



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 20<sup>th</sup> floor of the Seattle Municipal Tower at 700 5<sup>th</sup> 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.
3. When the verification number is displayed, call the Shoreline compliance analyst at (206) 684-5040 to set up an inspection appointment.
4. A City employee will come out to inspect the floating on-water residence.
5. After passing inspection, you will receive a certificate that recognizes your floating on-water residence 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:

Scarlett Philibosian  
(206) 684-5040  
Scarlett.Philibosian@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](http://www.seattle.gov/dpd)