



Department of Planning and Development
Code Compliance Division

On June 15, 2015, the City of Seattle updated the Shoreline Master Program. This new code (SMC 23.60A.214.D.4) requires that **Vessels Containing Dwelling Units:**

1. Be officially verified with the City of Seattle.
2. Display a City-issued verification plate with an assigned, unique identification number.

As part of the application, you will need to attach information that documents your Vessel Containing a Dwelling Unit was lawfully moored within the City of Seattle and used as a dwelling unit prior to June 15, 2015. Accepted verification includes but is not limited to a copy of a dated and signed lease (this is the preferred verification method). Other information such as a written statement from the marina owner, dated historical photographs, licenses, or other material clearly demonstrating that the proposed Vessel Containing a Dwelling Unit was lawfully in place and in use will be considered.

For owners who use a written statement to verify moorage date, each written statement/letter will need to:

- Be dated.
- Include the author's name and contact information (mailing address, phone, and email).
- Describe the author's relationship to the marina (ex, property owner, marina manager, owner's representative) so that DPD can determine if the author is someone who has legal authority in that marina.
- Identify the Vessel Containing a Dwelling Unit that is being certified, such as current address and slip number (it would need to match the address and slip number on the verification form).
- Include a statement that declares that the Vessel Containing a Dwelling Unit was moored under a lease (or ownership interest) and used as a residence at [location address] on/before [date].
- Include the following statement: "I declare and affirm that the information I have provided here is true and correct."
- Be hand-signed by the author.

Please mail the completed Vessel Containing a Dwelling Unit verification form along with copies of the required photos, verification documents, and a check for \$345.00 made payable to City of Seattle, before December 15, 2015.

Mail documents to:

City of Seattle DPD
Attn. Cashiers
P.O. Box 34234
Seattle, WA 98124

You can also submit this application in person at the Public Resource Center counter on the 20th floor of the Seattle Municipal Tower at 700 5th Avenue and pay with check, cash, or credit card at that time.

In addition to the initial fee, you may also be charged for research and inspection at the City rate of \$250.00 per hour. These fees are not refundable.

FUTURE STEPS

1. Once the City approves your form, you will receive a verification plate with a unique identification number.
2. Display the verification number plate on the floating residence. The number must be visible at all times. If public access to the pier is not available, the plate must be displayed on a side visible from the water. If public access to the pier is available, the plate must be displayed on the pier and landward side of the vessel, in a location legible from the pier, or on the side most commonly used for access from the pier.

Thank you for your attention to this matter. If you have questions, please contact the City of Seattle shoreline compliance analyst:

Scarlett Philibosian
(206) 684-5040
Scarlett.Phibosian@seattle.gov

City of Seattle Department of Planning and Development
700 5th Avenue, Suite 2000
PO Box 34019
Seattle WA 98124-4019
206-615-0808 / 206-233-7156 (TTY)
www.seattle.gov/dpd



VESSEL CONTAINING a DWELLING UNIT VERIFICATION FORM

CITY OF SEATTLE
 Department of Planning and Development
 700 Fifth Ave., Suite 2000 P.O. Box 34019
 Seattle, WA 98124-4019
 Phone: (206) 684-8850
www.seattle.gov/dpd

Application Received in DPD (DPD Date Stamp)
For DPD Use Only

The intake fee for a Vessel Containing a Dwelling Unit verification application is \$345.00. This amount must be included when submitting this form. In addition to this initial fee, you may also be charged for research and inspection at the City rate of \$250.00 per hour. These fees are not refundable. Submit this form to DPD after June 15, 2015, but before December 15, 2015.

