

CITY OF BAINBRIDGE ISLAND

SHORELINE DEVELOPMENT APPLICATION

PENCIL WILL NOT BE ACCEPTED.



TYPE OF PERMIT:

- Shoreline Substantial Development Exemption
- Shoreline Substantial Development Permit
- Shoreline Conditional Use Permit
- Shoreline Variance

<p><u>DATE STAMP FOR CITY USE ONLY</u></p>	<p><u>TO BE FILLED OUT BY APPLICANT</u></p>
	<p>PROJECT NAME:</p> <hr/> <p>TAX ASSESSOR'S NUMBER:</p> <hr/>
	<p>PROJECT STREET ADDRESS OR ACCESS STREET:</p> <hr/>
	<p><u>FOR CITY USE ONLY</u></p>
	<p>FILE NUMBER:</p> <hr/> <p>PROJECT NUMBER:</p> <hr/> <p>DATE RECEIVED:</p> <hr/> <p>APPLICATION FEE:</p> <hr/> <p>TREASURER'S RECEIPT NUMBER:</p> <hr/>
<p>SUBMITTAL REQUIREMENTS</p>	
APPLICATION	<i>One original – no two-sided or bound documents; must include original signature in blue ink and four copies.</i>
SUBMITTAL REQUIREMENTS	<i>Please see submittal requirements. One original (must include original signature where applicable) and four copies of each drawing and document required (if an original is not applicable, five copies must be provided).</i>
DECISION CRITERIA	<i>Please see attached decision criteria for SSDP, SCUP, SSDE and SVAR applications. Your application must provide sufficient information to demonstrate that your proposal meets these decision criteria.</i>
DRAWINGS	<i>Please include only drawings described in submittal requirements: Five 11"x17" drawings and one larger (18" x 24" or 24" x 36") drawing are required. Drawings must be folded.</i>
SUBMITTING APPLICATION	<i>Applications must be submitted in person by either the owner or the owner's designated agent. A notarized Owner/Agent Agreement must be included with an application submitted by an agent. Please call 206.780.3762 to schedule an appointment to submit your application.</i>
FEES	<i>Current fees are available at the City's website: http://www.bainbridgewa.gov/DocumentCenter/View/6152 or by calling 206.780.3762.</i>
<p>APPLICATIONS WILL NOT BE ACCEPTED unless these basic requirements are met and the submittal packet is deemed counter complete.</p>	

DEPARTMENT OF PLANNING AND COMMUNITY DEVELOPMENT
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www.bainbridgewa.gov

A. GENERAL INFORMATION

1.

Name of property owner: _____

Owner's Mailing Address: _____

Phone: _____

Email: _____

Name of property owner: _____

Address: _____

Phone: _____

Email: _____

2.

Applicant/agent: _____

Address: _____

Phone: _____

Email: _____

3. Provide brief description of proposal:

4.
Driving directions
to site:

5.
Legal description
(or attach):

6. Was the land platted in the past? yes no unknown

If yes, name of plat: _____

7. Please give the following existing parcel information:

Assessor's Parcel Number	Parcel Owner	Lot Area*
Use additional sheets if necessary	Total of all parcels:	

*As defined in BIMC 18.12.050

8. Current designations and use of subject parcel(s):

Assessor's Parcel Number	Comp Plan Designation	Zoning Designation	Current Use

12. Using BIMC 16.12.030-1, check the appropriate type of use for your proposal:

- "P" Permitted Use
- "C" Conditional Use
- "A" Accessory Use

B. SHORELINE ENVIRONMENT

13. Geomorphic shore type present on site (check all that apply):

- Low bank
- Marsh/lagoon
- High bluff
- Rocky shore
- Spit/barrier/backshore

14. Geomorphic feature present on site (check all that apply):

- Feeder bluff
- Accretion beach
- Littoral drift area
- None

15. The shoreline buffer consists of two management areas: Zone 1 and Zone 2. Zone 1 is located closest to the ordinary high water mark (OHWM); it is a minimum of 30 feet (except in Natural and Island Conservancy designations) and expands to include existing native vegetation. Zone 2 is the remaining area of the shoreline buffer. The shoreline buffer is described in:

