



Shoreline Permit Application

(PLEASE PRINT CLEARLY OR TYPE IN BLUE OR BLACK INK)

Pre-Application Steps:

- Pre-Application conference or waiver
- Transportation concurrency certificate, if applicable

Application Requirements:

- A completed land Use Application form
- All of the materials and information required by this form
- SEPA Checklist, if applicable
- Application fee payment (\$400.00 Ord.707)
- Mailing list and labels for 300-foot radius

Project Data:

1. Name of adjacent water body: _____

2. Describe the current use of property, including existing structures: _____

3. Describe the proposed project. Include the size of property, the project dimensions and materials, and the total area of paving: _____

4. Nature of the existing shoreline. (Describe the type of shoreline, such as marine, stream, lake, lagoon, marsh, bog, swamp, flood plain, floodway, delta; type of beach, such as accretion, erosion, high bank, low bank, or dike; material such as sand, gravel, mud, clay, rock riprap; and extent and type of bulkheading, if any): _____

5. In the event that any of the proposed buildings or structures will exceed a height of fifty-five feet above the existing grade level, indicate the approximate location of and number of residential units, existing and potential, that will have an obstructed view. AVERAGE GRADE LEVEL

DETERMINATION: The natural or existing topography of the portion of the lot, parcel, or tract of real property, which will be directly under the proposed structure, shall be used in calculating average grade level. "Natural or existing topography" shall mean the topography of the building site prior to any excavation, grading or filling. Calculation of average grade level shall be made by averaging the elevations at the center of all exterior walls of a building or structure: _____

6. PROJECT DIAGRAMS: ***Draw all maps to scale***, clearly indicating scale on the lower right-hand corner of the map. Attach all maps to the application. ***Maps shall be 8 1/2" x 11" to 11" x 17" in size. Four copies are required. One map set should be 18" x 24" for use at the Shoreline Committee Meeting.***

A. **SITE PLAN MAP** Include on map:

- Site boundary.
- Property dimensions in vicinity of project.
- Ordinary high-water mark.
- Typical cross section or section showing:
 - Existing ground elevations.
 - Proposed ground elevations.
 - Height of existing structures.
 - Height of proposed structures.

- Where appropriate, proposed land contours using five-foot intervals in water area and ten-foot intervals on areas landward of ordinary high-water mark, if development involves grading, cutting, filling, or other alteration of land contours.
- Show dimensions and locations of existing structures, which will be maintained.
- Show dimensions and locations of proposed structures.
- Identify source, composition, and volume of fill material.
- Identify composition and volume of any extracted materials and identify proposed disposal area.
- Location of proposed utilities, such as sewer, septic tanks and drain fields, water, gas, electricity.
- If the development proposes septic tanks, does proposed development comply with local health and state regulations?
- Shoreline designation according to the Master Program.
- Show which areas are shorelines and which are shorelines of statewide significance.

B. **VICINITY MAP**

- Indicate site location using natural points of reference (roads, state highways, prominent landmarks, etc.)
- If the development involved the removal of any soils by dredging or otherwise, please identify the proposed disposal site on the map. If the disposal site is beyond the confines of the vicinity map, provide another vicinity map showing the precise location of the site and its distance to the nearest city or town
- Give a brief narrative description of the general nature of the improvements and land use within one thousand feet in all directions from development site (i.e., residential to the north, commercial to the south, etc.)

7. A filing fee shall be required at the time of application as determined by Council (see separate fee sheet). Please indicate project valuation:

- Less than \$100,000
- \$100,000 or more but less than \$500,000
- \$500,000 or more: List valuation: \$_____

I, _____, am the above-named applicant for a permit to construct a substantial development pursuant to the Shoreline Management Act of 1971 and the City of Toledo Shoreline Master Program, and hereby state the foregoing statements, answers, and information are, in all respects, true and correct to the best of my knowledge and belief.

Signature

Date

MAILING LIST INSTRUCTIONS

Applicants are responsible for providing accurate mailing list and typed mailing label forms using information from the Lewis County Assessor's Office. Errors in mailing labels may result in process delays and re-notice fees. The following information should provide you with the resources necessary to successfully submit the required address labels.

1. Obtain property Ownership Information from the Lewis County Assessor's Office

The Assessor's Office is open Monday – Friday 8:00 – 5:00 and is located at 351 NW North Street, Chehalis WA 98532, 360-740-1392 or www.lewiscountywa.gov

It is imperative that you bring enough information to identify all of the property in the project site, such as tax parcels numbers, legal descriptions, address (es) or boundary on a plat map. The Lewis County Assessor's Office staff can help you find the Assessor's map(s) containing the project parcel(s) or their website has all the information available for you.

Measure the required ownership notice distance on the map from the boundary of the project parcel(s). The required distance of 300 feet is specified on the application form. Copy the parcel number for each parcel within or partially within the notice distance onto the mailing list form. If the owner of the property owns other property within the notice distance but not included in the project site, contact the City of Toledo to determine whether the notice radius must be increased.

You will then need to look up the name and mailing address of the owner of each parcel number and record it on the mailing list form. This information can be accessed via the internet accessing the database under – "PARCELS-tax and parcel information" at www.lewiscountywa.gov. Click on the parcel tab, enter the street address or parcel number, click search. Click on the correct parcel number and property owner to bring up the screen with the owner's full address. The maps are also available at this site if you wish to check a parcel number.

2. Label Format

The addresses should be printed on **Avery 5160 labels** or in **Avery 5160 label format** using the label grid format provided. The names must be typed in the following format, with one address per grid.

Owner's Name Owner's mailing address City, State, Zip Code
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The labels **MUST** include the address of the owner, applicant, and contact for the proposal. Please **do not repeat names** on the mailing list. If someone is listed as owning more than one property, only list the owner's name and address once on the mailing list.

Do not list the tax parcel number on the labels.

As you get ready to prepare your labels keep the following checklist in mind:

- The information was acquired from the Lewis County Assessor's Office or PATS system
- Address for the following have been included on the label sheet:
 - The property owner
 - The applicant
 - Every property owner within the required 300-foot radius
 - The Chronicle (address provided on the sample label page)
 - The mailing information has been printed on Avery 5160 labels (or another similar brand)
 - All of the information **completely fits** on the label
 - Mailing information has been notarized