



DPD Project Portal: Submitting Shoreline Exemption Requests

If your project requires a substantial shoreline development permit (a type of land use permit), you can use this page to request an exemption from that requirement. For more details about each exemption type, and the materials you need to submit with your request, see [Shoreline Substantial Development Exemptions](#).

Starting Your Request

1. Click **Request a Shoreline Exemption** under **Complete your permit application** on the Project Portal.

Complete your permit application

You have a project number but don't have your permit yet.

- [Request a pre-application site visit](#)
- [Submit proposal for Early Design Guidance](#)
- [Request an ECA Exemption](#)
- [Request a Shoreline Exemption](#)
- [Schedule an intake appointment](#)
- [Start your full permit application](#)

2. Enter the permit number and click **Find**.

Request a Shoreline Exemption

If you have not yet submitted your complete permit application and your project requires a substantial shoreline development permit (a type of land use permit), you can use this page to request an exemption from that requirement.

Depending on your project site, you may also need an exemption from environmentally critical area (ECA) requirements. [Request an ECA exemption here](#).

For more details about each exemption type, see [Shoreline Substantial Development Exemptions](#) and [Environmentally Critical Areas Exemptions, Relief from Prohibition on Steep Slope Development, and Modifications to Submittal Requirements](#).

Project Number: Can't remember your permit number? Search for it by address in [Permit & Complaint Status](#)

Permit information displays, along with instructions for completing each section of the request.

Request a Shoreline Exemption

Permit Information

Permit No: 6310991 **Application Type:** CONSTRUCTION AND DEVELOPMENT

Address: 1612 38TH AVE E **Description of Work:** Demolish existing Single stall garage, (access off alley) , construct new double car garage with access off alley with auxiliary living unit over garage.

Please complete each section below.

- ✔ Indicates sections where you have completed all required information.
- ❖ Indicates sections where more information is required.

Once all sections are complete, you can continue to update information until you click the button to submit your request to DPD. After that, **this information can no longer be edited online.**

Submit request to DPD Delete this request

Once you've started your exemption, it will appear on **Requests in Progress** on the Portal, so you can save it in progress before you submit. You can also delete the request before you submit.

Requests In Progress (3) +

Project	Request Type	Status	
6308660	Shoreline Exemption	Draft	
6310991	Shoreline Exemption	Submitted	
6310991	ECA Exemption	Draft	

There are three sections to the revision request:

- Reason
- Exemption Type
- Documents

To complete each section, click the **Edit this section** button.

Reason Reason for requesting exemption:
[Not answered]

Edit this section

Reason

1. Enter the reason for the exemption request.

Reason
 * Briefly describe your reason for requesting an exemption:

What is the current permitted use on your project site?

2. If you know the current permitted use on your site, enter it (this field is optional).
3. Click **Save Changes**.

Exemption Type

1. Select the type of exemption you are applying for. You can also select a detail type to provide more information (optional).


Exemption Type(s)
 Read more about the shoreline exemption process and definitions of each exemption type in [Shoreline Substantial Development Exemptions](#).

If your project required a preliminary assessment, the assessment report may contain helpful information about the specific requirements for your site. To view the report, find your project in [Permit & Complaint Status](#) and check the Details tab.

Please select one or more exemption types:

Exemption Type	Exemption Detail Type
<input checked="" type="checkbox"/> DEMOLITION OF STRUCTURES	EMERGENCY THREAT TO THE PUBLIC ▾
<input type="checkbox"/> DEVELOPMENT VALUE < THRESHOLD	▾
<input type="checkbox"/> OTHER SHORELINE EXEMPTION TYPE	▾
<input type="checkbox"/> OWNER OCCUPIED SINGLE FAM RES	▾
<input type="checkbox"/> REPAIR AND MAINTENANCE	▾
<input type="checkbox"/> SITE EXPLORATION-PREP FOR APPL	▾

2. Click **Save changes**.

 You must select at least one exemption type.

Documents

To find out what documents may be required for your request, see [Shoreline Substantial Development Exemptions](#).

1. To upload a document, select a document type in the **Type** list.

Documents

Please upload any documents that will be needed to evaluate your request.

Find out more about the documents required for each exemption type in [Shoreline Substantial Development Exemptions](#).

