



MASON COUNTY COMMUNITY SERVICES

Building, Planning, Environmental Health, Community Health
615 W. Alder St. – Bldg. 8, Shelton, Wa 98584
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THE SHORELINE PERMIT PROCESS

For Shoreline Substantial Development, Conditional Use, and Variance Applications

(This Guidance Does Not Apply to Shoreline Exemptions)

To begin the shoreline permitting process, the property owner or authorized representative completes the '**Joint Aquatic Resources Permit Application**' (JARPA) for proposals that are over water (all docks, shoreline stabilization/bulkheads, bridges, aquaculture, etc) **or** the '**Mason County Shoreline Permit Application**' for upland projects (buildings, etc). For Variance or Conditional Use Permit Applications, there is an **additional attachment** that is completed. All applications require a **site plan** and **cross section** (see page 3 for more information).

A '**State Environmental Policy Act**' (SEPA) **Checklist**, when applicable, is also completed and all applications required by the County are submitted to the Community Services Department's Permit Assistance Center. If a Building Permit Application is required, it may be submitted with the shoreline permit application or it may be submitted after the shoreline permit has been approved. Other permits may be required by State and Federal agencies for shoreline development (see list of contacts on page 4).

A **public hearing** is scheduled with the Mason County Hearing Examiner on the second or fourth Wednesday following the 30 day public comment period. A legal notice of the permit application and public hearing is published in the "Shelton-Mason County Journal" for two consecutive weeks. Publication cost is the responsibility of the applicant. Final permit processing will not occur until advertising fees have been paid to the newspaper. A **thirty (30) day public comment period** begins when the legal notice is publicized in the Journal. Notices of the public hearing are sent to all adjacent property owners within 300 feet of applicant's property boundary lines. Following the hearing, the Hearing Examiner provides a decision to approve, approve with conditions, or deny the shoreline permit(s).

County staff then transmits a **Notice of Decision** and findings to the applicant, Department of Ecology, the Attorney General, and any parties of record. For Shoreline Substantial Development Permits, a **twenty-one (21) day review period** commences when the Department of Ecology receives the permit, during which appeals to local government decisions can be made. Construction pursuant to the permit shall not begin, and is not authorized, until twenty-one (21) days from the date of filing with Ecology. If there is no appeal to the permit decisions, either by the Department of Ecology or by other, the Department of Ecology will allow the decision of the local government to stand. If no other permits are needed or other required permits have been granted, the project may proceed. In the case of Conditional Use and Variance permits, the Department of Ecology will render and transmit to the County and applicant its final decision approving, approving with conditions or disapproving the permit within **thirty (30) days of the date** of transmittal. The final action to approve, deny, or modify, the Variance and Conditional Use request is determined by the **Department of Ecology**. Should there be an appeal, the project applied for may not begin until all appeals are settled by the State of Washington Shorelines Hearings Board.

PERMIT EXPIRATION: Shoreline Permits authorizing construction shall extend for a term of **no more than five (5) years**, unless the County specifies otherwise in the Notice of Decision. If actual construction of a

development, for which a permit has been granted, has not begun **within two (2) years** after the approval of the permit by the Hearing Examiner, the Hearing Examiner shall, at the expiration of the two year period, review the permit, and upon a showing of good cause, extend the permit for one year. Otherwise, the permit terminates. Provided, that no permit shall be extended unless the applicant has requested in writing such review and extension prior to the last regular meeting of the Hearing Examiner, coming before the permit expiration date.