Using BIMC 16.12.030-3, Shoreline Buffer Standards Table, complete the following:

Lot type:

- Developed
 - Category A
 - Category B
- Undeveloped

Total shoreline buffer: feet

Shoreline buffer Zone 1: feet

16. Floodplain designation: A AE VE

17. Do stormwater systems exist on the site? yes no unknown

If yes, what type of stormwater system exists on the site? Check all that apply:

- Infiltration Open ditching
 Closed conveyance Other:
 Detention

18. Is there an existing outfall on the site? yes no unknown

If yes, will the existing outfall be used for the proposed project? yes no unknown

If yes, will the existing outfall be modified for the proposed project? yes no unknown

19. Does the site have a shoreline critical area*? yes no unknown

If yes, check as appropriate (check all that apply):

- Wetland Fish and wildlife conservation area
 Geologically hazardous area Critical aquifer recharge area
 Frequently flooded area Critical saltwater habitat area

*See BIMC 16.12.030 for definition and more information about shoreline critical areas. *If the site has only a critical area buffer present*, still check the box for corresponding critical area.

C. STRUCTURES AND IMPERVIOUS SURFACES

20. List all **existing** structures and impervious surfaces and their footprint (area that touches the ground).

Location*	Structure Type	Footprint (sf)	Impervious Surface	Footprint (sf)
	Total square feet:		Total square feet:	

*Choose one location: in-water, overwater, Zone 1, Zone 2, upland (outside shoreline buffer)

25. Area of clearing/vegetation disturbance: 200 square feet or less
 2,500 square feet or less
 Greater than 2,500 square feet

26. Area of grading: 50 cubic yards or less
 51-100 cubic yards
 101-250 cubic yards or more
 More than 250 cubic yards

27. If applicable, briefly describe the source and type of fill material, amount in cubic yards you will use and how and where it will be placed:

28. For all excavating activities, briefly describe the method for excavation, type and amount of material you will remove and where the material will be disposed:

E. SHORELINE MODIFICATION

29. Has the shoreline been modified? yes no unknown

If yes, check as appropriate:

- Bulkhead Other
 Riprap Softshore

30. Indicate proposed shoreline modification:

- Shoreline stabilization Fill
 Overwater structures Restoration and Enhancement
 Dredging and Dredge Material None

31. Linear length of shoreline modification/stabilization (bulkheads, revetments, bioengineering, seawalls, groins, retaining walls and gabions):

Existing: feet

Proposed: feet

F. PERMITTING REQUIREMENTS

32. What other type of permits and/or approvals are required for the project?

Permit/approval	Required?	Have applied	Have permit	Date of issuance
City of Bainbridge Island				
Building permit				
Grade and fill permit				
Shoreline conditional use permit				
Shoreline variance				
Washington Department of Fish and Wildlife (WDFW)				
Hydraulic Project Approval (HPA) ¹				
Other (please list):				

1. An HPA is required for stormwater outfalls.

I hereby certify I have read this application and know the same to be true and correct.

_____ Date _____

Signature of Owner or Authorized Agent*

Print Name _____

*If signatory is not the owner of record, the attached "Owner/Applicant Agreement" must be signed and notarized.

<p>For Office Use Only:</p> <p>Shoreline exemption citation:</p> <p>SEPA exemption citation:</p>



**CITY OF BAINBRIDGE ISLAND
DEPARTMENT OF PLANNING AND COMMUNITY DEVELOPMENT**

**Shoreline Development Application
Submittal Requirements**

Supporting information and/or documents are needed to review your application and ensure compliance with the goals, policies and regulations of the Bainbridge Island Shoreline Master Program (SMP). The following is a list of materials and plans that must be submitted in order to have a complete application. For some applications, it will not be necessary to submit all of the listed materials. Consult with the planning staff prior to submitting your application if you have questions.

Incomplete applications will not be accepted or will delay processing.

Application submittal requirements are detailed on the following pages and include:

1. Site plan
2. No net loss demonstration
3. FEMA requirements
4. Additional reports/studies/drawings (as needed)

The Bainbridge Island SMP can be reviewed on-line at the City's website:

<http://www.ci.bainbridge-isl.wa.us/DocumentCenter/View/3622>

The Single-Family Residence Mitigation Manual can be reviewed on-line at the City's website:

<http://www.bainbridgewa.gov/documentcenter/view/3327>

1. SITE PLAN CHECKLIST

In order to provide sufficient information to review your application, you must provide a site plan. Drawings must be to scale and prepared using clear printing and black ink. **Five 11x17 drawings and one larger drawing (18x24 or 24x36) are required.** Your application will not be considered technically complete unless a site plan with the following information is submitted. **Please see Section 4 for additional drawing requirements if your project includes excavation and/or structural attachments.**

- Property address**
- North arrow and drawing scale**
- Topography with 5-foot contour intervals**
Topography is available through the City's interactive mapping application on its website: <http://www.ci.bainbridge-isl.wa.us/196/GIS-Mapping-Map-Gallery> or from a topographical survey.
- Property boundaries and easements**
Show property lines and all easements (utility, drainage, access, etc.). Indicate dimensions.
- Yard setbacks**
Indicate setbacks from front and side property lines with a dashed line per BIMC 18.12 and 30 percent shoreline side yard setback (30 percent of total width of lot -- See BIMC 18.12.050M).
- Location of existing shoreline ordinary high water mark (OHWM) and extent of shoreline jurisdiction**
The shoreline jurisdiction includes areas landward for 200 feet in all directions as measured on a horizontal plain from the OHWM.
- Location of shoreline buffer**
Using BIMC Table 16.12.030-3, determine the width of your shoreline buffer and each management zone (Zone 1 and Zone 2) and show with a line. Differentiate between Zone 1 and Zone 2.
- Area calculation of each shoreline buffer management zone (Zone 1 and Zone 2) and any proposed area of encroachment**
If mitigation is required and/or if encroachment into the shoreline buffer is proposed, indicate the area (in square feet) of each zone (Zone 1 and Zone 2) and the area (in square feet) of the encroachment (e.g.; structures and/or grass lawn).
- Location of shoreline structure view setback line**
Using BIMC 16.12.030.B.3.i, indicate the location of the shoreline structure view setback line with a dashed line. This is a line connecting existing primary residences within 100 feet of property lines.
- Location of any critical areas and associated buffers and 15-foot building setback lines**
Show all on-site critical areas per BIMC 16.12.060 and associated buffers. Show reduced buffers, if proposed. Include 15-foot building setback lines from edge of buffer.
- Location of existing and proposed structures**
Show location, dimensions and square footage of all existing and proposed structures. Footprint of proposed structures (and/or alterations/additions) should be clearly differentiated from existing structures. Identify each structure by its use (residence, garage, boathouse, etc.). Show distance from property lines, shoreline OHWM and critical areas and their buffers, as appropriate. Indicate any decks, porches or retaining walls.
- Height of all proposed structures, including decks, porches or retaining walls**
- Location and type of existing and proposed stormwater management structures and features**
Show the location and type of existing and proposed stormwater system (infiltration, closed conveyance, etc.) and the location of existing and proposed outfall(s). A separate drainage plan may be needed.
- Location of existing on-site septic system or sewer lines**
Indicate method and location of sewage disposal.
- Location and total area (in square feet) of existing and proposed impervious surfaces (e.g.; patios, driveways, wood stairs)**
- Location and type of existing native vegetation (upland and aquatic)**
- Location of all existing significant trees (evergreen trees greater than 10" diameter and deciduous trees greater than 12" in diameter) – indicate those to remain and those to be removed.**

