

# 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):  
<https://www.mytpu.org/wp-content/uploads/cushmanshorelineusepermitting.pdf>
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 site plan.
  - a. You'll need to provide drawings of your project to be submitted with the application form. You'll find examples in the SUSPG, Appendix C: <https://www.mytpu.org/wp-content/uploads/Cushman-Shoreline-Plan-Examples-Typical-v1.pdf>
  - b. Mason County may require engineering for existing or proposed dock structures.
  - c. Tacoma Power and Mason County require engineering for bulkhead structures.
5. Prepare maps, drawings and photo(s) of your project and include the applicable elements in the application.
6. Complete and sign the Tacoma Power Shoreline Use Permit (SUP) application.  
<https://www.mytpu.org/wp-content/uploads/cushmanshorelineapplication.pdf>
7. Include the correct fee(s).
8. Send the signed SUP application and supporting materials to:  
Tacoma Public Utilities  
Real Property Services  
PO Box 11007  
Tacoma, WA 98411-1007

### **What happens after you submit your SUP application?**

Once your application is received, we will review it to make sure it is complete and that the correct fee(s) is/are 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. You will receive a written review of your application which will outline how your plan adheres to the SUSPG, any conditions required to meet SUSPG requirements, and your "next steps".

Any activities that caused or require ground disturbance will need a cultural resources survey (CRS). Please note that CRS's can only be conducted when lake levels are lower. Thus, depending on the type and location of ground disturbance, these surveys typically must be completed between September and

March of each year. Once Tacoma Power has approved your plan we will initiate the CRS process using the funds you have placed on deposit. See Section 6.2 of the SUSPG for more information on the CRS requirement.

### **What can cause SUP delays?**

The complexity of your project, the date of application submittal, the number and type of required regulatory permits, and whether or not a CRS 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), unresolved violations, or existing unpermitted structures may also delay our ability to issue a SUP.

### **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 cannot issue your SUP until you receive all other local, state and federal permits required for your project.

The regulatory agencies require Tacoma Power's (land owner) written preliminary approval before accepting applications for structures and uses occurring on Tacoma Power's hydroelectric project lands. Along with your SUP application review letter, discussed above, Tacoma Power will also provide you with a letter stating that Tacoma Power allows you to move forward with applying for any required regulatory permits needed for your project.

### **Receiving your SUP**

Once you have provided copies of the obtained permits from the regulatory agencies, Tacoma Power will issue you a short-term license for construction. This license allows you access to the property to make any required removals, reconfigurations, or to build your new structure. Once construction is completed and verified that it was built to the approved specifications, or if there was no need for the construction license, then Tacoma Power will issue your 5-year SUP. It can take up to 8 weeks to issue the SUP.

# CONTACTS

## **Land Owner**

Tacoma Power is the land owner and must approve, by issuance of a SUP, any project that is proposed or already located on our hydroelectric project lands. We also retain a 10-foot lateral strip on the development lot where permission must be granted for any permanent structures or fill.

Wynnae Wright, Shoreline and Lands Coordinator

[wwright@cityoftacoma.org](mailto:wwright@cityoftacoma.org)

253-318-2527 (cell)

[www.MyTPU.org/CushmanShoreline](http://www.MyTPU.org/CushmanShoreline)

## **Regulatory Permitting Assistance**

The Governor's Office for Regulatory Innovation and Assistance (ORIA) is available to assist you with applying for the required regulatory permits for your project.

[https://www.oria.wa.gov/site/alias\\_oria/368/Home.aspx](https://www.oria.wa.gov/site/alias_oria/368/Home.aspx)

1-800-917-0043

## **Local Government**

Mason County requires [shoreline](#) and [building](#) permits for new and existing shoreline structures. Their requirements and contact information can be found at: <http://www.co.mason.wa.us/community-services/index.php>

## **State Government**

Hydraulic Project Approval (HPA) permits from the Washington Department of Fish and Wildlife (WDFW) are required for any work waterward of the ordinary high water mark. Get their permitting information and requirements and [local area Habitat Biologist contact information](#) here at: <http://wdfw.wa.gov/licensing/hpa/>.

## **Federal Government**

Any addition of fill in the form of concrete or rock (e.g., for a bulkhead or piling footings) or dredging will require a U.S. Army Corps of Engineers (ACOE) Section 404 permit. Get their permitting information and requirements and find [contact information for your local area Project Manager](#) here at: <http://www.nws.usace.army.mil/Missions/CivilWorks/Regulatory.aspx>.

# DRAWINGS/PLAN CHECKLIST

(For Tacoma Power SUP Application)

<b>DRAWINGS/PLANS CHECKLIST</b>	
<b>SITE PLANS (PLAN VIEW)</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Location of all proposed and existing structures;</li> <li><input type="checkbox"/> Location of the Ordinary High Water Mark (OHWM) in the project area;</li> <li><input type="checkbox"/> Location of the waterward property line (742 or 482 feet elevation (Cushman/Kokanee)) and extension of side property lines;</li> <li><input type="checkbox"/> Dimensions of all structures (including docks, walkways, fences, etc.);</li> <li><input type="checkbox"/> Illustrate and clearly label all existing structures;</li> <li><input type="checkbox"/> Illustrate and clearly label all proposed structures and proposed construction materials;</li> <li><input type="checkbox"/> Illustrate and clearly label all structures to be removed;</li> <li><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);</li> <li><input type="checkbox"/> Indicate location, extent and material to be used for fill or rip rap (if applicable);</li> <li><input type="checkbox"/> Distances from the OHWM to the proposed structures (including docks, walkways, buoys, etc.);</li> <li><input type="checkbox"/> Illustrate and label any significant landmarks;</li> <li><input type="checkbox"/> Include North arrow and scale (if not to scale must show all measurements);</li> <li><input type="checkbox"/> Include a title block that includes:               <ul style="list-style-type: none"> <li><input type="checkbox"/> Name of lessee(s),</li> <li><input type="checkbox"/> Project location, including address, county, parcel number, development division and lot numbers, and reservoir name,</li> <li><input type="checkbox"/> Date of drawing,</li> <li><input type="checkbox"/> Page number and total number of pages in drawing set.</li> </ul> </li> <li><input type="checkbox"/> Location of existing native vegetation, plants to be removed and proposed plants;</li> <li><input type="checkbox"/> If placing vegetation, delineate planting area and include a plant list with both scientific and common names.</li> </ul>
<b>CROSS SECTION PLANS (ELEVATION VIEW)</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Location of the OHWM, and/or bulkhead (if present);</li> <li><input type="checkbox"/> Location of the waterward property boundary (742 or 482 feet elevation (Cushman or Kokanee))</li> <li><input type="checkbox"/> Distances from the OHWM to the most waterward point of the structures;</li> <li><input type="checkbox"/> Elevations of each structure (highest and lowest for all structures);</li> <li><input type="checkbox"/> Existing and proposed grade (if excavating/dredging and/or filling);</li> <li><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);</li> <li><input type="checkbox"/> Illustrate and clearly label all existing and proposed structures;</li> <li><input type="checkbox"/> Illustrate and clearly label any structures to be removed;</li> <li><input type="checkbox"/> Illustrate type of foundation to be used - piles or footers and proposed depth;</li> <li><input type="checkbox"/> Indicate if excavated material will be disposed of and the manner;</li> <li><input type="checkbox"/> Include scale (if not to scale must show all measurements);</li> <li><input type="checkbox"/> Include a title block that includes:               <ul style="list-style-type: none"> <li><input type="checkbox"/> Name of lessee(s),</li> <li><input type="checkbox"/> Project location, including address, county, parcel number, development division and lot numbers, and reservoir name,</li> <li><input type="checkbox"/> Date of drawing,</li> <li><input type="checkbox"/> Page number and total number of pages in drawing set.</li> </ul> </li> </ul>

### 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:

- 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 overwater coverage for all dock components, including pier, ramp, steps and 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).

### 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, must 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;
- 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.).

### 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 feet elevation);
- Proposed building material description;
- Diagram showing buoy is detachable and can be tied off on shore.

