



CITY OF NORTH BEND
COMMUNITY AND ECONOMIC DEVELOPMENT
(CED)

SHORELINE EXEMPTION LETTER APPLICATION FORM

For Staff Use Only:

Application No.	Date Filed	Fees Paid	Receipt No.	Associated Files

Instruction for filling out and submitting an application form:

- Please type or neatly print all information.
- Only fill out those portions that are not shaded in gray.
- If someone other than the landowner is applying for a permit, the application must be accompanied by a notarized “Land Use Application”.
- To submit your application, applicants may use one of the options below:
 - **Electronic submittal:** Applicants may submit documents in PDF format to Building@NORTHBENDWA.GOV or by uploading to their existing Citizens Connect account.
 - **By USPS, FedEx or UPS:**
City of North Bend Community and Economic Development (CED)
920 SE Cedar Falls Way, North Bend, WA 98045
 - **In Person:** An appointment is preferred for in-person submittals but is not required. Please bring the original application and documents and electronic copies (USB).
 - To set up an appointment call (425) 888-5633, option 2.

Exemption Type – Which shoreline exemption(s) applies to the proposed use or development:

- ☐ Fair market value less than \$8,504
- ☐ Single-family residence and normal appurtenances (ex: garage or shed)
- ☐ Normal repair and maintenance
- ☐ Protective bulkhead common to single-family residence
- ☐ Emergency construction necessary to protect property from damage by elements
- ☐ Other (please cite section of RCW 90.58.030(3)(e): _____)

Notice to Applicant: The City of North Bend’s Shoreline Master Program (Chapter 14.20.660) exempts certain developments and activities from the requirements of a shoreline substantial development permit. Exempt proposals are still required to comply with all applicable policies and regulations of the SMP. Please provide sufficient details for City staff to determine eligibility for an exemption and consistency with the SMP. Please note that proposals exempt from a Shoreline Substantial Development Permit must comply with state and federal regulations, which may include permits from other local, state and federal agencies.

Property Owner:

Name:	Phone:
Mailing Address:	Email Address:
City: State: Zip:	Signature:

Applicant (If other than the property owner):

Name:	Phone:
Mailing Address:	Email Address:
City: State: Zip:	Signature:

Agent/Contact (If applicable):

Name:	Phone:
Mailing Address:	Email Address:
City: State: Zip:	Signature:

PROPERTY INFORMATION

Project address (or closest intersection) and zip code:	
Parcel No: <i>(Available on your tax statement or click here go to King County's Imap page.</i>	Parcel Size:
*Zoning:	*Shoreline Environment Designation:

**If you are unsure of the zoning status and/or shoreline environment designation, contact CED or go to the City's map page at: <https://northbendwa.gov/95/Maps>*

PROJECT INFORMATION

Description of property as it currently exists (including physical characteristics, existing structures, and current use(s)):
Description of proposed development activities and proposed use of property (please be specific):

Total Development Cost or fair market value*: \$ _____

*Fair market value of a development means the open market bid price for conducting the work, using the equipment or facilities, and purchase of goods, services and materials necessary to accomplish the development. It includes the fair market value of any donated, contributed or found labor, equipment or materials.

Dates of construction or development for which the shoreline exemption permit is requested:

Start Date: _____ End Date: _____

Is your project exempt from State Environment Policy Act (SEPA) review under [NBCC 14.04.050](#) Categorical Exemptions? ☐ Yes ☐ No If yes, please complete a [SEPA Checklist](#).

Please contact Community and Economic Development if you need consultation on SEPA.

Additional Information: Please include any additional materials or written comments below you would like to provide.

List any other permits for this project from federal, state or local government agencies for which you have applied or will apply for. See example below.

Agency Issuing Permit	Type of Permit Application	Date of Application, or estimated date of submittal	Approved or Denied (If known)	Date of Approval/Denial (If known)	Permit No.
Example:					
Washington State Department of Fish and Wildlife	Hydraulic Project Approval (HPA)	June 1, 2023	Approved	September 15, 2023	

APPLICATION CHECKLIST

Please use the following checklist to ensure you provide all the items required under the City of North Bend Municipal Code ([Title 14 – Environmental Protection](#) & [Chapter 14.20 Shoreline Regulations](#)). If you believe that an item is not applicable, write N/A and explain why in the blank. All of the blanks under “Applicant Use” must be filled in for this application to be accepted as complete and for the review process to begin.