2. NO NET LOSS DEMONSTRATION

All shoreline development, use and activities, regardless of whether a permit is required, must result in no net loss of ecological functions and processes necessary to sustain shoreline resources. To demonstrate that the no net loss standard is met, and applicant may either:

Use the Standard Residential Mitigation Manual -- To give homeowners a simple alternative for meeting the no net loss standard, the Standard Residential Mitigation Manual outlines mitigation requirements for common types of single-family residential development in lieu of completing a site-specific analysis. **Not all applicants may use the manual. Your project must be located within a qualifying site and be listed among the development and structure types and maximum size constraints covered by the manual.** The checklist included in the manual describes the type of information needed to review a project and should be submitted with the permit application. Submit the checklist and supporting documents with your application.

or

Submit a site-specific analysis -- A site-specific analysis is a technical report that identifies existing conditions and ecological functions, impacts from the project, and proposed mitigation (if needed). The site-specific analysis must be prepared in accordance with the submittal requirements provided by planning staff. These are submittal requirements for the technical report itself; however, there are a number of regulations that apply when mitigation is required (see below). The site-specific analysis must be completed by a qualified professional. Submit the site-specific analysis with your application.

3. FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA) REQUIREMENTS

The floodplain designation is available through the City's interactive mapping application: <http://www.ci.bainbridge-isl.wa.us/196/GIS-mapping-map-gallery>. If your proposal is located within a FEMA Special Flood Hazard Area (SFHA), the following requirements apply:

1. FEMA Elevation Certificate Requirements: Any construction occurring within a FEMA Special Flood Hazard Area (SFHA) shall require a FEMA flood elevation certificate before construction or development begins.
2. FEMA Flood proofing Certificate Requirements: Any construction occurring within a FEMA Special Flood Hazard Area (SFHA) with a finished floor below Base Flood Elevation shall require a FEMA flood proofing certificate before construction or development begins.
3. FEMA Endangered Species Act (ESA) Requirements: Any construction or development occurring within a FEMA Special Flood Hazard Area (SFHA) shall require a report demonstrating "no adverse effect" to ESA listed species. Please reference <https://www.fema.gov/national-flood-insurance-program-endangered-species-act>.

Please contact the Building Division at 206.842.2552 if you have questions about FEMA requirements.

4. ADDITIONAL REPORTS/STUDIES/DRAWINGS

Supporting Documentation

Depending on existing site conditions and proposed development activities, your application may require additional reports and/or studies to identify and assess potential project impacts. These include:

- Wetland delineation and categorization (See BIMC 16.12.060.L)
- Geotechnical Report (See BIMC 16.12.060.K)
- Bluff Management Plan (See BIMC 16.12.060.K)
- Drainage plan demonstrating consideration of Low Impact Development (LID) techniques
- State Environmental Policy Act (SEPA) Checklist
- Habitat Assessment demonstrating "no adverse effect" to ESA-listed species

Mitigation Plan

When compensatory mitigation is required because of impacts identified in the site specific analysis, you must submit a mitigation plan. This includes, but is not limited to, the following:

- A planting plan and other required drawings (e.g.; cross-sections), meeting report requirements (See BIMC 16.12.060.G)
- Demonstrate the application of required mitigation sequencing (See BIMC 16.12.030.B.2.d)
- Provide mitigation in proportion to the identified impact
- Demonstrate use of pertinent scientific/technical studies (those prepared in support of the SMP)
- Meet planting requirements for location, cover, species, and structure (See BIMC 16.12.030.B.2.c)

Assurances

When mitigation is required – using either the Standard Residential Mitigation Manual or a site-specific analysis, an applicant must:

- Provide assurance (through a permanent easement and/or notice to title) that the mitigation area will be protected in perpetuity (See BIMC 16.12.030.B.2.e).
- Provide a performance bond or other security to assure that mitigation work is completed (unless mitigation work is completed prior to final occupancy).
- Provide a monitoring plan (including maintenance and contingency measures) for a minimum duration of five years. The monitoring plan will require a maintenance bond to ensure mitigation meets performance objectives (See BIMC 16.12.030.B.2.f).