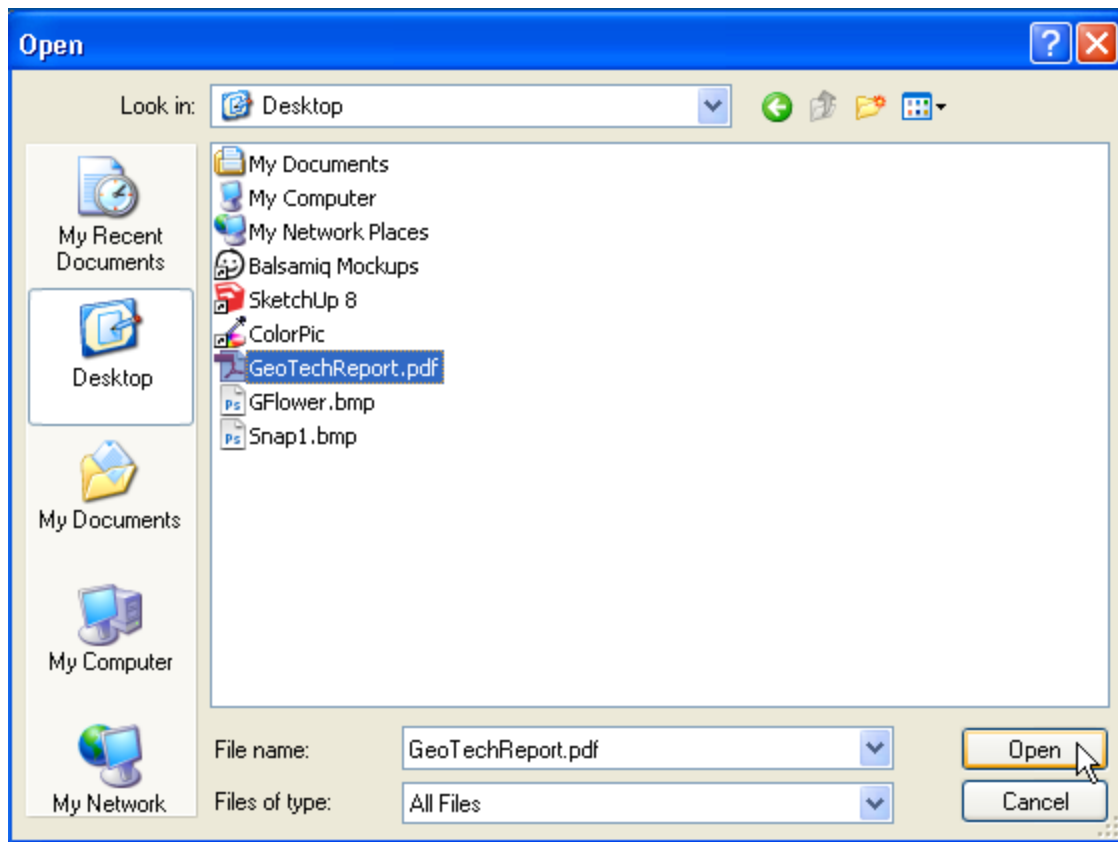
If your project required a preliminary assessment, the assessment report may contain helpful information about the specific documentation requirements for your site. To view the report, find your project in [Permit & Complaint Status](#) and check the Details tab.

Type:

File size is limited to 200 MB.

[No files uploaded]

2. Click the **Upload file** button
3. Select the file and click **Open**.



After you've uploaded documents, they appear in a list. You can delete and replace them any time before your request is submitted.

To replace a file you have already uploaded, first delete the existing file, then upload a new one.

Document Type	File Name	Upload Date	File Size	
Geo-Technical Report	Geo-Technical Report.pdf	01/08/13	223 KB	

4. To complete this section, click **Finished**.

Submitting the Revision

Once all sections are complete, a green check mark appears in each.

Reason

Edit this section

Reason for requesting exemption:
Existing building deemed unsafe

Current permitted use for site:
[Not answered]

Exemption Type(s)

Edit this section

Selected exemption types:

Exemption Type	Detail type
DEMOLITION OF STRUCTURES	EMERGENCY THREAT TO THE PUBLIC

Documents

Edit this section

Files you have uploaded:

Document Type	File Name	Upload Date	File Size
Geo-Technical Report	Geo-Technical Report.pdf	01/24/13	190 MB

Once you click to submit, you can no longer edit this information online.

Submit request to DPD

If all information is correct, click the **Submit request to DPD button**. A message displays confirming your submission.

Request a Shoreline Exemption

Permit Information

Permit No: 6310991	Application Type: CONSTRUCTION AND DEVELOPMENT
Address: 1612 38TH AVE E	Description of Work: Demolish existing Single stall garage, (access off alley) , construct new double car garage with access off alley with auxilieri living unit over garage.

This request was submitted on 1/24/2013.

Paying Fees

Before we begin review of your request, you must pay an hourly review fee. As soon as we process your request, the fee will appear in the **Payable Fees** section of your portal. You'll also receive e-mail notification, if you've signed up for e-mail alerts.

Payable Fees (1) +			
Project	Application Type	# Fees	Amount
6310991	Addition/Alteration	1	\$90.50

Tracking Request Status

Once you've paid the fees, we will route the request to a reviewer. While review is in progress, the request will appear as in progress. As soon as the review is finished, the request will be complete. You'll also see a letter informing you of the outcome in the **Corrections and Documents** section of the Portal.

Corrections and Documents (1) +	
Project	Application Type
6310991	Addition/Alteration