



## Shore Land Alteration Permit Requirements

All of the following information must be submitted. Once the application has been submitted with the appropriate fees, staff will review for completeness. Applications will be scheduled for public meetings only if all required items are submitted. The applicant will be notified within 15 business days as to whether or not the application is complete. Once the application is deemed complete, the 60-day statutory review period will begin. The City may extend the review period an additional 60 days if necessary to complete the review process.

- \_\_\_\_\_ 1) A completed and signed Land Use Application Form.
- \_\_\_\_\_ 2) A non-refundable fee and an escrow deposit.
- \_\_\_\_\_ 3) A written narrative describing the proposal, including (as applicable):
  - \_\_\_\_\_ a) Description of work.
  - \_\_\_\_\_ b) Is the work in a shore or bluff impact zone?
  - \_\_\_\_\_ c) Is the work on a steep slope or bluff?
  - \_\_\_\_\_ d) Number of cubic yards of disturbance.
  - \_\_\_\_\_ e) Estimated acreage of disturbed area.
  - \_\_\_\_\_ f) Estimated completion date.
- \_\_\_\_\_ 4) One (1) full size set, three (3) reduced (11x17) sets, and an electronic (PDF) format at the time of submittal.
- \_\_\_\_\_ 5) An Erosion/Sedimentation Control Plan shall contain the following:
  - \_\_\_\_\_ a) Existing and proposed topography of the site taken at a contour interval sufficiently detailed to define the topography over the entire site. Ninety percent of the contours shall be accurate within one-half contour interval of the true location.
  - \_\_\_\_\_ b) The site's property lines shown in true location with respect to the plan's topographic information.
  - \_\_\_\_\_ c) Location and graphic representation of all of all existing and proposed natural and manmade drainage facilities.
  - \_\_\_\_\_ d) Detailed plans of all surface and subsurface drainage devices, walls, cribbing, dams and other protective devices to be constructed with or as a part of the proposed work, together with a map showing the drainage area and the estimated runoff of the area served by any drain
  - \_\_\_\_\_ e) Location and graphic representation of proposed excavations and fills, of on-site storage of soil and other earth material, and of on-site disposal.
  - \_\_\_\_\_ f) Location of proposed final surface runoff and erosion and sediment control measures.
  - \_\_\_\_\_ g) Quantity of soil or earth material in cubic yards to be excavated, filled, stored or otherwise utilized on-site.
  - \_\_\_\_\_ h) Outline of the methods to be used in clearing vegetation, and in storing and disposing of the cleared vegetative matter.
  - \_\_\_\_\_ i) Proposed sequence and schedule of excavation, filling and other land disturbing and filling activities, and soil or earth material storage and disposal

- \_\_\_\_\_ j) Location of any buildings or structures on the property where the work is to be performed and the location of any buildings or structures on land of adjacent owners which are within 15 feet of the property or which may be affected by the proposed grading operations

The Shore Land Alteration Permit request is required for any alteration and approved by the Zoning Administrator.

This handout is intended to provide a summary of the submittal requirements. It is the responsibility of the applicant to know the applicable land use regulations. Please see the Baxter City Code for a complete, detailed listing of requirements. Shore Land Alteration procedures can be found in Article L. Section 10-3L-9 (SL Shore Land Overlay District) of the City Code. If you have any questions about these requirements, please contact City Hall to speak with the Zoning Administrator.