Additional Drawings

If your project includes grading or filling, you must provide a cross-section drawing illustrating the proposed activity as if it were cut from the side and/or front. Include:

1. Location of ordinary high water mark (OHWM)
2. Location of any critical areas and associated buffers
3. Existing and proposed contours and elevations
4. Location, type and size of existing native vegetation impacted by grading activities
5. Location of post-project placement of excavated material if on-site

If the primary residential structure has any attachments (e.g.; deck, balcony, etc.) you must include elevation drawings and calculations of grade.



CITY OF BAINBRIDGE ISLAND
DEPARTMENT OF PLANNING AND COMMUNITY DEVELOPMENT

SHORELINE PERMIT DECISION CRITERIA

Shoreline Substantial Development Permit (SSDP)

Decision criteria and other review procedures summarized here are provided in Bainbridge Island Municipal Code (BIMC) 2.16.165 – Shoreline Master Program Administration. In all cases, the applicant(s) shall have the burden of proving that a proposed development is consistent with the approval criteria and master program policies and regulations (WAC 90.58.140(7) or its successor).

After the 30-day comment period has ended, the administrator shall issue a decision on the application. The administrator may approve, approve with modifications, or deny any **substantial development permit** in accordance with the following decision criteria:

1. In making the decision, the administrator shall grant a substantial development permit only when the development proposed is consistent with the following:
 - The applicable policies, guidelines, and regulations of the Shoreline Management Act of 1971; Chapter [90.58](#) RCW, as amended; and Chapters [173-26](#) and [173-27](#) WAC or their successors;
 - The goals, policies, objectives and regulations of the city of Bainbridge Island shoreline master program;
 - The city of Bainbridge Island comprehensive plan and municipal code; all other applicable law; and any related documents and approvals.
2. The administrator shall also consider whether the cumulative impact of additional past and future requests that reasonably may be made in accordance with the comprehensive plan, or similar planning document, for like actions in the area will result in substantial adverse effects on the shoreline environment and shoreline resources.



CITY OF BAINBRIDGE ISLAND
DEPARTMENT OF PLANNING AND COMMUNITY DEVELOPMENT

SHORELINE PERMIT DECISION CRITERIA

Shoreline Substantial Development Exemption (SSDE)

Decision criteria and other review procedures summarized here are provided in Bainbridge Island Municipal Code (BIMC) 2.16.165 – Shoreline Master Program Administration. In all cases, the applicant(s) shall have the burden of proving that a proposed development is consistent with the approval criteria and master program policies and regulations (WAC 90.58.140(7) or its successor).

State law requires that exemptions be construed narrowly. Exemption from substantial development permit procedures does not constitute exemption from compliance with the policies and use regulations of the SMA (Chapter [90.58](#) RCW), the provisions of the master program, or applicable city, state or federal permit requirements. Applicants shall have the burden to demonstrate that the proposal complies with the requirements for the exemptions sought as described under WAC [173-27-040](#) or its successor.

Exemptions shall be narrowly construed. When making the determination, the administrator shall grant a statement of exemption only when the development proposed is consistent with the following decision criteria:

- The applicable policies, guidelines, and regulations of the Shoreline Management Act of 1971; Chapter [90.58](#) RCW, as amended; and Chapters [173-26](#) and [173-27](#) WAC or their successors;
- The goals, policies, objectives and regulations of the city of Bainbridge Island shoreline master program;
- The city of Bainbridge Island comprehensive plan and municipal code; all other applicable law; and any related documents and approvals.



