### Submittal Requirements

<table>
<thead>
<tr>
<th>Application</th>
<th>One original (which must contain an original signature) and two copies must be provided. Whenever possible, originals must be signed in blue. Please identify the original document.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supporting Documents</td>
<td>One original (which must contain an original signature), where applicable, and two copies (if an original is not applicable, three copies must be provided).</td>
</tr>
<tr>
<td>Full-size Drawings</td>
<td>Three copies of the required drawings must be provided. Drawings must be folded and 18&quot; x 24&quot; or smaller in size.</td>
</tr>
<tr>
<td>Reduced Drawings</td>
<td>Two copies of the drawings reduced to 11&quot; x 17&quot; must be provided.</td>
</tr>
<tr>
<td>Submitting Applications</td>
<td>Applications must be submitted in person by either the owner or the owner’s designated agent. Should an agent submit the application, a notarized Owner/Agent Agreement must accompany the application.</td>
</tr>
<tr>
<td>Fees</td>
<td>Please call the Department of Planning &amp; Community Development for submittal fee information.</td>
</tr>
<tr>
<td>Attached Submittal Checklist</td>
<td>Please refer to attached Submittal Checklist for further information. <strong>NOTE:</strong> when submitting this application, please do not copy or include the Submittal Checklist sheets attached to the back of this application.</td>
</tr>
</tbody>
</table>

**Applications will not be accepted**

unless these basic requirements are met and the submittal packet is deemed counter complete.
# A. General Information

1. **Name of buoy owner:**
   - Address:
   - Phone:  
   - Fax:  
   - E-mail:  

2. **Name of bedland/property owner:**
   - Address:
   - Phone:  
   - Fax:  
   - E-mail:  

   *If the owner(s) of record as shown by the county assessor's office is (are) not the agent, the owner's (owners') signed and notarized authorization(s) must accompany this application.*

3. **Authorized agent:**
   - Address:
   - Phone:  
   - Fax:  
   - E-mail:  

4. **Driving directions to site and/or description of site location:**
   
   

5. **Common water area name:**
   

6. **Legal description (or attach):**
   

---

**DEPARTMENT OF PLANNING AND COMMUNITY DEVELOPMENT**

280 MADISON AVENUE NORTH • BAINBRIDGE ISLAND, WA • 98110-1812

PHONE: (206) 842-2552 • FAX: (206) 780-0955 • EMAIL: pcd@ci.bainbridge-island.wa.us

www.ci.bainbridge-island.wa.us

January 2010  PAGE 1 WILL BE GENERATED BY THE CITY AT TIME OF SUBMITTAL  Page 3 of 5
7. Is the proposed buoy location within a mapped Aquatic Conservancy Shoreline Designation? (If yes, you may not apply for a buoy under this programmatic permit)  

☐ yes  ☐ no  ☐ unknown

8. Is the proposed buoy location off shore from uplands mapped as Natural Shoreline Environment (If yes, you may not apply for a buoy under this programmatic permit)  

☐ yes  ☐ no  ☐ unknown

9. Fair market value of buoy (cost of materials and labor to install)  

____________________________

10. Is the proposed buoy location landward of the construction limit line in Eagle Harbor or elsewhere no more than 200 feet from the line of extreme low water?  

☐ yes  ☐ no  ☐ unknown

11. What is the proposed length of line between the anchor and the buoy ________ ft.  

(Note: not to exceed the water depth measured at extreme high tide, 14.5 MLLW plus a maximum of 20% addition line for scope)  

(Note: subsurface floats keep the anchor line off bottom during low tide cycles and should be placed 1/3 the distance from the anchor to the buoy)

12. Buoys are not to be closer than 20 yards to any legally pre-existing buoys, floats, or docks. Please identify any structures within 300 feet of the proposed buoy location and give the approximate distance and direction from buoy:

<table>
<thead>
<tr>
<th>Type of Structure (ie: buoy, float or dock)</th>
<th>Distance in feet from proposed buoy location</th>
<th>General direction from proposed buoy</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

13. Are you the upland property owner?  

☐ yes  ☐ no

14. If you are the upland property owner, are you proposing to have more than one buoy on your tidelands?  

☐ yes  ☐ no

15. If you are not the upland property owner, have you applied for or obtained a lease from the Washington Department of Natural Resources?  

