

# SHORELINE ADMINISTRATIVE VARIANCE

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Staff Use Only		
I	Label	Date Stamp/Staff Initials

1.	<b>Application Submittal Checklist</b> - All items listed are required at the time of application. Incomplete applications will not be accepted.	
	<ul> <li>Property Information Sheet</li> <li>Application Fee. Refer to the current fee schedule. Additional fees may occur if the base hours/fees are exhausted.</li> <li>One Site Plan - See Site Plan Submittal Requirements on page 3</li> <li>One Area wide site plan showing location, type, and setback of all residential structures within 300 feet of the property.</li> </ul>	
	The area wide site plan must depict the existing residential structures within 300 feet along the waterfront of each property line (Do not include boathouses). This plan shall identify the type and setback of each structure as measure from the ordinary high water mark to any portion of the residence over thirty inches above grade. This excludes a unenclosed deck, porch or patio. An enclosed deck would be considered part of the residence. "Unenclosed" mean there can be a roof separate from that of the residence, however there can be no full or partial walls, including glass screen, or other permanent or semi-permanent materials.	
	If you are unable to obtain this information, provide a written statement explaining the efforts that were made. Thurston County will make an effort to obtain access to each property within 300 feet of the property boundaries. If Thurston County is not able to obtain access or if access is denied, the information shall be obtained from the Thurston County Geodata mapping website.	

2. Project Description (Provide as much detail as possible. Attach separate sheet if necessary):

## 3. Provide answers to the following questions: (Attach separate sheets if necessary)

- a. Body of Water\_\_\_\_\_
- b. Requested Shoreline Setback \_\_\_\_\_
- c. Shoreline Environment:
- □ Rural □ Conservancy □ Natural Shoreline Environment
- Other \_\_\_\_



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What is this variance request based upon? Check the appropriate box and answer the questions in that section.(Attach separate sheets if necessary)

### Averaging

d. What is the average setback of all residential structures within 300 feet of each property line?

(Note: Vacant properties shall apply the required shoreline environmental setback distance when making the calculation.)

#### □ <u>Nonconforming Lot</u>

- e. Does the lot size prevent meeting the required shoreline environment setback? 
  VES NO
- f. Explain why the lot does not conform to the Shoreline Master Program requirements (i.e., size, shape, dimensions, natural features).
- g. Is the requested variance the minimum necessary to afford relief? □ YES □ NO Explain:
- h. Will the development be located as far landward as possible from the ordinary high water mark? YES INO Explain:

□ **Expansion** (Attach separate sheets if necessary)

i. Is your request for an expansion of an existing nonconforming structure toward or parallel to the water?

i. How is the proposal compatible in terms of use and appearance and any other factors with neighboring land uses?

ii. What steps have been taken to minimize inconsistency with regulations and adverse impacts from the expansion?

iii. Explain why the variance would not set a precedent which would cumulatively result in development inconsistent with the Shoreline Master Program.



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## 4. Site Plan Submittal Requirements

- Site plan shall be legible and drawn to a standard engineer scale on 11" X 17" or 8 ½" x 11" sheet.
- Example scales include 1" = 30' or 1" = 100'
- Aerial photographs are not accepted as site plans.
- All applicable items noted below shall be addressed on the site plan.

Applicant	Site Plan Checklist	
	a. North arrow, site address, tax parcel number and map scale used	
	<ul> <li>All property line boundaries and dimensions. Property owner is responsible for knowing their property line locations and flagging them onsite if requested.</li> </ul>	
	c. All existing and proposed structures	
	d. All means, existing vehicular and pedestrian ingress and egress to and from the site, such as driveways, streets and fire access roads, including existing road names and existing county and state right-of-way.	
	e. All easements encroaching onto the property (for example: utility, road, railroad, etc)	
	f. Location of all existing and proposed utilities such as septic tanks, drainfields, reserve drainfield areas, sewer lines, water lines, wells, and springs.	
	<ul> <li>Location of any critical areas and buffers (example: wetlands, ponds, streams, steep slopes, seasonal drainages, marine bluffs, flood plain, high groundwater, oaks, special habitat, etc)</li> </ul>	
	h. Type and location of existing and proposed vegetation to remain and be removed.	
	i. Proposed grading and approximate cut and fill quantities	
	j. Location of the ordinary high water mark	
	<ul> <li>Provide a calculation of total impervious surfaces on the subject parcel within 200 feet of the ordinary high water mark.</li> </ul>	
	<ol> <li>Locations of the required and proposed shoreline setbacks as measured from the ordinary high water mark.</li> </ol>	
	m. Topographic information showing two-foot contours for the entire subject parcels or parcels and a minimum of fifty feet into adjacent parcels, based on available county information. The topographic information may be generalized to the smallest, even- numbered, contour interval that is legible in areas of steep slopes where two-foot contour lines would otherwise be illegible to read. This information may be provided on a separate sheet.	

The project site must be identified in the field by posting an identification sign visible from the access road. The sign and flagging are provided by Thurston County to the applicant at the time of application.

Additional information may be necessary to make a determination. This could include full delineation and analysis of critical areas by a qualified professional at the applicant's expense.