



Planning and Community Development
1812 Main Street, P O Box 257
Lake Stevens WA 98258
Phone Number (425) 377-3235

Docks

Do I Need a Permit to Build a Dock?

Yes, Lake Stevens Municipal Code requires that a **Zoning Permit** and **Building Permit** be obtained for any over-water or in-water structures.

Do I Need a Permit to Build a Boat House or Boat Shelter?

Boat houses and boat shelters are **not** an allowed use under the Lake Stevens Municipal Code.

Is my project subject to a Shoreline permit?

Private, non-commercial dock for single and multiple family residences are exempt from Shoreline permits if the fair market value does not exceed \$2,500 for salt water and \$10,000 for fresh water. For the most current information refer to WAC 173-27-040 and your local jurisdiction.

If I am subject to a Shoreline Substantial Development Permit when do I need to apply?

If subject to the Shoreline Substantial Development Permit you must submit a completed Master Use application with your Building Permit application to the City.

Do I need a hydraulic Permit (HPA/JARPA) when replacing or doing maintenance on my LEGAL conforming dock?

An HPA is required for all new and replacement docks, even if they are only replacing the surface.

When do I need to apply for the JARPA?

The City will conduct an Environmental Assessment and if found to be in compliance with Environmental policies will issuance a Determination of Non-significance (DNS) Upon receipt of the DNS you will complete the JARPA application, attach a copy of the DNS and make application to the state. (Don't forget to pick up your JARPA form with this handout)

*The City of Lake Stevens will not issue your dock permit until you provide us with a copy of the issued JARPA permit.

What are the Submittal Requirements for a Dock?

A Zoning Permit/Building Permit submittal for a dock must include the following information:

1. Three copies of a completed Residential Zoning/Building Permit application form.
2. For the Zoning Permit, three copies of a completed Master Permit Application Form for Land Use Development.
3. Three copies of a site plan (a detailed drawing of your property showing the location of existing structures and the proposed dock). The site plan must include the name and address of the property owner, north arrow, property lines, location of the ordinary high water mark (OHWM), any easements, accurate dimensions and the location of the proposed dock. Any Critical Areas (wetlands, steep slopes, etc.) must also be shown. (Please contact a Project Planner for more information about Critical Areas.) The map must be to scale.
4. Three copies of an elevation (cross section) plan of the proposed dock. The elevation map must also include the name and address of the property owner, north arrow, location of the OHWM, and accurate dimensions of the proposed dock. The map must be to scale. The elevation plan must include a framing plan and detailed information about the type and size of materials to be used in the dock's construction, including how it will be secured at the shoreline.
5. Fair market valuation of construction cost.
6. Three copies of a site plan showing all existing docks, clearly depicting their length, within 300 feet on either side of the subject property.
7. Three copies of a vicinity map showing the subject property location.
8. Three copies of a completed SEPA (State Environmental Policy Act) checklist.
9. One set of mailing labels for SEPA notification (please see Public Noticing Requirements Handout for detailed information) including an electronic copy of the mailing labels in .xls format, a hard copy of the mailing list and a signed affidavit of mailing list.

The brochure is for informational purposes only and is not intended to replace adopted rules and policies of the City of Lake Stevens. Please consult Title 14 of the Lake Stevens Municipal Code or the Department of Planning and Community Development for the actual regulations and requirements.

What are the Building Setback Requirements for a Dock?

Per Lake Stevens Municipal Code Section 14.48.040(d), all docks shall be set back a minimum of 20 feet from side property lines. Each property line extending into the lake shall be construed as extending perpendicular from the shore from the point at which they leave the shore.

What are the Code Requirements for Constructing a Dock?

Lake Stevens Municipal Code Section 14.44.074, Over- and In-Water Structures, provides the following criteria for private, non-commercial docks (a & b) and for public docks (a & c).

