



**CITY OF KELSO
COMMUNITY DEVELOPMENT DEPARTMENT**

P.O. Box 819
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Kelso, WA 98626

Phone: 360-423-9922 ~ Fax: 360-423-6591

SHORELINE CHECKLIST

The following checklist identifies information to be included with the application for Shoreline (SHLN) Substantial Use Permit. **All of the following information must be submitted and the application fee must be paid** before the application is considered complete. Please see Kelso Municipal Code (KMC) 18.08 for more information.

I) Application Fees -

\$920 for Shoreline Substantial Development Permit (SSDP)

\$920 for Shoreline Conditional Use Permit (CUP) or Variance

The check shall be made payable to "City of Kelso". Additional applicable fees will be charged if other applications are attached.

Engineering Plan Review Fees will also be due at the time of application submittal. Please contact the Engineering Department at (360)-423-6590 for an estimate.

II) Four (4) folded and collated copies of the following information:

1. **Master Land Use Application Form** - shall be completed and the original signed in ink by the applicant.
2. **Completed SEPA Checklist, if applicable** - must be completed and returned with the appropriate fee of \$750.00*.
3. **Completed Critical Areas Checklist** - must be completed and returned. A Critical Area Report shall be submitted unless exempt pursuant to KMC 18.20.
4. **Legal Description** - supplied by a title company or surveyor licensed by the State of Washington.
5. **Title Report** - issued within 90 days of application, showing all persons having an ownership interest.
6. **Narrative** - A written narrative shall be submitted that elaborates the proposal.
7. **Site Plan:-** Submit:
 - **Four (4) full size copies**, typically in 24" x 36" format and drawn to a scale not less than 1" = 20' and not more than 1" = 50'; and
 - **One (1) reduced copy** in 11" x 17" or 8 1/2" x 11" format.
 - **One (1) electronic copy** (jpg or pdf)

Site plans should have, at a minimum, the following information:

- a) Project name, date, scale, and north arrow.
- b) Applicant's name, phone, and fax numbers.

- c) Contact person's name, phone, and fax numbers.
- d) Legal description including Section, Township, Range, and Donation Land Claim.
- e) Vicinity map.
- f) Location and description of the environmental features.
- g) The contours with intervals of five (5) feet or less if the site has steep slope greater than 10%.
- h) Location of property lines.
- i) Existing and proposed structures on site.
- j) Setbacks to all existing and proposed structures from the property lines.
- k) Identify use(s) of all existing and proposed structures.
- l) Location and names of existing and proposed streets, curb, gutter, sidewalks, driveways, drive isles, off-street parking, railroads, alleys, loading areas, bicycle parking, and pedestrian and bicycle pathways.
- m) Building elevation plans on all sides for all existing and proposed buildings and structure.
- n) Floor plans for the proposed structures.
- o) Existing or conceptual plan showing lighting and landscaping.
- Landscape plan should include location of private driveways, off-street parking, and loading areas.
- p) Location of existing and proposed private and public easements.
- q) Location of existing and proposed private and public utilities.
- r) Location, dimensions, and screening of proposed outdoor ground level mechanical equipment, garbage receptacles, and recycling containers.
- s) Location and dimensions of all existing and proposed above ground and below ground utilities.
- t) Location and dimensions of existing and proposed recreational areas and open spaces, if any.
- u) Location and dimension of all existing and proposed fences.
- v) Location and dimension of all existing and proposed signs.
- w) Any additional information determined to be necessary to demonstrate compliance with any other portions of the Kelso Municipal Code (KMC).

**The Administrative Official is authorized to require an agreement to pay fees if it is determined that staff time will likely exceed the basic application fee collected. The applicant will be charged monthly for time spent in excess of the collected fee at a rate of \$45 per hour for the primary staff person assigned.*