



## City of Cashmere

101 Woodring Street  
Cashmere, WA 98815  
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# SHORELINE PERMIT APPLICATION

Application Fee plus all  
Direct Cost billed to the  
city (\*6)

This packet is designed to assist you in preparing your application for a shoreline permit. The following information is required at the time of submittal. **Additional information may be required.**

**Please select all that apply:**

- Shoreline Substantial Development Permit **\$1650**
- Shoreline Conditional Use Permit Shoreline **\$1950**
- Variance Permit **\$1650**
- Shoreline Exemption **\$200**

**The following information is required at the time of submittal.**

- JARPA (Joint Aquatic Resource Permit Application)
- SEPA Checklist (State Environmental Policy Act) (if applicable)
- Shoreline Review Criteria – these are requirements of the Shoreline Master Program may be addressed in a narrative format with support documentation
- Site Plan
- Additional plans, as applicable: Landscape Plan, Parking Plan, Wetland Delineation, Habitat Management Plan, Geotechnical Report, Traffic Impact Study
- Site Plan Checklist Section and Acknowledgement Section

The applicant is required to review and submit documentation showing compliance with all Cashmere Municipal Code, including but not limited to Title 14, Title 15, Title 17 and Title 18

Within twenty-eight (28) days of receiving a complete application, the applicant will receive a written Determination of Completeness or a Notice of Incomplete Application, identifying required additional information. After issuing the Determination of Completeness, a Notice of Application will be issued within fourteen (14) days. The application is then routed to all agencies with jurisdiction and surrounding properties for a thirty (30) day review and comment period. Shoreline Conditional Use Permits and Shoreline Variance Permits require approval from the Department of Ecology, after the City decision; therefore, no work may be authorized until finalization of the Department of Ecology permit.

Parcel Number (APN): \_\_\_\_\_ Lot Size: \_\_\_\_\_

Parcel Address: \_\_\_\_\_ City/Zip Code: \_\_\_\_\_

Property Owner(s): \_\_\_\_\_ Zoning: \_\_\_\_\_

## SHORELINE PERMIT APPROVAL CRITERIA

*NOTE: The following criteria from the Shoreline Master Program (SMP) must be addressed in this application. Additional development standards will apply based on the project. The applicant is required to show consistency with all SMP standards.*

- Substantial Development Permits: Chapter 7.5
- Variance Permits: Chapter 7.8
- Conditional Use Permits: Chapter 7.7
- Shorelines of Statewide Significance: Chapter 3.4

## SITE PLAN CHECKLIST SECTION

- Two copies of site plan are required. Must be drawn to standard engineering/architect's scale, such as 1"=100'. Indicate the scale used. Must include North arrow and be drawn on grid paper or engineering plan format. For large parcels, applicant may submit a two-page site plan, the first page depicting the entire lot at a convenient scale and the second page depicting an enlargement of the developed area at a larger scale.
- Label all property lines/boundaries, dimensions, and area of lot/parcel (square feet or acreage).
- Label the location, size, and use of all existing building(s). Identify the distance between property lines and buildings. Label structures with previous building permit number(s) issued if applicable.
- Label the location, size, and use of all proposed structure(s) (temporary or permanent) to include dimensions of all decks, porches, cantilevers, bay windows, roof overhangs, retaining walls, patios, chimneys, landings, and stairs.
- Identify the location, dimensions and volume of all existing and proposed propane tanks, fuel tanks, etc., both above ground and underground, as well as setback from property lines.
- Identify land features such as top and bottom of slopes, direction of slope and any areas of erosion.
- Identify and label all water features to include, ponds, springs, ravines, streams, creeks, lakes, rivers, irrigation laterals, canals, ditches, wetlands, bogs, areas of saturated ground, flood plain, floodway. Identify the closest distance between the ordinary high-water mark (OHWM) and proposed/existing structures.
- Label the name and width of roads bordering the property and indicate whether they are public or private.
- Locate the width of existing and proposed driveways/accesses serving each structure. Include stormwater control facilities such as drains, detention ponds, connection lines, catch basins, etc.
- Label all existing and proposed parking spaces/areas. Parking in residential districts is typically not allowed in the front yard setback area. All parking shall have durable and dustless surfaces suited to all weather use, unless required otherwise. If applicable, show handicapped parking and accessible routes to the structure and within the site to other structures and features.
- Identify and label all easements and widths, deed restrictions, other encumbrances, and/or issues restricting or affecting the use or condition of the property, including but not limited to access, utilities, railroads, irrigation, and overhead power. Include the Auditor's file number(s). *Before Any Development Occurs, Please Call 1-509-661-8400 To Locate Any PUD Easements!*
- Show the location of all existing and proposed overhead and underground utilities including, but not limited to water, sewer, gas, and electrical.
- Identify location of water lines, well and sanitary control radius. Note: A sanitary control radius around an off-site well may impact your project if it overlaps onto your parcel.
- Identify location of all well(s), septic/pump tank, drain field, reserve area and tight line involving the proposed structure(s). Show the distance from proposed structure(s) to septic tank, drain field, drinking water well source(s), and any water body, wetland area and/or flood plain to ensure they meet the required horizontal setbacks from each other and property lines. See Chelan Douglas Health District Horizontal Setback Table for details. If applicable, the approved Health District and County site plan must be identical.
  - If drinking water wells, septic tank/drain field is off site, show the location of these systems on the adjacent property or properties and provide a copy of the easement agreement(s).
- If applicable, identify existing and proposed landscaping, screening and/or fencing. (Show type of landscaping, size, spacing, and provisions for irrigation).
- If applicable, include outdoor lighting and signage. Label each as existing or proposed.

