

Shoreline Exemption Submittal Requirements

How to Apply

Electronically Online

1. Gather your plans and supporting documents per the application checklist and plan set requirements
2. Save the documents in PDF file format per our [PDF File Format Requirements](#)
3. Apply and upload your plans to www.MyBuildingPermit.com.
Select the following options when applying:
Land Use – Any Project Type – Shoreline Development – Shoreline Exemption

When Required

The following activities, when they occur within the 200 feet of designated shoreline area, do not need a Shoreline Management Substantial Development Permit, but require written confirmation by the Planning Department that they are exempt:

1. Any development of which the total cost or fair market value, whichever is higher, does not exceed five thousand (\$5,000) dollars and which does not materially interfere with the normal public use of the water or shorelines of the state;
2. Normal maintenance or repair of existing structures or developments, including damage by accident, fire or elements;
3. Emergency construction necessary to protect property from damage by the elements.
4. Construction of a single family residence by an owner, lessee or contract purchaser for his/her family. The structure shall not exceed a height of thirty-five (35) feet above average grade level and shall meet all requirements of the Issaquah Shoreline Master Program;
5. Construction of the normal protective bulkhead for a single family residence;
6. Construction and practices normal or necessary for farming, irrigation, and ranching activities, including agricultural service roads and utilities on wetlands, and the construction and maintenance of irrigation structures, including but not limited to head gates, pumping facilities, and irrigation channels: Provided that a feedlot of any size, all processing plants, other activities of a commercial nature, alteration of the contour of the wetlands by leveling or filling other than that which results from normal cultivation, shall not be considered normal or necessary farming or ranching activities. A feedlot shall be an enclosure or facility used or capable of being used for feeding livestock hay, grain, silage or other livestock feed, but shall not include land for growing crops or vegetation for livestock feeding and/or wintering operations.
7. Construction of a non-commercial dock for use of the owner of a single family residence, designed for pleasure craft only and which does not exceed \$10,000 in cost;
8. Any project with a certification from the Governor pursuant to Ch. 80.50 RCW.

Application Process

The following information is necessary for the evaluation of your Shoreline Management Substantial Development Permit Exemption:

1. Legal Description. Type the legal description of the property including the Section, Township, Range and parcel number.
Please be absolutely sure the description is correct and agrees with the property outlined on the King County Assessor's Map

2. Accurate Site Plan and Elevation Drawing. Please provide an accurate site plan which includes:
 - a. Site area boundary lines and dimensions;
 - b. Dimensions and locations of existing and/or proposed structures;
 - c. Location of existing and proposed utilities such as sewer, septic tanks, drain fields, water, gas, and electricity;
 - d. Elevations of existing and proposed structures;
 - e. Location of subject shoreline
3. Application Fee: See Fee Schedule.
4. Environmental Checklist (if required): All items should be answered as concisely as possible. If information requested does not apply to the proposed project, enter "N/A" (not applicable). The fee for an Environmental Checklist is shown on the Fee Schedule in this Application Packet.

Additional Information

1. Photographs, sketches, engineering reports, or any explanatory documents may be submitted to support the application.
2. The Environmental Planner may require additional information at a later time and may determine that an Environmental Impact Statement will be required.

Review Process

1. Once a completed application is submitted to the Planning Department, the Permit Center staff will route the application to City departments, including SEPA, for review and comments.
2. Departmental comments are compiled and routed to the Planning Director/Manager, who shall either issue a Shoreline Exemption Permit or deny the application.
3. The Shoreline Management Substantial Development Permit Exemption will be mailed to the State Department of Ecology (DOE) and the Office of the Attorney General for review.
4. The Building Department may issue any required Building Permit approximately ten (10) days after the Shoreline Management Substantial Development Permit Exemption is mailed to DOE. In the event the Shoreline Management Substantial Development Permit Exemption is appealed, the Building Permit will be temporarily revoked, pending resolution of the appeal.