



INSTRUCTIONS FOR A NON-ADMINISTRATIVE SUBSTANTIAL DEVELOPMENT PERMIT

This packet may be submitted for the following:

- All development activity inside the shoreline jurisdiction not exempt from a substantial development permit (see WAC 173-27-040)

General Information

- A. A complete application is required at the time of submittal. Please answer all questions on the application clearly and completely.
- B. The City’s application form must be used, however, the project narrative and answers to the criteria questions may be submitted on a separate sheet of paper.
- C. A Notice of Complete Application or Notice of Incomplete Application will be issued within twenty-eight (28) days of submittal.
- D. A Non-Administrative Substantial Development Permit requires a hearing in front of the Medina Hearing Examiner.

Requirements

I. APPLICATION

- A. The following documents are required at the time of submittal, unless otherwise indicated. The information is required prior to processing of the application unless otherwise indicated. An incomplete application will not be processed. A complete application will include:
 - 1. Completed Substantial Development Permit Checklist, Substantial Development Permit Application and Declaration of Agency form
 - 2. Proof of ownership (copy of deed)
 - 3. Site Plan with the following:
 - a. A general description of the proposed project that includes the proposed use or uses and the activities necessary to accomplish the project;
 - b. Identification of the shoreline water body;
 - c. A general description of the property as it now exists, including physical characteristics and improvements and structures;
 - d. A general description of the vicinity of the proposed project, including identification of the adjacent uses, structures and improvements, intensity of development and physical characteristics;
 - e. Identification of the ordinary highwater mark:
 - i. This may be an approximate location; provided, that for any development where a determination of consistency with the applicable regulations requires a precise location of the ordinary high water mark, the mark shall be located precisely and the biological and hydrological basis for the mark’s location as indicated on the plans shall be included in the development plan;

- ii. Where the ordinary high water mark is neither adjacent to or within the boundary of the project, the plan shall indicate the distance and direction to the nearest ordinary high water mark of a shoreline;
 - f. Existing and proposed land contours with minimum two-foot elevation intervals;
 - g. A general description of the character of vegetation found on the site;
 - h. The dimensions and locations of all existing and proposed structures and improvements;
- 4. A landscaping and/or restoration plan as applicable;
- 5. Mitigation measures, as applicable;
- 6. Quantity, source and composition of all fill material that is placed on the site, whether temporary or permanent;
- 7. Quantity, composition and destination of all excavation and/or dredged material; and
- 8. Additional submittal information set forth in the Medina shoreline master program for the use.
- B. State Environmental Policy Act (SEPA) checklist (if applicable) – SEPA is a separate permit
- C. A word document formatted to Avery address labels containing the names of property owners and their mailing addresses for all properties within 300 feet **or** three (3) parcels depth, whichever distance is greater but not to exceed 1,000 feet. See mailing labels information bulletin for further information.
 - 1. Vicinity map showing the site with the 300' or three (3) parcels depth minimum buffer of property owners who will be notified of the application.
- D. Any other perspective drawings, renderings, studies, or information the applicant feels is relevant to support the substantial development permit request.

Procedure

II. NON-ADMINISTRATIVE SUBSTANTIAL DEVELOPMENT PERMIT PROCESS

- A. Please submit the items listed above and any other information which may be required by the City at the time the application is filed.
- B. **MODIFICATIONS: Changes to an application that has already been submitted and noticed to surrounding property owners may trigger the application to be re-noticed.**
- C. Following receipt of the substantial development permit application, the City will review the application for completeness and either issue a Notice of Application which includes a public commenting period outlined in MMC 16.80.110(B)(7) or a Notice of Incomplete Application, listing the additional required documentation. Any comments that are received by the public will be forwarded to the applicant for response. A hearing will be schedule with the Medina Hearing Examiner and a Notice of Hearing will be posted, mailed, and published according to the general notice requirements in MMC 16.80.140 at least fifteen (15) days before the hearing date.
- D. **STAFF REPORT AND MEETING AGENDA**: A staff report and meeting agenda will be emailed to the applicant for review a week before the scheduled hearing.

III. PUBLIC HEARING

- A. The Hearing Examiner bases his/her decision on the information provided in the application and testimony given at the public hearing. Information provided to the applicant by City staff or consultants regarding previous actions shall in no way be construed to indicate what the Hearing Examiner's decision will be on a given application.
- B. At the public hearing all evidence for or against the application will be heard in the following order:
 - 1. The Hearing Examiner will introduce the requested application.
 - 2. Testimony will be heard as follows:
 - a. Staff
 - b. Applicant and/or their representatives.
 - c. Audience in attendance.
 - 3. Correspondence applicable to the case will be provided to the Hearing Examiner.
- C. Testimony must be related to the case being considered.