CITY OF BAINBRIDGE ISLAND
DEPARTMENT OF PLANNING AND COMMUNITY DEVELOPMENT

SHORELINE PERMIT DECISION CRITERIA

Shoreline Variance (SVAR)

Decision criteria and other review procedures summarized here are provided in Bainbridge Island Municipal Code (BIMC) 2.16.165 – Shoreline Master Program Administration. In all cases, the applicant(s) shall have the burden of proving that a proposed development is consistent with the approval criteria and master program policies and regulations (WAC 90.58.140(7) or its successor).

Pursuant to WAC [173-27-170](#) and [173-27-210](#) or their successors, the criteria below constitute the minimum criteria for review and approval of a **shoreline variance permit**:

1. Shoreline variance permits for development and/or uses that will be located landward of the ordinary high water mark (OHWM), and/or landward of any wetland, as defined in Chapter 16.12 BIMC, may be authorized, provided the applicant can demonstrate all of the following:
 - The strict application of the bulk, dimensional or performance standards set forth in the applicable master program precludes, or significantly interferes with, reasonable use of the property;
 - The hardship is specifically related to the property, and is the result of unique conditions such as irregular lot shape, size, or natural features and the application of the master program, and not, for example, from deed restrictions or the applicant’s own actions;
 - The design of the project is compatible with other authorized uses within the area and with uses planned for the area under the comprehensive plan and shoreline master program and will not cause adverse impacts to the shoreline environment;
 - The variance will not constitute a grant of special privilege not enjoyed by the other properties in the area;
 - The variance requested is the minimum necessary to afford relief; and
 - The public interest will suffer no substantial detrimental effect.

2. Shoreline variance permits, where the development will be located either waterward of the ordinary high water mark (OHWM) or within or within any wetland, defined in Chapter [16.12](#) BIMC, may be approved or approved with conditions or modifications subject to approval by Ecology, if the decision maker finds the applicant has demonstrated compliance with all of the following criteria:
 - The strict application of the bulk, dimensional or performance standards set forth in the applicable master program precludes all reasonable use of the property;
 - The proposal is consistent with the criteria above; and

 - The public rights of navigation and use of the shorelines will not be adversely affected.

SHORELINE PERMIT DECISION CRITERIA: Shoreline Variance (SVAR)

Continued:

3. In the granting of all shoreline variance permits, consideration shall be given to the cumulative impact of additional requests for like actions in the area. For example, if shoreline variances were granted to other developments in the area where similar circumstances exist, the total of the shoreline variances should also remain consistent with the policies of Chapter [90.58](#) RCW or its successor and should not produce substantial adverse effects to the shoreline environment.



CITY OF BAINBRIDGE ISLAND
DEPARTMENT OF PLANNING AND COMMUNITY DEVELOPMENT

SHORELINE PERMIT DECISION CRITERIA

Shoreline Conditional Use Permit (SCUP)

1. Uses classified as **conditional uses** may be authorized; provided, that pursuant to WAC [173-27-140](#) and [173-27-160](#) or their successors, the applicant can demonstrate all of the following:
 - The proposed use will be consistent with the policies of RCW 90.58.020 or its successor and the policies of the master program;
 - The proposed use will not interfere with the normal public use of the public shorelines;
 - That the proposed use of the site and design of the project is compatible with other authorized uses within the area and with uses planned for the area under the comprehensive plan and shoreline master program;
 - The proposed use will cause no unreasonably adverse effects to the shoreline environment designation in which it is located;
 - The public interest suffers no substantial detrimental effect (WAC 173- 14-140(1) or its successor); and
 - The proposed use is consistent with the provisions of the zoning ordinance (BIMC Title 18).
2. Other uses which are not listed in the master program as permitted or conditional uses and are also not prohibited may be authorized as conditional uses, provided the applicant can demonstrate, in addition to the criteria set forth in subsection H.4.a of this section, that (i) extraordinary circumstances preclude reasonable economic use of the property in a manner consistent with the policies of RCW 90.58.020, or its successor, and that (ii) the proposed use would not produce significant adverse effects on the shoreline environment.
3. In the granting of all shoreline conditional use permits, consideration shall be given to the cumulative impact of additional requests for like actions in the area.

