



Submittal Worksheet
**SHORELINE LETTER
OF EXEMPTION**

WHAT IS THE PURPOSE OF THIS WORKSHEET?

This worksheet is to help prospective applicants prepare the required documentation needed to submit a complete application. Please note that this is not the official application, but a tool to assist in the compilation of the materials required for review by the City. It is important that prospective applicants contact the Planning and Building Division prior to submitting an application as some projects may not require the submittal of all the materials listed or may require additional materials not listed. In order to help work out any potential problems before the formal submittal, the City of Bonney Lake encourages applicants to attend a pre-application meeting.

DIGITAL SUBMITTAL REQUIRED

The City has implemented a paperless permit system for all planning permits. All application materials are required to be submitted electronically to the Bonney Lake Permit Center. Please contact the Bonney Lake Permit Center at (253) 447-4356 if you have questions regarding the submittal process. All submittal documents are required to be consistent with the Digital Submittal Requirements.

FOR ALL SHORELINE EXEMPTION APPLICATIONS:

Shoreline Letter of Exemption Application Form: The Shoreline Exemption Letter application form must be signed by the property owner, or by the project's designated applicant. If the form is not signed by the property owner, the application form must be accompanied by a notarized copy of the Agent Authorization Form. If an applicant or property owner proposes to undertake exempt development upon property owned by Cascade Water Alliance, that applicant must provide signed authorization from Cascade Water Alliance (in the form of a valid license agreement) that specifically authorizes the applicant to undertake the proposed development.

Fee: \$50

Project Narrative: The narrative shall provide, at the very least, a brief description of the project. The narrative should explain the full scope of the development proposal, and is the applicant's opportunity to explain any details or aspects of the project not represented elsewhere in the application materials.

Site Plan: The site plan shall be drawn at a minimum scale of one (1) inch equals twenty (20) feet displaying the information below, as required to accurately reflect the proposed project. Please contact City staff if you have questions regarding the minimum requirements for your project's site plan:

Public Services Department

9002 Main Street East, Suite 300, Bonney Lake, WA 98391

(253) 447-4356

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1. Date and north arrow.
2. The boundary of the site and any lot lines drawn to scale of land upon which the development is proposed. Identify surveyed property corners and the extent of the shoreline jurisdiction.
3. The extent of the native vegetation zone, as defined in BLMC 16.56.060.A.
4. A depiction of all existing development at the site and any proposed development and/or modifications.
5. Existing and proposed land contours at intervals sufficient to accurately determine the existing character of the property and the extent of proposed change to the land that is necessary for development.
6. A delineation of all critical areas on the lot.
7. The approximate location of trees over six (6) inches in diameter as measured four and half (4.5) feet above the ground, their size and their species.
8. The dimensions and locations of all existing structures and proposed developments including but not limited to: buildings, docks, decks, paved or graveled areas, roads, utilities, septic tanks and drainfields, materials stockpiles or surcharge, and stormwater management facilities.
9. Quantity, source and composition of any fill materials that is placed on the site whether temporary or permanent.
10. Quantity, composition and destination of any excavated material.

FOR SOME SHORELINE EXEMPTION APPLICATIONS [WHEN NECESSARY]:

In some more specific cases, there are some additional materials to those listed above that are required in order for City reviewers to adjudge whether or not a proposal complies with the City's Shoreline Master Program (SMP) regulations. The following are common types of additional materials that may be required for your submittal.

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Building Plan Set: For any development that proposes to construct a structural improvement of some kind, please provide copies of the building permit application submittal materials including any structural details and/or elevation views.

Vegetation Planting and Maintenance Plan: Development proposals that meet certain criteria listed in [BLMC 16.56.060.B](#) on sites that contain a portion of the Native Vegetation Zone must include a plan to provide areas of required native vegetation planting. Such plans must meet the criteria found in [BLMC 16.56.050](#), which states that the plan provided:

1. Shall be prepared by a qualified professional
2. Shall be recorded with the Pierce Co. Assessor's office as a covenant against the property after review and approval.
3. Shall meet certain planting density requirements as described in the section.
4. Shall include a four (4) year monitoring and maintenance plan.

If your proposal meets the criteria found in BLMC 16.56.060.B and contains some area of the Native Vegetation Zone, you will be required to provide this plan as a part of your complete application.

A vegetation planting and maintenance plan is also a requirement of any proposal that involves the incentive provisions found in BLMC 16.56.040.B or BLMC 16.56.040.C.

Hydraulic Project Approval (HPA): The Washington State Department of Fish and Wildlife (WDFW) has jurisdiction over the waters of the state, including the waters and lake-bed areas of Lake Tapps. If your project involves doing 'in-water' work such as installing a boat lift or building/repairing a dock or bulkhead, chances are that you are required to get an HPA approval from WDFW before the City will issue your approval to undertake your proposed development. In cases where an HPA is required, the City will request that you provide a copy of that approval prior to issuing the shoreline letter of exemption authorizing you to proceed. For more information on HPAs, please visit <https://wdfw.wa.gov/licenses/environmental/hpa>.