IV. DISPOSITION OF CASES

- A. The Hearing Examiner may be prepared to make a final determination on the case following the conclusion of the hearing or may continue the matter if sufficient reason for such action is found.
- B. Before any substantial development permit may be granted, the Hearing Examiner shall find that all of the following conditions exist in each case of an application for a substantial development permit:
 - 1. The proposed development is consistent with the policies and provisions of the State Shoreline Management Act of 1971, set forth in RCW 90.58; and
 - 2. The proposed development is consistent with the State Shoreline Management Permit and Enforcement Procedures, set forth in WAC 173-27; and
 - 3. The proposed development is consistent with the provisions of the Medina shoreline master program.
- C. The decision authority may attach such conditions as to prevent undesirable effects of the proposed development and to assure consistency of the development with the Shoreline Management Act and the Medina shoreline master program.
- D. The decision of the Hearing Examiner will be issued to City staff ten (10) working days from the public hearing. The decision is effective upon the date of decision. Notices of Decision will be mailed to applicants and other interested parties as soon as possible.

V. EXPIRATION

- A. An approved substantial development permit shall expire as set forth in WAC 173-27-090.



DEVELOPMENT
SERVICES

NON-ADMINISTRATIVE SUBSTANTIAL DEVELOPMENT PERMIT CHECKLIST

501 EVERGREEN POINT ROAD MEDINA, WA 98039
PHONE: 425-233-6414/6400

This checklist contains the minimum submission requirements for a non-administrative substantial development permit that are due at the time of submittal. Please note that not all items listed may apply to your submittal.

COMPLETE APPLICATION

<input type="checkbox"/>	Non-Administrative Substantial Development Permit Checklist
	Complete Substantial Development Permit Application: <input type="checkbox"/> Application form <input type="checkbox"/> Signature of applicant/agent <input type="checkbox"/> All questions answered in full
<input type="checkbox"/>	Declaration of Agency form
<input type="checkbox"/>	Proof of Ownership (copy of deed)
<input type="checkbox"/>	Site Plan with required information
<input type="checkbox"/>	Landscaping and/or restoration plan (if applicable)
<input type="checkbox"/>	Mitigation Measures (if applicable)
<input type="checkbox"/>	Quantity, source and composition of all fill material that is placed on the site, whether temporary or permanent (if applicable)
<input type="checkbox"/>	Quantity, composition and destination of all excavation and/or dredged material (if applicable)
<input type="checkbox"/>	Additional submittal information set forth in the Medina shoreline master program for the use
<input type="checkbox"/>	State Environmental Policy Act (SEPA) Checklist (if applicable – SEPA is a separate permit)
	Mailing labels – Word doc formatted to Avery address labels <input type="checkbox"/> Mailing labels containing the names of property owners and their mailing addresses for all properties within 300 feet or three (3) parcels depth, whichever distance is greater but not to exceed 1,000 feet. <input type="checkbox"/> Vicinity map showing the site with the 300' or three (3) parcels depth minimum buffer of property owners who will be notified of the application.



DEVELOPMENT SERVICES

SUBSTANTIAL DEVELOPMENT PERMIT APPLICATION

501 EVERGREEN POINT ROAD MEDINA, WA 98039
PHONE: 425-233-6414/6400

Complete this form for the following:

- All development activity inside the shoreline jurisdiction not exempt from a substantial development permit (see WAC 173-27-040)
All non-exempt development having a fair market value of \$50,000 or less, involving no dredging, and having grading of 500 cubic yards or less (excluding fill used for habitat) are eligible for an administrative approval process

General Information

Owner Name:
Property Address:
Legal Description: Tax Parcel Number:
Please check one:
Non-administrative Administrative Check this box if this is a revision to an approved substantial development permit

Agent / Primary Contact

Name: Email:
Contact Phone: Alternative Phone:
Mailing Address: City: State: Zip:

Property Information

Project Fair Market Value (include all phases for the next five years): Other than Lake Washington, are there any critical area(s) located on the property (Ch. 16.67 MMC)?
Will work occur in Lake Washington? Shoreline Environment Designation(s) [Check all that apply]:
If work will occur in Lake Washington, what is the type of development (Check all that apply): Does the project include a shoreline variance or shoreline conditional use permit?

Please provide a complete description of the proposed project (attach additional pages if necessary):

Approval Criteria

The following is the approval criteria for a substantial development permit application. Please respond to each item by providing as much detailed information as possible to support your request. Attach additional pages if necessary.

1. The proposed development is consistent with the policy and provisions of the State Shoreline Management Act of 1971 (Chapter 90.58 RCW)

RCW 90.58.020:

- *Foster all reasonable and appropriate uses*
- *Protect against adverse effects to the public health, the land and its vegetation and wildlife*
- *Priority to single-family residences and appurtenant structures*
- *Minimize insofar as practical, any resultant damage to the ecology and environment and interference to the public's use of the water*

2. The proposed development is consistent with the State Shoreline Management Permit and Enforcement Procedures

- *Washington Administrative Code 173-27*
- *Chapters 16.80, and Chapter 16.71 or 16.72 MMC*

3. The proposed development is consistent with the provisions of the Medina shoreline master program:

- a. *Comprehensive Plan Goals & Policies (Element 2.1 – Shoreline Management Sub-element)*

- b. *Shoreline Master Program Chapters 16.60 through 16.67 MMC*

I certify under the penalty of perjury that I am the owner of the above property or the duly authorized agent of the owner(s) acting on behalf of the owner(s) and that all information furnished in support of this application is true and correct.

Signature_____ Owner Agent Date_____

Signature_____ Owner Agent Date_____