- (a) It is unlawful to erect or construct any building or structure, except for docks, outward from the shores of Lake Stevens. This section shall not prohibit the construction or maintenance of docks, or maintenance of existing boathouses built upon piling, or

floating docks, provided the same have been constructed or maintained in accordance with a lawful permit or have legal non-conforming status.

- (b) All private docks shall meet the following standards
 - (1) Maximum Length--No permit may be issued for a private dock that extends beyond an imaginary line drawn between the two most adjacent legally existing docks within 300 feet on either side of the proposed dock. If no legal docks exist within 300 feet of either side of the proposed dock, then the maximum length of the dock shall be 50 feet.
 - (2) Maximum Height of Decking--The maximum height of private docks shall be 30 inches above the mean high water mark.
 - (3) Maximum Height of Hand Railings--The maximum height of Hand Railings on private docks shall be 36 inches.
 - (4) Minimum Side yard Requirements-- See Setback Requirements above.
- (c) All public docks shall meet the following standards
 - (1) Maximum Length--No permit may be issued for a public dock that extends beyond the shore more than 150 feet.
 - (2) Maximum Height of Decking--The maximum height of private docks shall be 30 inches above the mean high water mark.
 - (3) Maximum Height of Hand Railings--The maximum height of Hand Railings on public docks shall be 42 inches.
 - (4) Minimum Side yard Requirements--See Setback Requirements above.

Who Can I Talk to at the City of Lake Stevens Permit Center?

The **Planning Department** (425) 377-3235 coordinates the permit review process and would be your main point of contact. They are responsible for reviewing the proposal for compliance with the standards of the land use code and for coordinating the reviews of other city departments and, when appropriate, other governmental organizations.

The **Building Official** (425) 377-3228 is responsible for reviewing structures for compliance with the *International Building Code (IBC)*.

The **Project Planner** call (425) 377-3235 to find out which Planner was assigned your project.

What is the Process?

Application: Application forms are available at the Permit Center. You will need a Residential Zoning/Building Permit Application, Master Permit Application, SEPA Checklist, and Public Noticing Requirements Handout. Contact the Planning Department to set up a submittal appointment once you have your materials completed.

Substantive Review: Once your application is determined to be complete, City staff will review the proposal for compliance with the Lake Stevens Municipal Code and provide comments to the Planner, who consolidates and coordinates the comments before a decision is made. If there are significant issues, the Planner will identify them for you and work with you to find a solution.

SEPA Environmental Review: The Project Planner will conduct SEPA review concurrent with the Zoning Permit/Building Permit review.

Public Notice: Once SEPA review has been completed, a SEPA Determination will be sent to the applicant, SEPA review agencies, and property owners within 300 feet of the subject property.

Decision: Upon completion of the review and decision issuance, the Planning Director or designee will mail the decision to the applicant and any other parties of record. A Zoning Permit Decision will not be issued until the applicant provides the City with an issued JARPA permit from the State. No site work can be started until both the Zoning Permit and Building Permit are issued.

How Long Does the Dock Permit Process Take?

Once an application is deemed complete, processing typically take 6-8 weeks.

How Much Does a Dock Permit Cost?

As an example, below is a *typical* dock permit fee:

Building Permit Fee	Based on valuation; varies, typically \$150
Plan Check Fee	Based on valuation; varies, typically \$100
State Tax	\$4.50
SEPA Checklist Deposit	\$100
SEPA Checklist Fee	\$200
Zoning Permit Fee	\$200

Typical Fee Total \$754.50

Where Can I Find Additional Information?

The Planning Department website has links to the City's land use regulations (Title 14), application forms and informational brochures. Go to www.ci.lake-stevens.wa.us and follow the links to the Planning Department.

City of Lake Stevens Permit Center

1820 Main Street
Lake Stevens, WA 98258
Phone: 425-377-3235

Office hours are Monday, Wednesday, Thursday and Friday from 8:00 a.m. to 5:00 p.m.
The office is open from 8:00 a.m. until Noon on Tuesdays.

OR

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