SHORELINE PERMITTING REQUIREMENTS

	SUBSTANTIAL DEV. PERMIT	CONDITIONAL USE PERMIT	VARIANCE
Overwater (e.g bulkheads, etc)	JARPA¹	JARPA¹	JARPA¹
	Site Plan², Cross Section³, Vicinity Map⁴	Site Plan², Cross Section³, Vicinity Map⁴	Site Plan², Cross Section³, Vicinity Map⁴
		CUP Appl. Attachment	Variance Appl. Attachment
	Mailing Address Labels for adjacent property owners ⁵	Mailing Address Labels for adjacent property owners ⁵	Mailing Address Labels for adjacent property owners ⁵
	Publication Cost Agreement⁶	Publication Cost Agreement⁶	Publication Cost Agreement⁶
	SEPA Checklist⁷	SEPA Checklist⁷	SEPA Checklist⁷
Proposals on Land	Shoreline Permit App. (or JARPA)	Shoreline Permit App. (or JARPA)	Shoreline Permit App. (or JARPA)
	Site Plan², Cross Section³, Vicinity Map⁴	Site Plan², Cross Section³, Vicinity Map⁴	Site Plan², Cross Section³, Vicinity Map⁴
		CUP Application Attachment	Variance Application Attachment
	Mailing Address Labels for adjacent property owners ⁵	Mailing Address Labels for adjacent property owners ⁵	Mailing Address Labels for adjacent property owners ⁵
	Publication Cost Agreement⁶	Publication Cost Agreement⁶	Publication Cost Agreement⁶
	SEPA Checklist⁷	SEPA Checklist⁷	SEPA Checklist⁷
	<i>When Applicable: Shoreline CUP; Shoreline Variance; Resource Ordinance Variance; etc.</i>	<i>When Applicable: Shoreline Exemption or SDP; Shoreline Variance; Resource Ordinance Variance; etc.</i>	<i>When Applicable: Shoreline Exemption or SDP; Shoreline CUP; Resource Ordinance Variance; etc.</i>
	<i>When Applicable: Building Permit Application, engineered drawings, Land Modification Application, Stormwater Plan, etc.</i>	<i>When Applicable: Building Permit Application, engineered drawings, Land Modification Application, Stormwater Plan, etc.</i>	<i>When Applicable: Building Permit Application, engineered drawings, Land Modification Application, Stormwater Plan, etc.</i>
	<i>When Applicable: Mason Environmental Permit and a Habitat Management Plan or Biological Evaluation</i>	<i>When Applicable: Mason Environmental Permit and a Habitat Management Plan or Biological Evaluation</i>	<i>When Applicable: Mason Environmental Permit and a Habitat Management Plan or Biological Evaluation</i>
	<i>When Applicable: Geotechnical Report or Assessment</i>	<i>When Applicable: Geotechnical Report or Assessment</i>	<i>When Applicable: Geotechnical Report or Assessment</i>
<i>Additional permit applications and reports may be required, depending on the project scope and location. When unsure of permit applications, setbacks, reports, and other requirements please submit an application for a Planning Department Site Pre-Inspection (\$255).</i>			

1. [Joint Aquatic Resources Permit Application](#) (JARPA).

Use this form for all proposals that are associated with water (shoreline stabilization, docks, floats, buoys, bridges, aquaculture, etc.). For projects upland projects, you may instead submit a Mason County Shoreline Permit Application. If not sure, submit a JARPA.

2. Site Plan – preferably on 11" by 17", 8.5" by 14", or 8.5" by 11" paper
 - a. Scale and North arrow.
 - b. Site parcel boundaries and property dimensions.
 - c. Ordinary High Water Mark¹ (OHWM) located adjacent to or within the project. Where the ordinary high water mark is neither adjacent to or within the boundary of the project plan shall indicate distance and direction to the nearest ordinary high water mark of the shoreline.
 - d. Where appropriate, proposed land contours. Contours shall be at intervals sufficient to accurately determine the existing character of the property and the extent of the proposed change to the land that is necessary for the development.
 - e. A delineation of all wetland areas and streams.
 - f. A general indication of the characters of vegetation found on site.
 - g. Dimensions and locations of all existing structures which will be maintained, including; but, not limited to buildings, paved or graveled areas, roads, utilities, septic tanks and drainfields, material stockpiles or surcharge, and stormwater management facilities.
 - h. Areas planned for restoration or enhancement (per a Habitat Management Plan or Biological Evaluation) as mitigation for impacts associated with the proposed project.
 - i. Quantity, source, and composition of any fill material that is to be placed on the site whether temporary or permanent.
 - j. Quantity, source, and destination of any excavated or dredged material.

3. Cross Section(s) - preferably on 11" by 17", 8.5" by 14", or 8.5" by 11" paper
 - a. Scale.
 - b. Existing and proposed ground elevations.
 - c. Dimensions of existing structures and proposed structures.
 - d. Location of the OHWM.

4. Vicinity Map - preferably on 8.5" by 11" paper
 - a. Showing the relationship of the property and proposed development or use to roads, utilities, existing developments and uses on adjacent properties. Indicate site location using natural points of reference (roads, state highways, prominent landmarks, etc.). Where applicable, a depiction of the impacts to views from existing residential uses.
 - b. If the development involves the removal of any soils by dredging or otherwise, identify the proposed disposal site on the map. If disposal site is beyond the confines of the vicinity map, provide another vicinity map showing the precise location of the disposal site and its distance to nearest city or town.
 - c. Give brief narrative description of the general nature of the improvements and land use within 1,000 feet in all directions from development site.

