



Planning & Community  
Development Department  
1812 Main Street  
Lake Stevens, WA 98258  
(425) 377-3235

[www.lake-stevens.wa.us](http://www.lake-stevens.wa.us)

#### Office Hours

Monday - Friday  
8:00am - 5:00pm

Plan Submittal  
Accepted till 4:30pm

Planning & Community  
Development Director  
Rebecca Ableman

#### Municipal Code

Available online:  
[www.codepublishing.com/WA/LakeStevens/](http://www.codepublishing.com/WA/LakeStevens/)

## **Docks within the City of Lake Stevens are allowed in the Waterfront Residential (WR), Local Business (LB) and Public/Semi-Public (P/SP) zones.**

### **Do I Need a Permit to Build a Dock?**

Yes, Lake Stevens Municipal Code requires that for private docks proposed or being maintained in the Waterfront Residential zone a Building Permit application be submitted. Public docks for the Waterfront Residential zone or all docks proposed or being maintained in the Local Business zone a Type III – Land Use Development Application (Administrative Conditional Use or Conditional Use) be submitted for review, public hearing, and approval.

### **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** docks for single and multiple family residences are exempt from Shoreline permits if the fair market value does not exceed \$10,000 for fresh water. For the most current information refer to WAC 173-27-040 and the Lake Stevens Municipal Code.

### **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 Type II – Land Use Development Application (Shoreline Substantial Development) to the City when you submit your dock application.

### **Do I need an HPA/JARPA (Hydraulic Project Approval/Joint Aquatic Resource Permit Application) permit 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 boards.

### **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 regulations will issue 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 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) 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.

*This 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 actual regulations and requirements.*

- (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** in coordination with the Building Division coordinates the permit review process and would be your main point of contact at (425) 377-3235. The Planner is 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 agencies.

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

**Contact Department of Fish & Wildlife:**

Prior to submitting a dock permit application to the city, contact the Department of Fish & Wildlife to ensure that the design and materials you are proposing is acceptable. You can contact Fish & Wildlife at:

Region 4 Office  
 16018 Mill Creek Boulevard  
 Mill Creek, WA 98012  
 bailsjlb@dfw.wa.gov  
 (425)379-2309

**What is the process?**

First make application to the City providing the submittal requirements listed below.

**Submittal Checklist (complete the checklist as you prepare your submittal packet and submit a copy with your application):**

**Applicant / Staff Verify**

- \_\_\_ / \_\_\_ A completed application signed by the property owner or agent. (3 copies)
- \_\_\_ / \_\_\_ Site Plan, 3 sets (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, and location of the ordinary high water mark (OHWM), any easements, accurate dimensions and the location of the proposed dock, all existing docks, clearly depicting their length, within 300 feet on either side of the subject property. 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.
- \_\_\_ / \_\_\_ Elevation (cross section) Plan of the proposed dock, 3 sets. 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.
- \_\_\_ / \_\_\_ Fair market valuation of construction cost.
- \_\_\_ / \_\_\_ Vicinity Map, 3 sets, showing the subject property location.
- \_\_\_ / \_\_\_ SEPA (State Environmental Policy Act) checklist, 3 sets.
- \_\_\_ / \_\_\_ Public Notice Requirements:
  - 300 foot radius map; if less than 20 property owners, highlight 20 properties
  - Electronic copy of mailing labels in Excel (.xls) format ( CD or emailed)
  - Hard copy of the mailing list
  - Signed affidavit of mailing list
- \_\_\_ / \_\_\_ Submittal Fees. If critical areas are present, a critical areas study is required and the City's consultant will perform the review. You will be billed for the City's cost for the consultants review.

**The process begins:**

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 application review.

Public Notice: Once SEPA review has been completed, a SEPA Determination will be sent to the applicant, SEPA review agencies, and property owners near 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. For docks in the Waterfront Residential zone a permit will not be issued until the applicant provides the City with an issued JARPA permit from the State. For docks in the Local Business Zone no permit will be issued until a Public Hearing is held and the applicant provides the city with an issued JARPA permit from the State. No site work can be started until permits are issued.

**How Long Does the Dock Permit Process Take?**

Once an application is deemed complete, processing typically takes 6-8 weeks, depending on the workload of the City departments and other review agencies.

**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](http://www.ci.lake-stevens.wa.us) and follow the links to the Planning Department.

**JARPA information:**

Washington State

[www.epermitting.wa.gov](http://www.epermitting.wa.gov)

3190 160<sup>th</sup> Avenue SE

Bellevue, WA 98008-5452

(425) 649-7000