Applicant Use	Application Requirements	City Use Only
<input type="checkbox"/>	Application Form - Completed and signed Shoreline Exemption Application Form and applicable supplemental forms (if any)	
<input type="checkbox"/>	Assessor’s Map that clearly identifies the subject site and any contiguous properties in the same ownership. To find your parcel, click here go to King County’s Imap page.	
<input type="checkbox"/>	Site Plan no larger than 11” x 17” on paper showing the following: (See attached example) <ul style="list-style-type: none"> <input type="checkbox"/> Drawn to standard engineering scale, e.g., 1”= 20”. Provide scale bar and north arrow <input type="checkbox"/> Parcel/property boundaries, lot dimensions, and area of lot (square feet or acres) _____ Square footage of new or replaced impacts (i.e. vegetation conversion, construction, impervious surface) to shoreline buffer _____ Square footage of mitigation area proposed <input type="checkbox"/> Name of all roads bordering the property and beach access if applicable <input type="checkbox"/> Where appropriate, proposed land contours using five-foot intervals in water area below the OHWM and ten-foot intervals on areas beyond the OHWM, if development involves grading, filling, or other alteration of land contours. <input type="checkbox"/> Location of existing and proposed utilities such as sewer, septic tank(s), drainfield(s), water, gas, electric, etc. <input type="checkbox"/> Location of the Ordinary High Water Mark (OHWM) of the regulated waterbody <input type="checkbox"/> Waterbody buffer, steep slope buffer, and shoreline setback relevant to the shoreline designation for the parcel(s) <input type="checkbox"/> Location and square footage of all existing and proposed structures (including decks) <input type="checkbox"/> Distance from any existing and proposed structures to the OHWM and property lines <input type="checkbox"/> If reduced setback is proposed, structures on adjacent lots must be shown <input type="checkbox"/> Source, composition, and volume of fill materials <input type="checkbox"/> Composition and volume of any extracted materials and proposed disposal area. <input type="checkbox"/> Location of known wetlands, wildlife habitats, or other critical areas <input type="checkbox"/> Top of toe of all slopes/bluffs and distance of proposed development to these features <input type="checkbox"/> Existing and proposed impervious surfaces: Location and amount (includes building footprint, roof overhangs, driveways, walkways) within 200 feet of the OHWM. <input type="checkbox"/> Show which areas are within shoreline jurisdiction . Click here to view the Shoreline Jurisdiction and Environment Designation Map. 	
<input type="checkbox"/>	Vicinity Map <ul style="list-style-type: none"> <input type="checkbox"/> Indicated site location using natural points of reference (roads, state highways, etc.) <input type="checkbox"/> If the development involves the removal of any soils by dredging or otherwise, identify the proposed disposal site on the vicinity map. If the disposal site is beyond the confines of the map, provide another vicinity map showing the locations of the site and its distance to the nearest city or town. 	

	<input type="checkbox"/> Provide a brief narrative description of the general nature of the improvements and land use within 1000 feet in all directions from the development site (i.e. residential to the north, commercial to the south, etc).	
<input type="checkbox"/>	Basic Elevation/Cross Section drawings that provide a visual diagram of the finished project (paper size no larger than 11"x17"). Elevation drawings need to include: <ul style="list-style-type: none"> • Existing ground elevations • Proposed ground elevations • Height of existing structures • Height of proposed structures 	
<input type="checkbox"/>	Septic System: For septic systems, King County Health Department Permit.	
<input type="checkbox"/>	Shoreline Buffer Enhancement may be required for proposed developments within the river buffer and/or shoreline setbacks, including addition of 200 + sf of impervious areas.	
<input type="checkbox"/>	Shoreline designation for subject parcel(s): (Click here for map)	

*Please contact CED for assistance locating the Ordinary High Water Mark

In filing this application, the applicant agrees to notify CED if, during excavation or development, objects or materials of possible historical or archaeological significance are uncovered; and to cease all work in the discovery area, until such time as a site inspection can be accomplished by a licensed archaeologist or qualified historian.

I/We, hereby attest that I am/we are the owner(s) of the property involved in this application and that the foregoing statements and answers contained herein, and the information herewith submitted, are in all respects true and correct to the best of my/our knowledge and belief. I/We shall be solely responsible for verification of all property lines and setbacks. I/We also understand that signing and submitting this application authorizes City staff and agents to enter and inspect the site at any reasonable time for the purpose of reviewing this application.

Signature: _____

Printed Name _____

Date: _____

Signature: _____

Printed Name _____

Date: _____

Sample Site Plan