☐ yes  ☐ no  ☐ N/A

16. Have you submitted a JARPA (Joint Aquatic Resources Permit Application) to the Washington Department of Fish and Wildlife?  

☐ yes  ☐ no

(Note: the Washington Department of Fish and Wildlife will issue a HPA (Hydraulic Project Approval).)
17. Have you provided the Suquamish Tribe a copy of your proposed plan view with GPS location? □ yes □ no
   (This is required prior to permit submittal)

18. Is the buoy swing circle completely within the upland extended property lines or entirely over Washington State owned tidelands?
   □ yes □ no □ unknown

19. If you answered no to question #17 you must provide an agreement from the neighboring or upland property owner allowing the buoy to swing over the property lines
   □ Attached □ N/A

20. What type of anchor will be used to secure the mooring buoy?
    □ Embedment (helical screw, duck bill, etc)
    □ Surface (Concrete Block, Danforth, etc)

21. If you are proposing a surface style anchor, have you attached an aquatic vegetation dive survey?
    □ yes □ no □ N/A

22. A qualified diver/biologist is required to install an embedment style. Please provide the following information about the diver/biologist: ____________________________ .
   Name: ____________________________ Phone number: ____________________________

I hereby certify that I have read this application and know the same to be true and correct.

______________________________  ____________________________
*Signature of owner or authorized agent  Date

______________________________
Printed

*If signatory is not the owner of record, the attached “Owner/Agent Agreement” must be signed and notarized
SUBMITTAL REQUIREMENTS FOR PROGRAMMATIC BUOY

General Information:
Three types of illustrations are needed to properly depict the proposed activity: vicinity map, plan view, and cross-sectional view. Drawings to scale should be prepared using clear printing, black ink, and the fewest number of sheets possible. Include the scale. The importance of clear, accurate drawings cannot be overstated. At a minimum, drawings **must contain the following information**. If you have questions completing the drawings, please call our office.

1. **Vicinity Map**  
   A copy of a county or city road map, or an U.S. Geological Survey topographic map may be used. Include:
   - a. north arrow;
   - b. name of water body;
   - c. location of the proposed buoy location (indicate with a circle, arrow, X, or similar symbol);
   - d. provide latitude and longitude of the site to the nearest second; and
   - e. provide directions to the site.

2. **Plan View**  
   This drawing illustrates the proposed project area as if you were looking down at the site from overhead (See attached sample site plan). Include:
   - a. north arrow, scale;
   - b. name of water body and direction of water flow;
   - c. location of existing shoreline;
   - d. location of tidal waters: show the ordinary high water line, mean lower low water line and the extreme low water line. You should use the mean lower low water datum.
   - e. dimensions of the buoy distance from property lines and other structures, such as buoys, floats and docks within 300 feet
   - f. show existing structures on subject and adjoining properties;
   - g. indicate adjoining property ownership;
   - h. indicate types and location of aquatic vegetation

3. **Cross-sectional View**  
   Please fill out the Programmatic Buoys SSDP Cross-Sectional View Worksheet. (Attached)
Owner/Agent Agreement

The undersigned is (are) the owner(s) of record of the property identified by the Kitsap County Assessor’s account number ________________________________, located at ________________________________, Bainbridge Island, Washington. The undersigned hereby gives (give) consent and approval to

to act on his/her (their) behalf as his/her (their) agent to proceed with an application for (please check all items that apply):

☐ preapplication conference
☐ planning permits
☐ construction permits (i.e. building, water/sewer availability, right-of-way, etc)
on the property referenced herein. This agreement authorizes the agent to act on the owner’s behalf for the above checked applications through (date or specific phase) ________________________.

<table>
<thead>
<tr>
<th>Owner of record</th>
<th>Date</th>
<th>Owner of record</th>
<th>Date</th>
</tr>
</thead>
</table>

STATE OF WASHINGTON )
) SS.
COUNTY OF KITSAP )

On this _______ day of ______________, 20___, before me, the undersigned, a Notary Public in and for the State of Washington, duly commissioned and sworn, personally appeared:

to me known as the individual(s) described in and who executed the foregoing instrument, and acknowledged to me that he/she/they signed and sealed the said instrument, as his/her/their free and voluntary act and deed for the uses and purposes therein mentioned, and on oath stated that he/she/they was (were) authorized to execute said instrument.

WITNESS MY HAND AND OFFICIAL SEAL, hereto affixed the day and year in this certificate above written.

Notary Public in and for the State of Washington

Residing at ________________________________

My appointment expires: ________________________________
Programmatic Buoy Permit Conditions:

1. Recreational use buoys may only be allowed under this programmatic buoy SSDP if the applicants complete the programmatic buoy application, cross-sectional view worksheet, prepare a site plan that is consistent with the sample programmatic site plan and install the buoy consistent with the programmatic design.

2. No buoys shall be issued under this programmatic permit if they are to be located off shore from uplands mapped as Natural Shoreline Environment.

3. No buoys shall be issued under this programmatic permit if they are to be located in locations that are mapped or meet the definition of being an Aquatic Conservancy Shoreline Designation.

4. All programmatic buoys shall be located off shore no farther than the construction limit line in Eagle Harbor, and elsewhere no more than 200 feet from the line of extreme low tide, the -3 fathom depth contour (~18 feet at mean lower low water), or the line of navigation, whichever is closest to shore.

5. No programmatic buoy shall be a substantial obstruction to navigation.

6. No programmatic buoy shall be placed within 20 yards of a legally pre-existing buoy, float or dock.

7. In order to minimize adverse impacts on marine vegetation, no surface style anchor shall be deployed without a dive survey by a qualified diver/biologist.

8. In order to protect shellfish beds, new buoys shall not be permitted where the buoy density would exceed one buoy per 100 linear feet.

9. Prior to buoy placement applicant shall obtain a lease or license from the Department of Natural Resources and a Hydraulic Project Approval (HPA) from the Washington Department of Fish and Wildlife. A copy of the lease/license and HPA shall be provided to the City once obtained. (If the buoy being permitted is existing, documentation of a lease or license from the Department of Natural Resources shall be provided to the City once obtained.)

10. If the buoy being permitted is existing and modifications to the materials are necessary to bring it into compliance with the programmatic criteria then the modifications to the buoy system must be made and confirmed by site inspection by the City within 6 months of issuance of the individual buoy permit.

11. A qualified aquatic biologist is a person recognized by the Washington Department of Fish and Wildlife, and should be able to identify Washington State aquatic vegetation.

12. At the time of submittal for a programmatic buoy application for a new buoy or to authorize a buoy that has been placed since 1996, the applicant must provide evidence that the Suquamish Tribe has been notified regarding the proposed location of the buoy. Notification shall include at a minimum a plan view of the buoy location with GPS Location.

Attn: Alison O'Sullivan
Suquamish Tribe
P.O. Box 498
Suquamish, WA 98392
Ph (360) 394-8447 Fax: 360 598-4666
e-mail aosullivan@suquamish.nsn.us

(Note: If you e-mail information to the tribe it should also be sent by fax or regular mail)
Confirm that proposed buoy:

☐ Is not within an Aquatic Conservancy Zone
☒ Does not Interfere with Navigation

GPS Location 47°37' 08.35"N by 122°31' 04.66"W

* Owner/Agent Submitted

Name: Jane Doe
Address: 5678 Maple St
Tax ID #: 910112

Name: John Doe
Address: 1234 Maple St

Name: John Q. Public
Address: 111213 Maple St

Subject Property

Swing crosses into adjacent property owner's lot

PORT MADISON

SHORELINE

SHORELINE

SCALE: 1" = 30'

Existing Dock
Programmatic Buoys SSDP # 15435 Cross-Sectional View Worksheet

GPS Location: ______°____'_______" N by ______°____'_______" W
(Subject to verification by the City)

Owner: ______________________
DNR Lease/License #: ______________________

STEP 1

Bottom Depth = ______ feet MLLW
(At mean low, low water or tide)
(Minimum Depth = -9 feet MLLW
Maximum Depth = -18 feet MLLW)

STEP 2

Bottom Depth + Extreme High Water (14.5') = Depth Extreme High Tide (DEHT)

DEHT + Scope ≤ 20% = Length of Line (L)

STEP 3

Bottom Depth (BD) less extreme low water (-4.5') = depth extreme low tide (DELT)

BD - -4.5' = DELT

DELT = ______

STEP 4

Swing = \sqrt{(L^2) - (DELT)^2} = ______ Swing

+ ______ Bowline

+ ______ Vessel Length

= ______ * Total Swing

*Show Total Swing on Plan View