



SAN JUAN COUNTY DEPARTMENT OF COMMUNITY DEVELOPMENT

135 Rhone Street, PO Box 947, Friday Harbor, WA 98250

(360) 378-2354 | (360) 378-2116

dcd@sanjuanco.com | www.sanjuanco.com

Shoreline Exemption Application Checklist

- A completed project permit application form.
- Completed environmental checklist if applicable (contact CD&P to determine requirement)
- 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 you are missing any of these materials, 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 in attaining the required information.



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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 _____
<i>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.</i>

FOR STAFF USE ONLY			
Date Received:		Amount Paid:	
Receipt #:			
<input type="checkbox"/> SEPA Exempt Code Citation:		<input type="checkbox"/> Inspection Required	
<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	By: _____	Date: _____
NOTE: 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))			



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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 Department of Natural Resources and the Department of Ecology.

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**, should be submitted by the applicant directly to the Washington State DOE headquarters – Federal Permit Unit, the WDFW Habitat Program in Olympia, and the Army Corps of Engineers.

Department of Ecology Headquarters
Attention: Federal Permit Unit
PO Box 47600
Olympia, WA 98504-7600
bfr1461@ecy.wa.gov

Department of Fish and Wildlife
Habitat Program
600 Capitol Way N
Olympia, WA 98501
HPAapplications@dfw.wa.gov

U.S. Army Corps of Engineers
Seattle District, Regulatory Branch
P.O. Box 3755
Seattle, WA 98124-3755
(206) 764-3495
Shannon.B.Wilson@usace.army.mil

Additionally, send any non-JARPA application materials to Doug Thompson, Area Habitat Biologist at the Department of Fish and Wildlife.

Doug Thompson
Area Habitat Biologist
Washington State Department of Fish and Wildlife
PO Box 1100
La Conner, WA 98257-1100