



SHORELINE SUBSTANTIAL DEVELOPMENT PERMIT APPLICATION

Liberty Lake Community Development Department

22710 E. Country Vista Drive, Liberty Lake WA 99019

Phone: (509) 755-6704

Website: www.libertylakewa.gov

Email: permitcenter@libertylakewa.gov

A Pre-Application Conference is required prior to the submittal of this application. To schedule a Pre-Application Conference, please contact the Community Development Department.

APPLICATION - PART 1

The items below must be submitted electronically, as applicable:

- **Application Form**

Submit an electronic copy of the completed application with all signature blocks completed and non-refundable application fees and associated environmental fees (contact the Community Development Department for a copy of the current fee schedule). *Acceptance of the application and fees does not guarantee approval of the shoreline substantial development permit.*

- **Site Analysis Map (Existing Site Conditions)** - Submit an electronic copy of the site analysis map drawn to scale. At a minimum the site map shall contain the following, as applicable:

- a. The applicant's entire property and the surrounding property to a distance sufficient to determine the location of the development in the City, and the relationship between the proposed development site and adjacent property and development. The property boundaries, dimensions, and gross area shall be identified;
- b. 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.)
- c. Existing land contours (The contours shall be at intervals sufficient to accurately determine the existing character of the property. Areas within the boundary that will not be altered by the development may be indicated as such and contours approximated for that area.)
- d. A general indication of the character of vegetation found on the site.
- e. The location and width of all public and private streets, drives, sidewalks, pathways, rights-of-way, and easements on the site and adjacent to the site;
- f. Potential natural hazard areas, including any areas identified as subject to a 100-year flood, areas subject to high water table, and areas mapped by the City, County, or State as having a potential for geologic hazards;
- g. Resource areas, including marsh and wetland areas with location and size, streams, wildlife habitat identified by the City or any natural resource regulatory agencies as requiring protection (indicate if they will be altered or used as a part of the development);
- h. Site features, including existing structures, pavement, rock outcroppings, areas having unique views, and drainage ways, canals, and ditches;
- i. Stormwater management facilities
- j. Locally or federally designated historic and cultural resources on the site and adjacent parcels or lots;
- k. The general location, size, and species of existing trees and other vegetation having a caliper (diameter) of 12 inches or greater at four feet above grade;

- l. North arrow, scale, and names and addresses of all persons listed as owners on the most recently recorded deed.
 - m. Name and address of project designer, contact person, engineer, surveyor, and/or planner, as applicable.
 - n. Other information, as determined by the City. The City may require studies or exhibits prepared by qualified professionals to address specific site features.
- **Assessor's Section Maps**
Submit an electronic copy of current County Assessor maps showing the subject property outlined in red and adjacent property owned or under option to the owner or sponsor (indicate adjacent property with a red dashed line). Adjacent includes property located across roads and rivers, etc.
 - **Title Report**
The title report should include the legal description for the subject property, and live links to all applicable easements and encumbrances for the subject property.
 - **SEPA Checklist**
 - **Certificate of Water & Sewer Availability (if applicable)**
Submit an electronic copy of a signed certificate of water availability from the water purveyor and 1 copy of a letter from the sewer purveyor discussing how sewer will be provided to the site (size of lines and improvements required to connect) and whether the required improvements are in conformance with the approved sewer comprehensive plan or an amendment to the sewer comprehensive plan is required.
 - **Required Public Notice** - Community Development Department staff will provide you with the preparation instructions at the Pre-Application Conference.
 - **Site Plan**
Submit an electronic copy of the proposed site plan stamped by a licensed land surveyor. At a minimum, the Site Plan shall contain the following, as applicable:
 - a. Scale of drawing & North arrow
 - b. Vicinity map
 - c. Site area showing property boundaries & dimensions
 - d. Dimensions from proposed structures to the ordinary high-water mark of all water bodies
 - e. Location and size of all wetlands (indicate if they will be altered or used as a part of the development)
 - f. Stormwater management facilities (existing and proposed)
 - g. Proposed buildings (including exterior decks/balconies) showing dimensions and distance to property boundaries
 - h. Height of all structures
 - i. Parking areas/ spaces/ driveways
 - j. Fencing
 - k. Easement(s) affecting the use of the property
 - l. Width and names of streets adjacent to the site
 - m. Easement which provides access to the public street
 - n. Access, if different from easement
 - **Development Plan**
Submit an electronic copy of the proposal. Plans for development of areas on or off the site as mitigation for impacts associated with the proposed project and a depiction of the impacts to views from existing residential uses and public areas, as applicable.

