

HOW TO OBTAIN A TACOMA POWER SHORELINE USE PERMIT

STEPS TO OBTAIN A SHORELINE USE PERMIT AT LAKE CUSHMAN OR LAKE KOKANEE:

1. Contact Tacoma Power to set-up a pre-application site visit (recommended).
2. Review the Shoreline Use Specifications and Permitting Guidelines (SUSPG):
http://www.mytpu.org/file_viewer.aspx?id=3533.
3. Determine if your proposed project's structures and uses meet Tacoma Power's requirements (if you have a pre-application site visit with Tacoma Power, they will provide this information).
4. Review an example of a dock plan.
 - a. You'll need to make a drawing of your project to be submitted with the application form. You'll find examples in the SUSPG, Appendix C:
http://www.mytpu.org/file_viewer.aspx?id=3533
 - b. Mason County may require engineering for existing or proposed structures.
5. Prepare maps, drawings and photo(s) of your project and include the applicable elements in the application.
6. Complete and sign the application.
7. Include the correct fee.
8. Send the signed application and supporting materials to:
Tacoma Public Utilities
Real Property Services
PO Box 11007
Tacoma, WA 98411-1007

What happens after you submit your application?

Once your application is received, we will review it to make sure it is complete and that the correct fee is included. Tacoma Power will let you know if additional information is needed and will usually conduct a site visit, if one was not completed pre-application. Any activities that require ground disturbance will need a cultural resources survey. Please note that cultural resources surveys can only be conducted when lake levels are lower. Thus, depending on the type of ground disturbance, these surveys can only be completed between September and March of every year.

The complexity of your project, the date of application submittal and whether or not a cultural resources survey is needed all affect the length of our review. In addition, modifications to the project after the application was submitted, potential impacts to Tacoma Power operations or sensitive resources (cultural or environmental), required state or federal permits, unresolved violations, or existing unpermitted structures may also delay our ability to issue a permit.

Other permits required

You may also need additional permits from Mason County, the Washington Department of Fish and Wildlife (WDFW), and/or the U.S. Army Corps of Engineers (ACOE). Tacoma Power will not be able to issue your shoreline permit until you receive all other local, state and federal permits required for your project. Please contact Mason County early in the process to minimize delays in receiving your Tacoma shoreline permit. Contact us (wwright@cityoftacoma.org, (253) 441-4180) for more information or visit TacomaPower.com/CushmanShoreline.

There are three regulatory agencies that require permits when doing work in or over water. You can find more information on the regulatory permitting process and obtain the application (called a JARPA) at: http://www.epermitting.wa.gov/site/alias_resourcecenter/jarpa/9983/jarpa.aspx

Local Government

Mason County requirements and additional information can be found at: http://www.co.mason.wa.us/community_dev/planning/index.php

Contact:

Kell Rowen, Senior Planner
Mason County Community Services Department
Krowen@co.mason.wa.us
360-427-9670 ext. 365

State Government

You will likely be required to obtain a Hydraulic Project Approval (HPA) permit from the Washington Department of Fish and Wildlife if you are planning any in-water work. Get their permitting information and requirements at: <http://wdfw.wa.gov/licensing/hpa/>.

Contact:

Joshua Benton, Area Habitat Biologist
Joshua.benton@dfw.wa.gov
(360) 280-3572 (cell)

Federal Government

Any addition of fill in the form of concrete or rock (e.g., for a bulkhead) or dredging will require a U.S. Army Corps of Engineers (ACOE) permit. Get their permitting information and requirements at: <http://www.nws.usace.army.mil/Missions/CivilWorks/Regulatory.aspx>.

Contact:

Jason Sweeney, Project Manager
U.S. Army Corps of Engineers
Jason.T.Sweeney@usace.army.mil
(206) 764-3450

TACOMA POWER SHORELINE USE PERMIT APPLICATION PLAN CHECKLIST

DRAWINGS/PLANS CHECKLIST	
<p>SITE PLANS (PLAN VIEW)</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Location of all proposed and existing structures; <input type="checkbox"/> Location of the Ordinary High Water Mark (OHWM) in the project area; <input type="checkbox"/> Location of the property line and line extension of side property; <input type="checkbox"/> Dimensions of all structures (including docks, walkways, fences, etc.); <input type="checkbox"/> Illustrate and clearly label all existing structures; <input type="checkbox"/> Illustrate and clearly label all proposed structures and proposed construction materials; <input type="checkbox"/> Illustrate and clearly label all structures to be removed; <input type="checkbox"/> Illustrate and clearly label areas to be excavated/dredged or filled including dimensions of excavated/filled areas, e.g., ground disturbance area (if applicable); <input type="checkbox"/> Indicate material to be used for fill (if applicable); <input type="checkbox"/> Distances from the OHWM to the proposed structures (including docks, walkways, buoys, etc.); <input type="checkbox"/> Illustrate and label any significant landmarks; <input type="checkbox"/> Include North arrow and scale (if not to scale must show all measurements); <input type="checkbox"/> Include a title block that includes: <ul style="list-style-type: none"> <input type="checkbox"/> Proposed activity name, <input type="checkbox"/> Name of lessee(s), <input type="checkbox"/> Project location, including address, county, parcel number, development division and lot numbers, and reservoir name, <input type="checkbox"/> Date of drawing, <input type="checkbox"/> Page number and total number of pages in drawing set, <input type="checkbox"/> Location of existing native vegetation, plants to be removed and proposed plants; <input type="checkbox"/> If placing vegetation, include a plant list with both scientific and common names.
<p>CROSS SECTION PLANS (ELEVATION VIEW)</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Location of the OHWM, and/or bulkhead (if present); <input type="checkbox"/> Distances from the OHWM to the most waterward point of the structures; <input type="checkbox"/> Elevations of each structure (highest and lowest for all structures); <input type="checkbox"/> Existing and proposed grade (if excavating/dredging and/or filling); <input type="checkbox"/> Illustrate and clearly label areas to be excavated/dredged or filled including dimensions and depth of excavated/filled areas, e.g., ground disturbance area (if applicable); <input type="checkbox"/> Illustrate and clearly label all existing and proposed structures; <input type="checkbox"/> Illustrate and clearly label any structures to be removed; <input type="checkbox"/> Illustrate type of foundation to be used - piles or footers and proposed depth; <input type="checkbox"/> Indicate if excavated material will be disposed of and the manner; <input type="checkbox"/> Include scale (if not to scale must show all measurements); <input type="checkbox"/> Include a title block that includes: <ul style="list-style-type: none"> <input type="checkbox"/> Proposed activity name, <input type="checkbox"/> Name of lessee(s), <input type="checkbox"/> Project location, including address, county, parcel number, development division and lot numbers, and reservoir name, <input type="checkbox"/> Date of drawing, <input type="checkbox"/> Page number and total number of pages in drawing set,

DOCK-SPECIFIC USE PERMIT PLAN DETAILS

In addition to the items listed in the Drawing/Plans Checklist, projects that include a dock should also include the following information:

- Location of the OHWM;
- Highest and lowest elevation for dock components (pier, ramp and/or float);
- Number of pilings to be used and distance between pilings;
- Dimensions of each dock component including, pier, ramp and and/or floats including:
 - Total area of all dock components, including pier, ramp and and/or floats,
 - Distances from the OHWM to the most waterward point of the proposed structures,
 - Setback distances from extended side lot (or property) line;
- Construction details (e.g., detail type of construction, reinforcement, location and detail of dock anchoring component on shore and at lake bed (e.g., attachments and anchoring));
- Engineered design calculations (if applicable);
- Include North arrow and scale (if not to scale must show all measurements);
- Include a title block that includes:
 - Proposed activity name,
 - Name of lessee(s),
 - Project location, including address, county, parcel number, development division and lot numbers, and reservoir name,
 - Date of drawing;
- Page number and total number of pages in drawing set.

SHORELINE STABILIZATION PLANS - SPECIFIC USE PERMIT PLAN DETAILS

In addition to the items listed in the Drawing/Plans Checklist, projects that include shore stabilization, structural or non-structural, should be designed by a **licensed engineer** and also include the following information:

- Dimensions of bulkhead;
- Distance from location of structure relative to the OHWM;
- Construction details (e.g., type of construction, reinforcement (e.g., tiebacks), and location and design of anchoring component if applicable);
- Description of proposed construction materials (e.g., rocks, wood walls, soldier piles, ecology blocks);
- Location of existing native vegetation, plants to be removed, and proposed plants;
- If placing vegetation, include a plant list with both scientific and common names;
- Include North arrow and scale;
- Include a title block that includes:
 - Proposed activity name,
 - Name of lessee(s),
 - Project location, including address, county, parcel number, development division and lot numbers, and reservoir name,
 - Date of drawing,
 - Page number and total number of pages in drawing set,
- Engineer signature/seal and license number;

STAIRWAY/ STEPS/ WALKWAY - SPECIFIC USE PERMIT PLAN DETAILS

In addition to the items listed in the Drawing/Plans Checklist, projects that include stairways, steps and/or walkways should also include the following information:

- Location of all stairways, steps and walkways;
- Distance from lakeward side of structure to the OHWM;
- Proposed building material description;
- Dimensions and details for each structure;
- Construction details with appropriate sections and elevations for all proposed hardscape structures (pavers, curbs, walls, fences, planters, on-grade or elevated decks, etc.);
- Include North arrow and scale;
- Include a title block that includes:
 - Proposed activity name,
 - Name of lessee(s),
 - Project location including address, county, parcel number, development division and lot numbers, and reservoir name,
 - Date of drawing,
 - Page number and total number of pages in drawing set.

BUOY / BUOY ALTERNATIVE - SPECIFIC USE PERMIT PLAN DETAILS

In addition to the items listed in the Drawing/Plans Checklist, projects that include buoys should also include the following information:

- Location of the buoy relative to the shoreline; distance from shore;
- Water depth at anchor location (at full pool of 738');
- Proposed building material description;
- Diagram showing buoy is detachable and can be tied off on shore;
- Include a title block that includes:
 - Proposed activity name,
 - Name of lessee(s),
 - Project location including address, county, parcel number, development division and lot numbers, and reservoir name,
 - Date of drawing,
 - Page number and total number of pages in drawing set.