



**To be completed by local official.** In the event that any of the proposed buildings or structures will exceed a height of thirty-five feet above the average grade level, indicate the approximate location and number of residential units, existing and potential, that will have an obstructed view. \_\_\_\_\_

**To be completed by local official.** If the application involves a conditional use or variance, set forth in full that portion of the master program which provides that the proposed use may be a conditional use, or in the case of a variance, from which the variance is being sought. \_\_\_\_\_

Attach drawings and/or text sufficient to fully explain the intended project. Draw all site plans and maps to scale, clearly indicating scale on lower right-hand corner and attach them to the application.

Include:

- Site boundary.
- Property dimensions in vicinity of project.
- Ordinary high-water mark.
- Typical cross-section or cross-sections showing:
  - (i) Existing ground elevations.
  - (ii) Proposed ground elevation.
  - (iii) Height of existing structures.
  - (iv) Height of proposed structures.
- Indicate size, grade and profile of all roads or vehicular passageways.
- Indicate any and all water supplies, sewage disposal facilities, and solid waste handling facilities.
- Identify source, composition, and volume of fill material.
- Identify composition and volume of any extracted materials, and identify proposed area.
- Show how the proposed development is related to the associated shoreline or wetlands.
- Provide a scale drawing of all bridges or other structures to be built in, on, or over streams, marshes, swamps or lakes.
- Indicate the reason, if any, why this project requires a shoreline location as opposed to a non-shoreline location
- If a Variance is being requested, this application shall contain the applicant's reason(s) why the Variance should be granted.
- If a Conditional Use is being requested, the application shall contain the applicant's explanation of why the Conditional Use should be granted, including notation of any special features of the proposed project that support the request.

Please submit this application and attachments to the Ocean Shores Permit Center at 710 Pt. Brown Ave. NE in Ocean Shores or mail to PO Box 909, Ocean Shores, WA 98569. Thank you.

\_\_\_\_\_  
Applicant/Owner Signature

\_\_\_\_\_  
Date

**City of Ocean Shores  
Planning Division  
Shoreline Permit Application**

**Administrative Process (Ocean Shores Municipal Code Chapter 18.06)**

Application will be made for a shoreline permit (substantial development, conditional use or variance) on forms provided at the Ocean Shores Permit Center. On the day the applicant submits the completed form along with the application fee and other information, the official permit procedure begins.

1. Two (2) public notices, one (1) week apart **must be published in the City's legal newspaper (North Coast News or the Daily World) and paid for by the applicant.**
2. Notice of receipt of application will be mailed to property owners within 300 feet of property requesting a Shoreline Permit. The City will mail the notice.
3. Beginning on the day of the second publication, a 30-day review process begins.
4. A copy of the application will be sent to Grays Harbor Council of Governments.
5. A hearing will be scheduled for a variance or conditional use application during the last 10 days of the initial 30-day review process.
6. At the end of the 30-day review, but within 45 days the Planning Director or designee shall make a decision to approve or deny the application for a Shoreline Permit. The Hearings Examiner, through a formal public hearing process, shall make the decision to approve or deny conditional use or variance requests. The Planning Director or designee will then transmit decisions, findings, and other determinations by letter to the applicant, the Department of Ecology, Shoreline Permit Coordinator, SWRO Jeffree Stewart, P.O. Box 47775, Olympia, WA 98504-7775, and the Office of the Attorney General, Ecology Division, P.O. Box 40117, Olympia, WA 98504-0117.
7. Upon receipt of the letter of decision by the Department of Ecology, a 21-day review period will commence during which appeals to the local government decision may be made. Construction may not begin until after the 21-day review period has passed.
8. Should there be no appeals by the Department of Ecology or others, the Department of Ecology will allow the local government decision to stand. At the end of the 21-day period, if the local government decision was to approve, and if no other permits are needed or if the required permits have been granted, the project may proceed. In the event of an appeal, the project applied for may not begin until all appeals are settled by the State Environmental Hearings Board.

For Office Use Only

Staff Checklist:

Date of receipt of completed Shoreline Permit Application \_\_\_\_\_  
Date

Public Notice advertisement dates \_\_\_\_\_ & \_\_\_\_\_  
1<sup>st</sup> run date 2<sup>nd</sup> run date

Date mailing made to neighboring property owners \_\_\_\_\_  
Date

Date 30-day review process begins \_\_\_\_\_  
Date

Date 30-day review process ends \_\_\_\_\_  
Date

Hearing scheduled for Variance or Conditional Use Applications during the last 10 days of the 30-day review period. \_\_\_\_\_  
Date

At the end of the 30-day review period, but within 45 days the Planning Director shall make a decision to approve or deny the application. The Hearing Examiner shall make a decision to approve or deny Conditional Use or Variance requests. The Planning Director will then transmit decisions, findings, and other determinations by letter to the applicant, the Department of Ecology and the Attorney General's Office.

\_\_\_\_\_  
Date

When the Department of Ecology receives the letter of decision, a 21-day day review period will commence during which appeals to the local government may be made.

\_\_\_\_\_  
Date

If the decision is not appealed by the Department of Ecology or others, the Department of Ecology will allow the local government decision to stand. At the end of the 21-day review period, if the local government decision was to approve, and, If no other permits are needed or if required permits have been granted, the project may proceed.

\_\_\_\_\_  
Date

In the event of an appeal, the project applied for may not begin until the State Hearings Board settles all appeals.