 Friday Harbor, WA 98250
(360) 378-2354 (360) 378-2116 Fax (360) 378-3922
www.sanjuanco.com

Shoreline Exemption Application Packet

This information packet contains the following material to help you obtain an exemption from shoreline substantial development permit requirements.

Shoreline Exemption Checklist

Yes No

- A completed project permit application form.
- Completed environmental checklist if applicable (contact CD&P to determine if required)
- Fee per adopted fee schedule. (<http://www.sanjuanco.com/permitcenter/ApplicationForms.aspx>)
- A legal description of the site and any other property description required by the applicable development regulations.
- A site plan containing the following information:
 - All site plans should be printed on 8 1/2 inch by 14 inch (or smaller) paper.
 - Compass direction and graphic scale (1" = 40' for parcels over one acre in area and 1" = 20' for parcels under 1 acre).
 - Corner grades and existing contours of topography at twenty-foot contour intervals.
 - Proposed developments or use areas.
 - Existing structures and significant features on the subject property and on adjacent properties.
 - Property lines, adjoining streets, and immediately adjoining properties and their ownership.
 - Location and dimensions of existing and proposed improvements on public rights-of-way, such as roads, sidewalks, and curbs.
 - Existing and proposed grades and volume and deposition of excavated material.
 - Natural drainage direction and storm drainage facilities and improvements.
 - Locations of all existing and proposed utility connections.
 - Parking spaces and driveways.
 - Proposed landscaping.
 - Wetlands and other Critical Areas.
 - Title block with the project name and address, drawing title, tax parcel number, and the name/address/phone of the person preparing drawing.
- Dated photographs of the existing structure (for normal repair and maintenance).

If the answer to any of these questions is NO, you do not have a complete permit application and Community Development & Planning will not be able to begin the review process, although we will work with you to provide the required information.



San Juan County
Community Development & Planning

135 Rhone Street P.O. Box 947 Friday Harbor, WA 98250
(360) 378-2354 (360) 378-2116 Fax (360) 378-3922
www.sanjuanco.com

Shoreline Exemption Application

PROPERTY INFORMATION

Tax Parcel Number: _____ Shoreline Designation: _____

Island: _____ Subdivision: _____ Lot Number: _____

Property Size: _____ (acres/square feet) Existing Use of Property: _____

Water Body: _____

Directions to Property: _____

APPLICANT INFORMATION

Name of Applicant: _____ Telephone: _____
Email: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Name of Agent (if applicable): _____ Telephone: _____
Email: _____

Address: _____

City: _____ State: _____ Zip Code: _____

DESCRIPTION OF PROPOSED USE (Include separate sheets as necessary)

PERMIT CERTIFICATION

I have examined this application and attachments and know the same to be true and correct, and certify that this application is being made with the full knowledge and consent of all owners of the affected property.

Signature of Property Owner or Authorized Agent

Date

Note: If applicant is not the owner a notarized statement is required stating that the application is submitted with the consent of all owners of the property & identifying the owners authorized agent or representative.

For Community Development & Planning Use Only

A timely appeal of this exemption will stay the effective date of the granting of the exemption until the appeal has been resolved at the County level. (SJCC 18.80.140A(7))

SEPA Exempt
Code Citation: _____

Inspection Required

Approved Denied By _____ Date _____



San Juan County Community Development & Planning

135 Rhone Street P.O. Box 947 Friday Harbor, WA 98250
(360) 378-2354 (360) 378-2116 Fax (360) 378-3922
www.sanjuanco.com

About Shoreline Exemptions

In addition to receiving approval from San Juan County before undertaking your proposed use, in most cases you must receive approvals from certain state agencies and also complete a Joint Aquatic Resources Permit Application (JARPA).

General Shoreline Uses

All work that will use, divert, obstruct, or change the natural flow or bed of state waters or that will use any of the salt or fresh waters of the state or materials from the beds, must receive approval from the Washington State Department of Fish and Wildlife before beginning any construction.

Mooring Buoys

In addition to the information required in the exemption form, you must also submit:

- A map of the location of the mooring buoy including the swing line of the chain.
- The location and ownership of mooring buoys and docks within 500 feet.
- Depth of water in the proposed location at 0 tide.
- The location of any other mooring buoys under your ownership.

After Community Development & Planning evaluates your exemption, copies will be sent to the Army Corps of Engineers, the Department of Natural Resources, the Department of Ecology and the Department of Fish and Wildlife.

