



**Snohomish County
Planning and Development Services**

**INSTRUCTIONS FOR COMPLETING SHORELINE MANAGEMENT PERMIT
EXEMPTION REQUEST LETTER**

Completely describe the proposed project. Include such items as:

- The exact nature of the work to be done
- The dimensions of the proposed development (length, width, height)
- The amount of material (gravel, rock, etc.) to be removed or placed
- The type and size of equipment that will be used to carry out the project
- The amount of time that will be needed to complete the project
- Any accessory projects such as building a road to the project site, clearing, grading, filling, etc.

For normal repair/replacement of docks, bulkheads and other development, providing a photograph of current conditions is helpful.

Provide a site plan and cross sections of the site plan. If there is an existing development, provide current use site plan and a proposed use site plan. Show roads, the scale used for your drawings and the north arrow.

Provide a map and directions to your property.

Complete the exemption request application form letter and sign the request, attached page 2.

Provide a breakdown of the construction costs of the project to include labor costs and materials (fair market value).

Provide two copies of all above requested information.

Call (425) 388 3311 x2790 or online at www.snoco.org/app/pds/appts for a submittal appointment to turn in paperwork and bring a \$556.20 (\$540.00 + 3% technology surcharge) check payable to Snohomish County.

Check in at the 2nd Floor, Robert J Drewel Building, 3000 Rockefeller Avenue, Everett, Washington.



Snohomish County – Planning and Development Services

2nd Floor, Robert J. Drewel Building

3000 Rockefeller • Everett, WA • (425) 388-3311 • www.snoco.org

Date:

Dear Shoreline Management Planner/Administrator:

I am requesting an EXEMPTION from obtaining a Shoreline Management Substantial Development Permit under SCC 30.44.120 for the project described as follows:

I feel this project is exempt under SCC 30.44.120 _____ since
(Enter subsection of code)

Tax ID # (if applicable) _____ Sec/Twp/Range _____

Water Body _____ Shoreline Designation _____

I am the property ___ Owner ___ Renter ___ Contract Purchaser ___ Other (Specify _____)

If not Owner, please list Owner's name, address and telephone number _____

I hereby certify that the above statements are true and correct.

Signature

Date

Applicant's Name

Address

Telephone (_____) _____ E-mail address _____