5. Adjacent Land Owners - preferably as **mailing labels**

Provide the names and mailing addresses of all real property owners within 300 feet of parcel boundaries where development is proposed. When adjacent property widths exceed 100 feet, at least three (3) adjacent property owners' names and addresses shall be provided. These names and mailing addresses may be obtained from the Mason County Assessor's Office, [411 N 5th St. \(Building 1\)](#), Second floor.

¹ The Ordinary High Water Mark (OHWM) is defined as "On all lakes, streams, and tidal water is that mark that will be found by examining the bed and banks and ascertaining where the presence and action of waters are so common and usual, and so long continued in all ordinary years, as to mark upon the soil a character distinct from that of the abutting upland, in respect to vegetation as that condition exists on June 1, 1971, or as it may naturally change thereafter or as it may change thereafter in accordance with permits issued by local government or the Department PROVIDED THAT in any area where the ordinary high water mark cannot be found, the ordinary high water mark adjoining salt water shall be the line of mean higher high tide and the ordinary high water mark adjoining fresh water shall be the line of mean high water (WAC 173-22-030 as amended).

6. Publication Cost Agreement

The applicant is responsible for paying the bill for announcing the proposed application/public hearing in the Shelton - Mason County Journal for two weeks.

7. State Environmental Policy Act Checklist (SEPA Checklist)

A SEPA Checklist is usually required for construction or repairs waterward of the OHWM. It is also required for larger projects upland. See [8.16 MCC](#) for categorical exemptions. After submittal to the County, the Planning Division will make a threshold determination based on the probable impacts to all elements of the built and natural environment. The application and determination are then provided to other agencies and organizations that may have interest or jurisdiction. A 14 day comment period follows the SEPA Determination of Non-Significance that typically is concurrent with the application review process.

SUBMIT COMPLETE APPLICATIONS AND FEES TO:

Mason County Community Services Department
ATTN: Permit Assistance Center
615 W Alder St. [\(Building 8\)](#)
Shelton, WA 98584

**Credit card is only accepted in person with a 2.5% (min. \$2) service charge.*

OTHER PERMITTING AGENCIES

Although not inclusive, the following is a list of other agencies that you should submit a copy of your JARPA to and obtain approval before undertaking construction or repairs that are overwater (at or waterward of the OHWM):

WASHINGTON STATE DEPARTMENT OF FISH & WILDLIFE (WDFW)

PO Box 43234, Olympia, WA 98504-3234
Tel. (360) 902-2534

Regional Habitat Biologists:

Margaret Bigelow (360) 427-2179 Margaret.Bigelow@dfw.wa.gov

For the South Puget Sound (excluding Hood Canal watershed) and all waters within that watershed in Mason County. (Shelton; Allyn; Harstine Island; and Case, Pickering, Peale, Hammersley, Totten, Little Skookum Inlets.

Joshua Benton (360) 602-0364 Joshua.Benton@dfw.wa.gov

For the Hood Canal and all waters within that watershed in Mason County.

Applications for Hydraulic Project Approval (HPA's) are required to use, divert, obstruct, or utilize any waters waterward of the ordinary high water mark (in saltwater, lakes, stream, or rivers). Applications must be submitted (preferably online at <http://wdfw.wa.gov/licensing/hpa/>) with a site plan and cross section drawings. The application fee is \$150.

WASHINGTON STATE DEPARTMENT OF NATURAL RESOURCES (WDNR) – [Aquatics Leasing and Licensing](#)

Attn: Aquatics Land Manager, 950 Farman Ave N, Enumclaw, WA 98022-9282
Tel. (360) 825-1631

Lease authorizations are required in order to use or construct on State Owned Aquatic Lands (waters considered navigable at statehood, excluding privately owned tidelands). Call before mailing to verify if a lease authorization is necessary. You may obtain permits and a DNR use authorization through a streamlined application process called [Attachment E to the JARPA](#). The application fee is \$25.

U.S. ARMY CORPS OF ENGINEERS (US ACE)

Seattle District, Regulatory Branch, PO Box 3755, Seattle, WA 98124
Tel. (206) 764-3495 Fax (206) 764-6602

[Applications](#) are made submitted to the Corps for any development within navigable waters (Section 10 Permit), discharge of dredged or fill materials into waters of the US or wetlands (Section 404 Permit). A fee is required for permit issuance.