- **Preliminary Grading Plan**

Submit an electronic copy, stamped by a licensed engineer. At a minimum the Preliminary Grading Plan shall contain the following, as applicable:

- Quantity, source, and composition of any fill material that is placed on the site whether temporary or permanent.
- Quantity, composition, and destination of any excavated or dredged material.
- Proposed land contours (the contours shall be at intervals sufficient to accurately determine the extent of proposed change to the land that is necessary for the development)

- **Architectural Drawings Of All Structures**

Submit an electronic copy, stamped by a licensed architect / engineer.

- **Landscape Plan**

Submit an electronic copy, stamped by a licensed landscape architect. At a minimum the Landscape Plan shall contain the following, as applicable:

- The location and height of existing and proposed fences and other buffering or screening materials;
- The location of existing and proposed terraces, retaining walls, decks, patios, shelters, and play areas;
- The location, size, and species of the existing and proposed plant materials (at time of planting);
- Existing and proposed building and pavement outlines;
- Specifications for soil at time of planting and anticipated planting schedule.
- Irrigation system (if plantings are not drought-tolerant, may be automatic or other approved method of irrigation)
- Other information as deemed appropriate by P&CD. An arborist's report may be required for sites with significant vegetation that are protected under City Development Code Article 10-3C.

APPLICATION - PART 2

Answer the following, as applicable (answer N/A if not applicable)

Applicant Name:			
Email:		Phone:	
Address:		City, State, Zip:	
Agent / Consultant / Attorney: (mandatory if primary contact is different from applicant or property owner)			
Email:		Phone:	
Address:		City, State, Zip:	
Property Owner 1 Name:			
Email:		Phone:	
Address:		City, State, Zip:	
Property Owner 2 Name:			
Email:		Phone:	
Address:		City, State, Zip:	

Site Specific/Project Information			
Site Address / Location:			
Parcel Number(s) of Project / Proposal:			
Section:	Township:	Range:	Quarter Section:

Parcel Size(s):
Adjacent Area Owned or Controlled (acres or sq. ft.):
Parcel Number(s) of Adjacent Area:
Existing Use of Subject Property:
General Description of the Existing Subject Property (include physical characteristics, improvements, & structures):
General Description of the Surrounding Area (include adjacent uses, intensity of development, physical characteristics, improvements, & structures):
Proposed Use of Subject Property:
What Activities Are Necessary to Accomplish the Project:

Utility Companies / Districts to Provide Service to this Proposal			
Sewer Purveyor:	_____	Water Purveyor:	_____
Name of Public Street(s) Providing Access:			
Width of Property Fronting on Public Street:			
Does the proposal have access to an arterial or planned arterial?	Yes	No	
If yes, name of arterial street(s):			
Does the proposal meet all Development Code standards?	Yes	No	
If not, has one or more variances been requested?	Yes	No	
Does the proposal meet all City Shoreline Program standards?	Yes	No	
If not, please describe:			

Signing this application is acknowledgement of agreement to pay fees based upon the City's latest approved Fee Schedule. Invoices will be sent 30 days, 60 days, and 90 days after the permit is ready for issuance, unless otherwise stated. Any balance on the account for this project that is not paid within 90 days of the invoice date may result in legal action or the initiation of other collection procedures. Land use permits, infrastructure permits, and other Zoning, Land Use & Subdivision applications will require the associated fees to be paid up front.

Required Signatures

By signing below (with either electronic or physical signature), I acknowledge that as the applicant I am the property owner or have full permission and authority to represent the property owner in this project. Additionally, I certify that my signature included on the application, if done electronically, provides the same understanding and authority as if I had signed the application in person or in writing. I acknowledge, understand, and agree to the requirements and terms described on this application.

Applicant's Signature

Printed Name

Date

The below signed property owners certify that the above information is true and correct to the best of our knowledge and under penalty of perjury, each state that we are all of the legal owners of the property described above and designate the above listed agent/consultant/attorney to act as our agent with respect to this application.

Property Owner's Signature

Printed Name

Date

