



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.214.D.4) requires that **Vessels Containing Dwelling Units:**

1. Be officially verified with the City of Seattle.
2. Display a City-issued verification plate with an assigned, unique identification number.

As part of the application, you will need to attach information that documents your Vessel Containing a Dwelling Unit was lawfully moored within the City of Seattle and used as a dwelling unit prior to June 15, 2015. 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 Vessel Containing a Dwelling Unit 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 Vessel Containing a Dwelling Unit 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 Vessel Containing a Dwelling Unit was moored under a lease (or ownership interest) and used as a residence at [location 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 Vessel Containing a Dwelling Unit verification form along with copies of the required photos, verification documents, and a check for \$345.00 made payable to City of Seattle, 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.

In addition to the initial fee, you may also be charged for research and inspection at the City rate of \$250.00 per hour. These fees are not refundable.

FUTURE STEPS

1. Once the City approves your form, you will receive a verification plate with a unique identification number.
2. Display the verification number plate on the floating residence. The number must be visible at all times. If public access to the pier is not available, the plate must be displayed on a side visible from the water. If public access to the pier is available, the plate must be displayed on the pier and landward side of the vessel, in a location legible from the pier, or on the side most commonly used for access from the pier.
3. When the verification plate is installed, call the Shoreline analyst at (206) 684-5040 to set up an inspection appointment.
4. A City employee will come out and perform an inspection.
5. After passing inspection, you will receive a certificate that recognizes your Vessel Containing a Dwelling Unit as legal within the City of Seattle.

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

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