JARPA & Agency Notifications

The Department of Fish and Wildlife requires a JARPA application, which can be accessed online at www.epermitting.org. The JARPA application is not to be submitted to San Juan County. The JARPA, **with plans and photos**, and SEPA determination should be submitted by the applicant directly to the Washington State DOE headquarters – Federal Permit Unit *and* the WDFW Habitat Program in Olympia.

Department of Ecology Headquarters
Attention: Federal Permit Unit
PO Box 47600
Olympia, WA 98504-7600

Department of Fish and Wildlife
Habitat Program
600 Capitol Way N
Olympia, WA 98501

If your application is for a **single-boat, non-commercial mooring buoy**, you should submit your JARPA and SEPA to the Department of Natural Resources. **If your application is for any other exemption it must also be submitted to the U.S. Army Corps of Engineers.**

Department of Natural Resources
Northwest Region
919 North Township Street
Sedro Woolley, WA 98284
(360) 856-3500

U.S. Army Corps of Engineers
Seattle District, Regulatory Branch
P.O. Box 3755
Seattle, WA 98124-3755
(206) 764-3495

Additionally, send any non-JARPA application materials to Laura Arber, Marine Habitat Biologist at the Department of Fish and Wildlife.

Laura Arber, Marine Habitat Biologist
WA Dept. of Fish and Wildlife
16018 Mill Creek Blvd.
Mill Creek, WA 98012-1296



San Juan County
Community Development & Planning

135 Rhone Street P.O. Box 947 Friday Harbor, WA 98250
(360) 378-2354 (360) 378-2116 Fax (360) 378-3922
www.sanjuanco.com

STATE ENVIRONMENTAL POLICY ACT ENVIRONMENTAL CHECKLIST

Purpose of checklist:

The State Environmental Policy Act (SEPA), chapter 43.21C RCW, requires all governmental agencies to consider the environmental impacts of a proposal before making decisions. An environmental impact statement (EIS) must be prepared for all proposals with probable significant adverse impacts on the quality of the environment. The purpose of this checklist is to provide information to help you and the agency identify impacts from your proposal (and to reduce or avoid impacts from the proposal, if it can be done) and to help the agency decide whether an EIS is required.

Instructions for applicants:

This environmental checklist asks you to describe some basic information about your proposal. Governmental agencies use this checklist to determine whether the environmental impacts of your proposal are significant, requiring preparation of an EIS. Answer the questions briefly, with the most precise information known, or give the best description you can.

You must answer each question accurately and carefully, to the best of your knowledge. In most cases, you should be able to answer the questions from your own observations or project plans without the need to hire experts. If you really do not know the answer, or if a question does not apply to your proposal, write "do not know" or "does not apply." Complete answers to the questions now may avoid unnecessary delays later.

Some questions ask about governmental regulations, such as zoning, shoreline, and landmark designations. Answer these questions if you can. If you have problems, the governmental agencies can assist you.

The checklist questions apply to all parts of your proposal, even if you plan to do them over a period of time or on different parcels of land. Attach any additional information that will help describe your proposal or its environmental effects. The agency to which you submit this checklist may ask you to explain your answers or provide additional information reasonably related to determining if there may be significant adverse impact.

A. BACKGROUND

1. **Name of proposed project, if applicable:**
2. **Name of applicant:**
3. **Address and phone number of applicant and contact person:**

4. **Date checklist prepared:**
5. **Agency requesting checklist:**
6. **Proposed timing or schedule (including phasing, if applicable):**

7. **Do you have any plans for future additions, expansion, or further activity related to or connected with this proposal?** Yes No **If yes, explain.**

8. **List any environmental information you know about that has been prepared, or will be prepared, directly related to this proposal.**

9. **Do you know whether applications are pending for governmental approvals of other proposals directly affecting the property covered by your proposal?** Yes No **If yes, explain.**

10. **List any government approvals or permits that will be needed for your proposal, if known.**

11. **Give brief, complete description of your proposal, including the proposed uses and the size of the project and site. There are several questions later in this checklist that ask you to describe certain aspects of your proposal. You do not need to repeat those answers on this page. (Lead agencies may modify this form to include additional specific information on project description.)**

12. **Location of the proposal. Give sufficient information for a person to understand the precise location of your proposed project, including a street address, if any, and section, township, and range, if known. If a proposal would occur over a range of area, provide the range or boundaries of the site(s). Provide a legal description, site plan, vicinity map, and topographic map, if reasonably available. While you should submit any plans required by the agency, you are not required to**

duplicate maps or detailed plans submitted with any permit applications related to this checklist.