OWNER #1 INFORMATION

Last Name:	First:	Middle:	Email Address:
Mailing Address:		Home Phone No. (REQUIRED): ()	Alternate Phone No.: ()
City:		State:	ZIP Code:

OWNER #2 INFORMATION (OPTIONAL)

NOT THE OWNER? RELATIONSHIP TO PROPERTY: _____

Last Name:	First:	Middle:	Email Address:
Mailing Address:		Home Phone No. (REQUIRED): ()	Alternate Phone No.: ()
City:		State:	ZIP Code:

RELOCATION: A Vessel Containing a Dwelling Unit may be relocated to a new moorage if the moorage complies with the marina standards in 23.60A.200 of the Seattle Municipal Code. DPD must be notified if this relocation takes place, to update your verification records.

VESSEL CONTAINING a DWELLING UNIT LOCATION INFORMATION

Name of marina or dock where vessel is moored:	
Address of marina or dock where vessel moored:	Slip number if applicable:

ADDITIONAL REQUIRED INFORMATION

- 1. Attach information that documents the proposed Vessel Containing a Dwelling Unit was moored pursuant to a lease or ownership interest at a marina within the City of Seattle and used as a dwelling unit prior to June 15, 2015. Accepted verification includes but is not limited to a copy of a dated and signed lease (this is the preferred verification method) and confirmation of use as set forth in box 5 below. Other information such as a written statement from the marina owner, dated historical photographs, licenses, or other material clearly demonstrating that the proposed Vessel Containing a Dwelling Unit was appropriately in place and in use will be considered.
- 2. a) Attach a letter dated and signed by a naval architect licensed as a professional engineer in the state of Washington that certifies that the Vessel Containing a Dwelling Unit is designed and used for navigation **OR**
 b) Attach other evidence clearly demonstrating that the proposed vessel containing a dwelling unit is designed and used for navigation (SMC 23.60A.942) **OR**
 c) For historic vessels with dwelling units that do not have means of self-propulsion and steering equipment, attach documentation that shows that the vessel is a landmark as defined in Chapter 25 of the Seattle Municipal Code.
- 3. Attach at least three photographs showing the front (bow), rear (stern), and full side views of the Vessel Containing a Dwelling Unit.
- 4. Attach a sketch or plan showing a side view (elevation or profile) and a view from above (exterior dimensions plan view).
- 5. This structure was used as a dwelling unit within the City of Seattle, prior to the 2015 effect date of the Shoreline Code 23.60A. Yes No

Application continues on other side.

6. Physical description/dimensions:
- Height of the structure (measured from the top of the structure down to either the main deck or 3 feet above the surface of the water, whichever is lower): _____ ft.
 - Length (excluding any propulsion systems): _____ ft. Width (beam): _____ ft.
 - Interior space dimensions: Lowest deck or floor _____ sq. ft. / Second deck or floor _____ sq. ft. /
Third deck or floor _____ sq. ft. / Other interior area (specify): _____ sq. ft.
 - Engine size: _____ Engine type: _____ Engine location: _____
 - Description or photos of bridge and steering station and description of how the bridge station functions:

I DECLARE AND AFFIRM THAT THE INFORMATION PROVIDED HERE IS TRUE AND CORRECT

Applicant Printed Name

Applicant Signature

Date

Mail check for \$345.00 (made out to City of Seattle) with this form to: City of Seattle DPD, Attn. Cashiers, P.O. Box 34234, Seattle, WA 98124. You can also submit this application in person at the Public Resource Center counter on the 20th floor of the Seattle Municipal Tower at 700 5th Avenue and pay with check, cash, or credit card at that time.

VESSEL Containing a DWELLING UNIT VERIFICATION CERTIFICATE

(This part to be completed by Department of Planning and Development staff)

The Vessel Containing a Dwelling Unit at (location /address) _____

meets the requirements of 23.60A.214.D.1 and DPD has issued the following Vessel Containing a Dwelling Unit Verification Number. This does not certify compliance with any other section of the Seattle Municipal Code.

Number:

Not valid unless stamped by DPD with a verification number.

DPD AUTHORIZATION

In Person Applicant

Mailed Application

Fee Paid

Verification Issued
(Date Stamp)

DPD Reviewer

DPD A/P Number: