



LAND USE - CERTIFICATION LETTERS- CHECKLIST

The following are different types of Certification Letters to choose from:

- Letters – **ZONING CONFIRMATIONS, STAFF RESEARCHED, EXTENSION REQUEST AND APPEALABLE OPINIONS**
- Letters - **SHORELINE EXEMPTION**
- Letters - **CONFIRMATION OF CRITICAL AREA REPORT**

Once you have prepared all the required submittals provided below, you will submit using the City's online portal.

Note- Select the Category: "Planning - Land Use Review Projects"

Then select the type of application: Choose from three permit types Letters- listed above

See the current Land Use & Planning Application Fee Schedule for fees associated with type of letter.

The following information will need to be gathered prior to requesting for any type of letter:

1. Applicant Information (name, mailing address, phone and email).
2. If the property is specific to a site, site Information including all site addresses and the assessor's tax parcel numbers of all parcels involved.
3. Brief description of the request that you are seeking.
4. If no site address is known, contact our office at 360.753.8314
5. Property Owner information (name, mailing address, phone and email)

The following documents meeting the Document Submission Standards (see handout for information) will need to be provided for the variety of zoning letter as follows:

Zoning Confirmation Letters- Submittal Requirements

- **Request Letter** - Prepare a letter requesting the detailed information that you are seeking regarding confirmation of zoning, a legal lot determination, a director's interpretation or extension request on a land use approval decision.
 - For Zoning Confirmations- Provide details as to the property or development needing zoning confirmation. If you are seeking specific records, such as Certificate of Occupancies or copies of any permits, please make a public records request available from the City's website at: [OLYMPIA WA PUBLIC RECORDS REQUEST CENTER \(mycusthelp.com\)](http://OLYMPIA.WA.PUBLIC.RECORDS.REQUEST.CENTER(mycusthelp.com))
 - For Director's Interpretation requests (appealable opinion)- provide the specific details of the code sections in question and any other relevant details you want the director to consider.
 - For a Legal Lot Determination- you will also need to provide the following supporting materials:
 - **Miscellaneous Documents or Correspondence** -
 - Recorded quit claim deed(s) that created the property in question. (contact Thurston County Auditor's office for assistance for records). Have them

provide ALL the deeds, especially the oldest deed on file for the property in question.

- Any survey that has been recorded that includes the associated parcel.
 - Assessor Field book Notes that involve the property in question. These can be obtained online through the Assessor website.
 - PLEASE NOTE- that a Title Report showing the chain of title for the property may be required if deemed necessary by the Planner reviewing the request.
- For an Extension Request- This is specifically for a Land Use Approval Decision (See OMC 18.72.140.D). Provide details of previous approval that was granted with project name and case number and any other relevant information that needs to be considered.

Shoreline Exemption Request (See OMC 18.20.220)

Whenever a development is exempt from the requirement to obtain a Shoreline Substantial Development Permit and the development is subject to A U.S. Army Corps of Engineers Section 10 Permit under the Rivers and Harbors Act of 1899; or A Section 404 Permit under the Federal Water Pollution Control Act of 1972, a letter of exemption is required pursuant to WAC 173-27-050

Submittal Requirements:

- **Request Letter** - Prepare a letter requesting the shoreline exemption. Provide details about the property and a description of the proposed project.
- **JARPA Form**- Fill out the Washington State Joint Aquatic Resources Permit Application (JARPA). Visit the following website for the most updated form.
https://www.epermitting.wa.gov/site/alias_resourcecenter/jarpa_jarpa_form/9984/jarpa_form.aspx

Confirmation of Critical Area Report It is recommended that contact with the Planning Department is made prior to submitting for this type of review.

Submittal Requirements:

- **Request Letter**- Prepare a letter requesting the critical area review, include any details about the parcel and any pertinent information that you want the city staff to be aware of.
- **Critical Area Report**- Provide the critical area report- See OMC 18.32 for specifics on the qualifications needed for the variety of critical area reports.