B. ENVIRONMENTAL ELEMENTS

1. Earth

- a. General description of the site: Flat, Rolling, Hilly, Steep Slopes, Mountainous, Other.
- b. What is the steepest slope on the site (approximate percent slope)?
- c. What general types of soils are found on the site (for example, clay, sand, gravel, peat, muck)? If you know the classification of agricultural soils, specify them and note any prime farmland.
- d. Are there surface indications or history of unstable soils in the immediate vicinity? Yes No If so, describe.
- e. Describe the purpose, type, and approximate quantities of any filling or grading proposed. Indicate source of fill.
- f. Could erosion occur as a result of clearing, construction, or use? Yes No If so, generally describe.
- g. About what percent of the site will be covered with impervious surfaces after project construction (for example, asphalt or buildings)?
- h. Proposed measures to reduce or control erosion, or other impacts to the earth, if any:

2. Air

- a. What types of emissions to the air would result from the proposal (i.e., dust, automobile, odors, industrial wood smoke) during construction and when the project is completed? If any, generally describe and give approximate quantities if known.
- b. Are there any off-site sources of emissions or odor that may affect your proposal? Yes No If so, generally describe.

- c. Proposed measures to reduce or control emissions or other impacts to air, if any:

3. Water

a. Surface:

- 1) Is there any surface water body on or in the immediate vicinity of the site (including year-round and seasonal streams, saltwater, lakes, ponds, wetlands)? Yes No If yes, describe type and provide names. If appropriate, state what stream or river it flows into.

- 2) Will the project require any work over, in, or adjacent to (within 200 feet) the described waters? Yes No If yes, please describe and attach available plans.

- 3) Estimate the amount of fill and dredge material that would be placed in or removed from surface water or wetlands and indicate the area of the site that would be affected. Indicate the source of fill material.

- 4) Will the proposal require surface water withdrawals or diversions? Yes No Give general description, purpose, and approximate quantities if known.

- 5) Does the proposal lie within a 100-year floodplain? Yes No If so, note location on the site plan.

- 6) Does the proposal involve any discharges of waste materials to surface waters? Yes No If so, describe the type of waste and anticipated volume of discharge.

b. Ground:

- 1) Will ground water be withdrawn, or will water be discharged to ground water? Yes No Give general description, purpose, and approximate quantities if known.

- 2) Describe waste material that will be discharged into the ground from septic tanks or other sources, if any (for example: Domestic sewage; industrial, containing the following chemicals. . . ; agricultural; etc.). Describe the general size of the system, the number of such systems, the number of houses to be served (if applicable), or the number of animals or humans the system(s) are expected to serve.

c. Water runoff (including stormwater):

- 1) Describe the source of runoff (including storm water) and method of collection and disposal, if any (include quantities, if known). Where will this water flow?

Will this water flow into other waters? Yes No If so, describe.

- 2) Could waste materials enter ground or surface waters? Yes No If so, generally describe.

d. Proposed measures to reduce or control surface, ground, and runoff water impacts, if any:

4. Plants

a. Check or circle types of vegetation found on the site:

- DECIDUOUS TREE: Alder, Maple, Aspen, Other
- EVERGREEN TREE: Fir, Cedar, Pine, Other
- SHRUBS
- GRASS
- PASTURE
- CROP OR GRAIN
- WET SOIL PLANTS: Cattail, Buttercup, Bullrush, Skunk Cabbage, Other
- WATER PLANTS: Water Lily, Eelgrass, Milfoil, Other
- Other Types of Vegetation

b. What kind and amount of vegetation will be removed or altered?

c. List threatened or endangered species known to be on or near the site.

d. Proposed landscaping, use of native plants, or other measures to preserve or enhance vegetation on the site, if any:

5. Animals

a. Circle any birds and animals which have been observed on or near the site or are known to be on or near the site:

BIRDS: Hawk, Heron, Eagle, Songbirds, Other:

MAMMALS: Deer, Bear, Elk, Beaver, Other:

FISH: Bass, Salmon, Trout, Herring, Shellfish, Other:

- b. List any threatened or endangered species known to be on or near the site.
- c. Is the site part of a migration route? Yes No If so, explain.
- d. Proposed measures to preserve or enhance wildlife, if any:

6. Energy and natural resources

- a. What kinds of energy (electric, natural gas, oil, wood stove, solar) will be used to meet the completed project's energy needs? Describe whether it will be used for heating, manufacturing, etc.
- b. Would your project affect the potential use of solar energy by adjacent properties? Yes No If so, generally describe.
- c. What kinds of energy conservation features are included in the plans of this proposal? List other proposed measures to reduce or control energy impacts, if any:

7. Environmental health

- a. Are there any environmental health hazards, including exposure to toxic chemicals, risk of fire and explosion, spill, or hazardous waste that could occur as a result of this proposal? Yes No If so, describe.
 - 1) Describe special emergency services that might be required.
 - 2) Proposed measures to reduce or control environmental health hazards, if any:
- b. Noise
 - 1) What types of noise exist in the area which may affect your project (for example: traffic, equipment, operation, other)?

