



SHORELINE CONDITIONAL USE PERMIT (CUP) CHECKLIST

Chapters 5.B (Table 2) and 5.C (Shoreline Use Policies and Regulations) of the Lake Stevens [Shoreline Master Program](#) (SMP) regulate uses on properties within 200' of the ordinary high water mark (OHWM) of shorelines of the state, including Lake Stevens, Stitch Creek, Catherine Creek and Little Pilchuck Creek. Uses marked with a "C" in Table 2, as well as those not explicitly addressed in the table, are known as conditional uses, and require a shoreline conditional use permit (CUP). Uses requiring a shoreline CUP may also require a shoreline substantial development permit and/or shoreline variance.

Shoreline CUPs must demonstrate compliance with the decision criteria in SMP Chapter 7.D.2. They are subject to a [Type III land use review process](#) and require public notice and a public hearing before the Hearing Examiner. Shoreline CUPs have a 30-day public comment period following the notice of application and, if approved by the Hearing Examiner, are forwarded to the Washington State Department of Ecology for a final decision within 30 days of local approval. Shoreline CUP decisions expire two years from final approval and are appealable to the State Shoreline Hearings Board. Per [RCW 36.70B.080](#), issuance of a final decision must occur within 170 days of the determination of completeness.

Required Submittal Items:

1. Completed [Type III land use application](#) signed by owner or authorized applicant
2. Completed [Shoreline CUP/Variance Supplemental Application and Checklist](#)
3. All information required by [WAC 173-27-180](#)
4. A site plan showing property lines, existing structures, other site features and the applicable water body
5. A narrative addressing the decision criteria in SMP Chapter 7.D.2
6. State Environmental Policy Act (SEPA) Checklist (if necessary)
7. Floodplain Development Permit (if necessary)
8. Critical areas study and/or geotechnical study (if necessary)
9. Application fee as established by the [city fees resolution](#) in effect at the time of submittal

For the city to accept applications as complete, the applicant must submit all required items. If you are unsure if an item is required, call 425-622-9400 and ask to speak to the planner who reviewed the pre-application submittal (if applicable) or the planner on duty.