**ACKNOWLEDGEMENT SECTION**

If the Applicant is not the owner of the property, this application and acknowledgment shall also be executed (signed) by each property owner.

**By submitting this application, I acknowledge and certify the following:**

Initials

*(Owner and, if applicable, Applicant)*

- \_\_\_\_\_ 1. All applications will be reviewed for completeness and processed according to Cashmere Municipal Code Title 14. Each application may be denied if not consistent with all Cashmere Municipal Codes, adopted regulations, Comprehensive Plan and related plans or studies.
- \_\_\_\_\_ 2. This application does not constitute approval of the proposed development and the City of Cashmere does not make any guarantee, either express or implied, that this application will be approved.
- \_\_\_\_\_ 3. False statements, errors and/or omissions in this application or information provided with or in regard to this application may be sufficient cause for denial of the request.
- \_\_\_\_\_ 4. Additional permit applications and approvals may be necessary to conduct specific activities.
- \_\_\_\_\_ 5. Application fees are non-refundable.
- \_\_\_\_\_ 6. Applicant will be billed for any "Direct Cost" billed to the City and shall include Hearing Examiner, Consultant, City attorney, City engineering, survey, recording, planning consultant, building inspection consultant and / or contract employee fees, specialized study services fees and costs, any publication or mailing costs associated with providing notices, and costs of transcription of any hearing.
- \_\_\_\_\_ 7.. In the event of any legal proceeding to challenge this application, any environmental determination or any other aspect of the proposed development, the applicant/owner(s) shall be solely responsible to defend such challenge and pay all court costs and attorney's fees necessary for such defense.
- \_\_\_\_\_ 8. The City of Cashmere is hereby given consent to enter the property(ies) listed above.
- \_\_\_\_\_ 9. I certify that I am the property owner, or authorized agent of the property owner, and I have familiarized myself with the rules and regulations of Cashmere Municipal Code with respect to making this application.
- \_\_\_\_\_ 10. I certify that I possess full legal authority and rights necessary to exercise control over the subject property.
- \_\_\_\_\_ 11. I certify that this application has been made with the consent of the lawful property owner(s).
- \_\_\_\_\_ 12. I certify that all Easements, Deed Restrictions, other encumbrances, and/or issues restricting or affecting the use or condition of the property have been accurately disclosed and are shown on the site plan submitted with this application.
- \_\_\_\_\_ 13. This application shall be subject to all additions to and changes in the laws, regulations, and ordinances applicable to the proposed development until a determination of completeness has been made pursuant to Section 14.09.
- \_\_\_\_\_ 14. I acknowledge that no work may begin on the project until 21 days after the date of filing, as defined in RCW 90.58.140(6) and WAC 173-27-130.

*I certify (or declare) under penalty of perjury and under the laws of the State of Washington that the foregoing and all information submitted with this application is true, correct, and complete to the best of my knowledge.*

**Owner Signature:** \_\_\_\_\_

**Place:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

**Owner/Applicant/Agent Signature:** \_\_\_\_\_

**Place:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

**Owner/Applicant/Agent Signature:** \_\_\_\_\_

**Place:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_