2) What types and levels of noise would be created by or associated with the project on a short-term or a long-term basis (for example: traffic, construction, operation, other)? Indicate what hours noise would come from the site.

3) Proposed measures to reduce or control noise impacts, if any:

8. Land and Shoreline use

- a. What is the current use of the site and adjacent properties?
- b. Has the site been used for agriculture? Yes No If so, describe.
- c. Describe any structures on the site.
- d. Will any structures be demolished? Yes No If so, what?
- e. What is the current zoning classification of the site?
- f. What is the current comprehensive plan designation of the site?
- g. If applicable, what is the current shoreline master program designation of the site?
- h. Has any part of the site been classified as an "environmentally sensitive" area? Yes No If so, specify.
- i. Approximately how many people would reside or work in the completed project?
- j. Approximately how many people would the completed project displace?
- k. Proposed measures to avoid or reduce displacement impacts, if any:
- l. Proposed measures to ensure the proposal is compatible with existing and projected land uses and plans, if any:

9. Housing

- a. Approximately how many units would be provided, if any? Indicate whether high, middle, or low-income housing.
- b. Approximately how many units, if any, would be eliminated? Indicate whether high, middle, or low-income housing.
- c. Proposed measures to reduce or control housing impacts, if any:

10. Aesthetics

- a. What is the tallest height of any proposed structure(s), not including antennas; what is (are) the principal exterior building material(s) proposed?
- b. What views in the immediate vicinity would be altered or obstructed?
- c. Proposed measures to reduce or control aesthetic impacts, if any:

11. Light and glare

- a. What type of light or glare will the proposal produce? What time of day would it mainly occur?
- b. Could light or glare from the finished project be a safety hazard or interfere with views?
Yes No
- c. What existing off-site sources of light or glare may affect your proposal?
- d. Proposed measures to reduce or control light and glare impacts, if any:

12. Recreation

- a. What designated and informal recreational opportunities are in the immediate vicinity?
- b. Would the proposed project displace any existing recreational uses? Yes
No If so, describe.

- c. Proposed measures to reduce or control impacts on recreation, including recreation opportunities to be provided by the project or applicant, if any:

13. Historic and cultural preservation

- a. Are there any places or objects listed on, or proposed for, national, state, or local preservation registers known to be on or next to the site? Yes No
 If so, generally describe.
- b. Generally describe any landmarks or evidence of historic, archaeological, scientific, or cultural importance known to be on or next to the site.
- c. Proposed measures to reduce or control impacts, if any:

14. Transportation

- a. Identify public streets and highways serving the site, and describe proposed access to the existing street system. Show on site plans, if any.
- b. Is site currently served by public transit? Yes No If not, what is the approximate distance to the nearest transit stop?
- c. How many parking spaces would the completed project have? How many would the project eliminate?
- d. Will the proposal require any new roads or streets, or improvements to existing roads or streets, not including driveways? If so, generally describe (indicate whether public or private).
- e. Will the project use (or occur in the immediate vicinity of) water, rail, or air transportation? Yes No If so, generally describe.
- f. How many vehicular trips per day would be generated by the completed project? If known, indicate when peak volumes would occur.
- g. Proposed measures to reduce or control transportation impacts, if any:

15. Public services

- a. Would the project result in an increased need for public services (for example: fire protection, police protection, health care, schools, other)? Yes No
If so, generally describe.

- b. Proposed measures to reduce or control direct impacts on public services, if any.

16. Utilities

- a. Check utilities currently available at the site:
 Electricity, Natural Gas, Water, Refuse Service,
 Telephone, Sanitary Sewer, Septic System, Other.

- b. Describe the utilities that are proposed for the project, the utility providing the service, and the general construction activities on the site or in the immediate vicinity which might be needed.

C. Signature

The above answers are true and complete to the best of my knowledge. I understand that the lead agency is relying on them to make its decision.

Printed Name of Applicant

Signature *Date*