

The intake checklist identifies minimum application elements necessary for the town to accept the application. Should any of the following minimum items not be provided, the application may not be accepted at the counter.

Applicant: Check each box under the applicant heading on this checklist to confirm items that are included in your submittal.

The required number of plan sets is nine (9). If applying for multiple permits concurrently, submit the highest number of required plan sets.

General Requirements (1 original copy of each item is required):

If an item is not applicable, attach explanation.

Applicant

- Completed general application form
- Proof of agency and hold harmless agreement form
- Deed/title report
- The applicable fees
- Record Sales Tax Under #1713 Town of Hunts Point, WA 98004-1121, for purposes of reporting to the Department of Revenue
- Copy(s) of the recorded legal descriptions of the existing property(s) boundary(s) and dimensions of property and/or legal description of the site for all applications as required by the applicable development regulations
- Notes and determinations from the pre-application conference (if applicable)
- SEPA Checklist
- If JARPA is required by other agencies, submit one copy to Town
- Photographs of existing shoreline conditions

Application Requirements nine (9) copies required):

- Detailed drawings with text sufficient to fully explain the intended project (drawings prepared, signed and sealed by a professional engineer or land surveyor), with information that must include



Town Hall, 3000 Hunts Point Road, Hunts Point, WA 98004 Phone 425.455.1834, FAX 425.454.4586. Permit intake and issuance hours are Tuesday and Thursday, 8am-12pm and 1pm-5pm. Building Services Department 425.455.1834.

- Name and location of associated shoreline or wetland
- A general statement describing the proposed project that includes the proposed use or uses and the activities necessary to accomplish the project
- Indication of size and placement of all structures including bulkheads
- Relation of all physical development to the associated shoreline or wetlands
- The intended starting and completion dates
- Boundary and setback lines/stringlines of the parcel or land upon which the development is proposed
- Ordinary high water mark [see WAC 173-27-180(9)(b)]
- Delineation of all wetland and buffer areas that are proposed to be altered
- Description of the character of vegetation found on site and where applicable a mitigation plan for development of areas on or off the site for impacts associated with the proposed project
- Description of the quantity, source and composition of any fill material that is intended to be placed on the site whether temporary or permanent
- Description of the quantity, composition and destination of any fill material that is intended to be excavated or dredged
- Location of the shoreline jurisdiction line and area (200 feet from ordinary high water mark and associated wetlands)
- Vicinity map
- Location of any utility easements and verification from the City of Bellevue of the sewer line location
- Submit an 8 ½" X 11 site plan