



SAN JUAN COUNTY DEPARTMENT OF COMMUNITY DEVELOPMENT

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dcd@sanjuanco.com | www.sanjuanco.com

NOTICE TO APPLICANTS

PLEASE MAKE SURE YOUR PERMIT APPLICATION IS COMPLETE

One of the primary factors **delaying permit approval** is finding out that a critical area or archaeology report, or elevation of a building above a base flood elevation is required, **after** application submittal.

We encourage you to submit a Critical Area and Cultural Resources Review Request form to us **several months before you hope to finalize your project site plans** and prior to submittal of any permit application that involves land disturbing activity (building, demo, septic, etc.).

Requesting this free review early on in your planning process will indicate whether any critical area reports will be required to review permit applications and will allow you time to hire a qualified professional to prepare such reports. It could also save you money by reducing the number of revisions to site plans that might be needed to meet code.

Please use the attached request form or the online version found here:

<https://www.sanjuanco.com/DocumentCenter/View/16764/Request-for-Critical-Area-and-Archaeology-Review-PDF?bidId=>

Email the request form to dcd@sanjuanco.com or drop it off at, or mail it to DCD.

OTHER TIPS

Shoreline Properties

If you propose development within shoreline jurisdiction (200 feet of the Ordinary High Water Mark (OHWM)), you will need a Qualified Professional to visit your site and determine the exact location of the OHWM and Top of Bank (TOB). The approximate location can be provided in the critical area review request discussed above.

The OHWM and TOB must be shown on your scaled site plan.

They are the benchmarks from which some setbacks must be measured.

County staff can identify the OHWM and TOB with a site visit, as available, upon submittal of Residential Pre-application form & the \$450 fee:

<https://www.sanjuanco.com/DocumentCenter/View/6044/Residential-Pre-Application-PDF?bidId=>

Email the request form to dcd@sanjuanco.com or drop it off at, or mail it to DCD.

Application Submittal

All application materials must be submitted to DCD with the associated fees except water and septic applications. These applications must be submitted directly to the Health and Community Services Department with the associated fees. This office is located right next door to DCD.