



Ferry County Planning Department  
PO Box 305  
Republic, WA 99166-0305  
Phone: (509) 775-5225 Ext 3101  
Email: pbasst@co.ferry.wa.us

## Shoreline Permitting Process

- 1) Applicant fills out JARPA and SEPA checklists, submit to the Planning office with fees
- 2) Application meeting (Applicant & Planner) to review paperwork and plans. Make sure everything is all filled out correctly.
- 3) For a dock, the county will issue a "Shoreline exemption letter" if cost is below \$10,000
- 4) County publishes the "Notice of Application and Action" in The View for 2 consecutive weeks. The View will bill the applicant for the cost of advertisement.
- 5) The public comment period is 14 days and begins on the day of the first publication.
- 6) Submit the entire package (SEPA, JARPA, site plans, DNS, etc) to the required agencies
- 7) Applicant mails (or applies on-line) the entire application package to obtain the Hydraulic Project Approval (HPA). The current fee is \$150.

Washington Department of Fish and Wildlife  
P.O. Box 43234  
Olympia, Washington 98504-3234

OR

Submit the application on-line at  
[https://www.govonlineaas.com/WA/WDFW/Public/Client/WA\\_WDFW/Shared/Pages/Main/Login.aspx](https://www.govonlineaas.com/WA/WDFW/Public/Client/WA_WDFW/Shared/Pages/Main/Login.aspx)

- 8) If required, the applicant mails the entire application package along with Form RGP-7 to the US Army Corps of Engineers at the address below (\$10 fee for individual/private and \$100 fee for commercial):

US Army Corps of Engineers  
Seattle District Regulatory Branch  
PO Box 3755  
Seattle, WA 98124-2255

Some useful references:

Here is the link to the SEPA page on the Ecology Website.  
<https://ecology.wa.gov/regulations-permits/SEPA-environmental-review>

Here is a link to the JARPA page.  
[https://www.epermitting.wa.gov/site/alias\\_resourcecenter/jarpa\\_process\\_overview/9979/process\\_overview.aspx](https://www.epermitting.wa.gov/site/alias_resourcecenter/jarpa_process_overview/9979/process_overview.aspx)

Here is where you can find information on the Hydraulic Project Approval:  
<https://wdfw.wa.gov/licenses/environmental/hpa>



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## APPLICATION CHECKLIST

- ☐ **Submit application and pay fee.**
- ☐ Complete the **JARPA Application**
- ☐ Complete the **SEPA Environmental Checklist**
- ☐ **Plans.** Follow the “Requirements for your Plan” handout for your plan drawings and they should also show the following:
  - Existing and proposed items including decks and label all structures.
  - Show the distances between each item and distances from lot lines.
  - Existing and proposed on-site sewage systems and replacement drain fields.
  - Existing and proposed driveways and public roads or private easements.
  - Existing and proposed wells and waterlines.
  - Utility easements for power lines, telephone lines, etc.
  - Distance of proposed items to the ordinary high water mark of all lakes, creeks/streams (year round and seasonal) and wetlands.
  - North arrow and scale of drawing.
- ☐ **Site Plan side view.** Show topography, slope and height of structure(s).
- ☐ **Plans for development** (if applicable). Provide information on the impacts associated with any proposed projects.
- ☐ **Construction information** (if applicable). For docks or retaining walls, show the following:
  - Type of materials used
  - Width of retaining wall
  - Depth of footings
  - Configuration of proposed dock (“L” or “T” shape, etc.)
  - Height of dock above ordinary high water mark
- ☐ A Land Use Review is required.

## **Plan Requirements** (WAC 173-27-180, Para (9))

(9) A site development plan consisting of maps and elevation drawings, drawn to an appropriate scale to depict clearly all required information, photographs and text which shall include:

- (a) The boundary of the parcel(s) of land upon which the development is proposed.
- (b) The ordinary high water mark of all water bodies located adjacent to or within the boundary of the project. This may be an approximate location provided, that for any development where a determination of consistency with the applicable regulations requires a precise location of the ordinary high water mark the mark shall be located precisely and the biological and hydrological basis for the location as indicated on the plans shall be included in the development plan. Where the ordinary high water mark is neither adjacent to or within the boundary of the project, the plan shall indicate the distance and direction to the nearest ordinary high water mark of a shoreline.
- (c) Existing and proposed land contours. The contours shall be at intervals sufficient to accurately determine the existing character of the property and the extent of proposed change to the land that is necessary for the development. Areas within the boundary that will not be altered by the development may be indicated as such and contours approximated for that area.
- (d) A delineation of all wetland areas that will be altered or used as a part of the development.
- (e) A general indication of the character of vegetation found on the site.
- (f) The dimensions and locations of all existing and proposed structures and improvements including but not limited to; buildings, paved or graveled areas, roads, utilities, septic tanks and drainfields, material stockpiles or surcharge, and stormwater management facilities.
- (g) Where applicable, a landscaping plan for the project.
- (h) Where applicable, plans for development of areas on or off the site as mitigation for impacts associated with the proposed project shall be included and contain information consistent with the requirements of this section.
- (i) Quantity, source and composition of any fill material that is placed on the site whether temporary or permanent.
- (j) Quantity, composition and destination of any excavated or dredged material.
- (k) A vicinity map showing the relationship of the property and proposed development or use to roads, utilities, existing developments and uses on adjacent properties.
- (l) Where applicable, a depiction of the impacts to views from existing residential uses and public areas.
- (m) On all variance applications the plans shall clearly indicate where development could occur without approval of a variance, the physical features and circumstances on the property that provide a basis for the request, and the location of adjacent structures and uses.



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## SHORELINE PERMIT APPLICATION

Project Number: \_\_\_\_\_

**Project Title (Same as SEPA):** \_\_\_\_\_

**For Office Use Only (check):** \_\_\_\_\_ Substantial Development  
\_\_\_\_\_ Conditional Use  
\_\_\_\_\_ Variance  
\_\_\_\_\_ Exempt

**Applicant's Name:** \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

**Agent's Name:** \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

**Additional property owner or person holding interest in the land, if different from applicant:**

Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

### Property Information:

Parcel Number: \_\_\_\_\_ Property Size (acres): \_\_\_\_\_

Range: \_\_\_\_\_ Township: \_\_\_\_\_ Section: \_\_\_\_\_

Name of Body of Water: \_\_\_\_\_

**Utilities**

Power: Yes \_\_\_\_\_ No \_\_\_\_\_ Company: \_\_\_\_\_

Septic: Yes \_\_\_\_\_ No \_\_\_\_\_ Permit # (if known): \_\_\_\_\_

Water: Yes \_\_\_\_\_ No \_\_\_\_\_ Source: \_\_\_\_\_

**Project Information:** A general description of the proposed project that includes the proposed use or uses and the activities necessary to accomplish the project.

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**Shoreline Variance:** If you are applying for a variance, describe what hardships exist and why a variance is necessary.

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**Please attach all plans, specifications and information as required (see attached list).**

This application is subject to all additions to and changes in the laws, regulations and ordinances applicable to the proposed project until a determination has been issued.

I hereby grant to Ferry County, the right to enter the proposed site location to inspect the proposed work.

I am the applicant and hereby state the foregoing information and all information attached hereto, is true to the best of my knowledge

**Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_

***PLANNING DEPARTMENT USE ONLY:***

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## FERRY COUNTY REVIEW CRITERIA FOR SHORELINE PERMITS

Within 120 day of the submittal of the application, the Shoreline Administrator will review the permit application packet and issue a Determination of Completeness and Notice of Application/ Public Hearing including a 30 day comment period. After the 30 day comment period the application will be submitted to the Planning Commission for review at their next regular open public meeting. After review the Planning Commission shall issue a Notice of Decision. If approved the Shoreline Administrator will issue a permit and forward it to the Department of Ecology for their review.

The Department of Ecology shall review the permit within 30 days of the date of submittal by the County pursuant to WAC 173-27-110. Ecology shall render and transmit its final decision approving, approving with conditions, or disapproving the permit within 30 days of the date of submittal by the County pursuant to WAC 173-27-110 and Ferry County Shoreline Master Program (SMP) Section 7. There is a 21 day appeal period from the date of Ecology's decision. Construction shall not begin until the end of the appeal period or until all review proceedings initiated within the appeal period are completed.

The Shoreline Administrator shall provide timely notification of the Ecology's final decision pursuant to WAC 173-27-130.

It is important to answer all questions and submit a detailed illustration of your proposed project. If you need help, the Planning Department staff can help you.

Submit completed forms, with the appropriate amount of fees (contact the Planning Department for current fees), payable to the Ferry County Planning Department. The cost of advertising is the responsibility of the applicant.