



Department of Planning and Development
Code Compliance Division

On June 15, 2015, the City of Seattle updated the Shoreline Master Program. This new code (SMC 23.60A.203.D) requires that **Floating on-water Residences:**

1. Be officially verified with the City of Seattle.
2. Display a City-issued, unique three-digit verification number.

As part of the application, you will need to attach information that documents your floating on-water residence as moored pursuant to a lease or ownership interest at a marina within the City of Seattle prior to July 1, 2014. Accepted verification includes but is not limited to a copy of a dated and signed lease (this is the preferred verification method). Other information such as a written statement from the marina owner, dated historical photographs, licenses, or other material clearly demonstrating that the proposed floating on-water residence was lawfully in place and in use will be considered.

For owners who use a written statement to verify moorage date, each written statement/letter will need to:

- Be dated.
- Include the author's name and contact information (mailing address, phone, and email).
- Describe the author's relationship to the marina (ex, property owner, marina manager, owner's representative) so that DPD can determine if the author is someone who has legal authority in that marina.
- Identify the structure that is being certified, such as current address and slip number (it would need to match the address and slip number on the verification form).
- Include a statement that declares that the Floating On-Water Residence was moored under a lease (or ownership interest) and used as a residence at [marina address] on/before [date].
- Include the following statement: "I declare and affirm that the information I have provided here is true and correct."
- Be hand-signed by the author.

Please mail the completed Floating on-water Residence verification form along with copies of the required photos, verification documents, and a check for \$95.00 made payable to City of Seattle, after June 15, 2015 but before December 15, 2015.

Mail documents to:

City of Seattle DPD
Attn. Cashiers
P.O. Box 34234
Seattle, WA 98124

You can also submit this application in person at the Public Resource Center counter on the 20th floor of the Seattle Municipal Tower at 700 5th Avenue and pay with check, cash, or credit card at that time.

FUTURE STEPS

1. Once the City approves your application, you will receive a unique, three-digit verification number.
2. Display the verification number in numbers at least 3 inches high on the floating on-water residence. The number must be visible at all times. If public access to the pier is not available, the number must be displayed on a side visible from the water. If public access to the pier is available, the number must be displayed on the pier and landward side of the FOWR, in a location legible from the pier, or on the side most commonly used for access from the pier.

Thank you for your attention to this matter. If you have questions, please contact the City of Seattle shoreline compliance analyst:

Scarlett Philibosian
(206) 684-5040
Scarlett.Phibosian@seattle.gov

City of Seattle Department of Planning and Development
700 5th Avenue, Suite 2000
PO Box 34019
Seattle WA 98124-4019
206-615-0808 / 206-233-7156 (TTY)
www.seattle.gov/dpd



FLOATING ON-WATER RESIDENCE VERIFICATION FORM

CITY OF SEATTLE
 Department of Planning and Development
 700 Fifth Ave., Suite 2000 P.O. Box 34019
 Seattle, WA 98124-4019
 Phone: (206) 684-8850
www.seattle.gov/dpd

Application Received in DPD
 (DPD Date Stamp)

For DPD Use Only

The intake fee for a Floating On-water Residence form is \$95.00. This amount must be included when submitting your application. Submit this form to DPD after June 15, 2015 but before December 15, 2015.

OWNER #1 INFORMATION

Last Name:		First:	Middle:	Email Address:	
Mailing Address:			Home Phone No. (REQUIRED): ()	Alternate Phone No.: ()	
City:			State:	ZIP Code:	

OWNER #2 INFORMATION (OPTIONAL)

NOT THE OWNER? RELATIONSHIP TO PROPERTY: _____

Last Name:		First:	Middle:	Email Address:	
Mailing Address:			Home Phone No. (REQUIRED): ()	Alternate Phone No.: ()	
City:			State:	ZIP Code:	

RELOCATION: Floating on-water residences may be moved between marinas or to a new slip within the same marina. Please notify DPD within 60 days of relocating (SMC 23.60A.203.C) so that we can update your verification records. Failure to update relocation is a violation of Chapter 23.60A.

FLOATING ON-WATER RESIDENCE LOCATION INFORMATION

Name of marina where moored:	
Address of marina where moored:	Slip number if applicable:

ADDITIONAL REQUIRED INFORMATION

1. Attach information that documents the proposed floating on-water residence was moored pursuant to a lease or ownership interest at a marina within the City of Seattle and used as a dwelling unit prior to July 1, 2014. Accepted verification includes but is not limited to a copy of a dated and signed lease (this is the preferred verification method) and confirmation of use as set forth in box 5 below. Other information such as a written statement from the marina owner, dated historical photographs, licenses, or other material clearly demonstrating that the proposed floating on-water residence was lawfully in place and in use will be considered.
2. Attach at least three photographs showing the front (bow), rear (stern), and full side views of both sides of the floating on-water residence.
3. Physical description/dimensions:
- Height of the structure (measured from the top of the roof down to either the main deck or 3 feet above the surface of the water, whichever is lower): _____ ft.
 - Length (excluding any propulsion systems): _____ ft. Width (beam): _____ ft.
 - Interior space dimensions: Lowest deck or floor _____ sq. ft. / Second deck or floor _____ sq. ft. / Third deck or floor _____ sq. ft. / Other interior area (specify): _____ sq. ft.
4. This proposed floating on-water residence has detachable utilities: Yes No
5. This proposed floating on-water residence was used as a dwelling unit within the City of Seattle, prior to July 1, 2014. Yes No
6. Attach a sketch or plan showing a side view (elevation or profile) and a view from above (exterior dimensions plan view).

I DECLARE AND AFFIRM THAT THE INFORMATION I HAVE PROVIDED HERE IS TRUE AND CORRECT

Applicant Printed Name	Applicant Signature	Date
------------------------	---------------------	------

Mail check for \$95.00 (made out to City of Seattle) with this form to: City of Seattle DPD, Attn. Cashiers, P.O. Box 34234, Seattle, WA 98124. You can also submit your application in person at the Public Resource Center counter on the 20th floor of the Seattle Municipal Tower at 700 5th Avenue and pay with check, cash, or credit card at that time.

FLOATING ON-WATER RESIDENCE VERIFICATION CERTIFICATE

(This part to be completed by Department of Planning and Development staff)

The floating on-water residence at (location /address) _____

_____ meets the requirements of 23.60A.203.B and 23.60A.203.D.1 and DPD has issued the following Floating On-Water Verification Number. This does not certify compliance with any other section of the Seattle Municipal Code.

Number:

Not valid unless stamped by DPD with a verification number.

DPD AUTHORIZATION

Verification Issued
(Date Stamp)

In Person Applicant

Mailed Application

Fee Paid

DPD Reviewer

DPD A/P Number: