



Shoreline Permit Submittal Requirements

Community Development Department
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The following checklist identifies information to be included with any type of Shoreline Permit application (Substantial Development Permit, Conditional Use, Variance or Exemption Letter). Please refer to the Woodland Municipal Code (WMC) 15.06, 1977 Cowlitz County Shorelines Management Master Program, WAC 173-27, and RCW 90.58 for more information.

All of the following information must be submitted and the application fees must be paid before the application is deemed complete. NOTE: please provide all documents in electronic format in addition to submitting paper copies.

- **Land Use Application packet** – complete and sign all forms as indicated:
 - City of Woodland Land Use Application form – applicant
 - Ownership Certification – property owner(s)
 - Critical Areas Identification Checklist – applicant
 - Agreement to Reimburse - applicant
- **Joint Aquatic Resources Permit Application (JARPA)** – this form can also be submitted to other state and federal agencies who need to review the proposed use.
 - To access an online JARPA form with [help] screens, [click here](https://www.epermitting.wa.gov/site/alias__resourcecenter/jarpa_jarpa_form/9984/jarpa_form.aspx) or go to https://www.epermitting.wa.gov/site/alias__resourcecenter/jarpa_jarpa_form/9984/jarpa_form.aspx
 - For other help, contact the Governor's Office of Regulatory Assistance at 1-800-917-0043 or help@ora.wa.gov.
 - If you prefer a paper copy of the JARPA application, you may pick it up at Woodland City Hall along with a packet of instructions for completing it.
- **Application Fees** – See the fee schedule. Payment may be made online or by check payable to "City of Woodland." Additional applicable fees will be charged if other applications are attached including Site Plan Review, Critical Area Permit, SEPA, etc.
- **Completed SEPA Checklist** - submit with the appropriate fee if required.
- **Critical Areas Permit** – submit if critical areas are present on the site or within 200 feet unless exempt pursuant to WMC 15.08; additional fees apply.

- **Legal Description** – obtain from a title company or surveyor licensed by the State of Washington.
- **Narrative** – provide a written narrative addressing the following items:
 - Applicable policies and regulations outlined in the 1977 Cowlitz County Shorelines Management Master Program
 - Applicable provisions of the Washington Administrative Code (WAC), including but not limited to, WAC 173-27-150
 - A general description of the proposed project that includes the proposed use or uses and the activities necessary to accomplish the project
 - A general description of the property as it now exists including its physical characteristics, improvements, and structures
 - A general description of the vicinity of the proposed project including identification of the adjacent uses, structures, and improvements, intensity of development, and physical characteristics
- **Site Plan** – *see Site Plan requirement checklist for minimum requirements*
 - Eight (8) full size copies (24" x 36") drawn to scale
 - Eight (8) reduced copies (to scale)

NOTE: The following items are also required for a shoreline site plan

- Name of the water body adjacent to the shoreline
- The character of all types of vegetation found on the site
- Any additional information determined to be necessary to demonstrate compliance with any other applicable portions of the Woodland Municipal Code (WMC), the Cowlitz County Shorelines Management Master Program (SMMP) and the Washington Administrative Code (WAC)