# Residential Bulkhead Permit Requirements

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<th>Site Plan</th>
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<td>$255.00</td>
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*Bulkhead Repair/Replacement

- X
- X W/ CURRENT PHOTO'S
- X

*New Bulkhead

RESIDENCE ON PROPERTY

- X
- X
- X
- X
- X
- X
- X

*New Bulkhead NO RESIDENCE ON PROPERTY

Fresh & Saltwater

- Market Value <$5,718.00
- Fresh & Saltwater >$5,718.00

- X
- X
- X
- X
- X
- X
- X
- X
- X
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- X
- X
- X
Bulkheads are retaining wall-like structures whose primary purpose is to hold or prevent the sliding of soil caused by wave erosion. **Mason County issues bulkhead permits in areas where serious wave erosion threatens an established use or existing buildings on upland property.** In many areas, wave erosion is not a serious threat, and a bulkhead is not truly needed. Often times, property owners spend considerable time and money on constructing bulkheads where they are not necessary.

The Shoreline Master Program states, "Residential development along shorelines should be designed and sited to make shore protection measures unnecessary." In other words, the most long-term, preventative means of shoreline property protection is a construction setback in which the residence is built a safe distance (setback) from the shoreline. An adequate setback will prevent the residence from being threatened by storms and erosion. Setbacks also prevent the interruption of the natural erosion processes that support marine and riparian habitats.

**ALTERNATIVES TO BULKHEADING**

The modification of shorelines has resulted in adverse impacts to valuable biological, cultural, and social resources. Some types of bulkheads have more deleterious impacts than others and, therefore, are discouraged. Section 17.01.110 (g)(1) of the Mason County Resource Ordinance dictates that “**hard**” methods (such as concrete and rock) of bulkheading are only permitted when applicants have adequately shown that “**softer**” methods are infeasible. The **softer armoring methods** listed below are preferred over concrete because they preserve some of the shoreline’s natural physical and biological processes as well as preserving the shoreline’s natural appearance.

**Vegetation:** Native plants help to reduce erosion by protecting soils from the erosive forces of the wind, rain, and waves. The roots of plants help to hold soils in place, reduce frost penetration, reduce the force and quantity of precipitation falling on and eroding the soil, reduce surface/storm water volumes by evapo-transpiration, and increase the absorptive capacity of the soil. Vegetation also serves as habitat and food for a variety of plant and animal species.

**Setback:** Another option is to construct a retaining wall at least 6 feet from (upland) the Ordinary High Water Mark of the shore. This minimizes impacts to the natural shoreline while protecting upland improvements and allows the property owner to enjoy a beach where there would have been a bulkhead. Retaining walls generally require less permitting review than shoreline bulkheads.

**Beach Nourishment:** Beach Nourishment is the placement of sand and/or gravel on the upper portion of a beach where historic supplies have been eliminated or reduced by shoreline bank modifications. Nourishment generally raises beach elevations, which reduces the vulnerability of landward structures to flooding and wave damage as well as enhancing the beach. Call the Planning Department for permitting requirements.

**Bioengineering:** Bioengineering involves using natural features like plantings and logs in place of, or in addition to, traditional structural protection. Most bioengineering methods are considered bulkheads and require permits. Below are some examples of bioengineering methods:
Logs, Stumps/ Root Wads: The placement of large logs and stumps or rootwads on the shoreline slows erosion by absorbing wave energy and increasing the deposition of fine sediment. Unique vegetation communities colonize these areas around the large wood, which can add to the stabilization of the shoreline. This method can also provide a refuge for migrating fish that forage upon prey species residing on or around the wood. The large wood is kept in place with cables or by partially burying them.

Live Stakes: Live stakes are often used in bioengineering projects. These are cuttings from plants such as willows and dogwoods that will grow roots when inserted into moist ground.

Fascines: Fascines are long, thin branches tightly bound into a bundle with twine. They are partially buried in trenches parallel to incoming waves and anchored into place with live stakes. Fascines provide structural support, catch sediments, and can root and grow quickly.

Live Revetment: Live revetment is used to stabilize steep banks by using geotextile fabric to hold earth-filled terraces in place. Live stakes are driven through the fabric to provide additional structural support.

**MINIMUM REQUIREMENTS**

**Location**

If a bulkhead is necessary to protect upland facilities or is necessary for the operation and location of water dependent and/or water related activities, one may be constructed as close to the toe of the bank as possible. The waterward face of a new bulkhead shall be located at or above the ordinary high water line. Where this is not practicable due to geological, engineering, or safety concerns, the waterward face of the new bulkhead shall be located only as far waterward of the ordinary high water line as necessary to excavate for footings or place base rock for the structure. Under no conditions shall the waterward face of the bulkhead be located more than six feet waterward of the ordinary high water line.

When an existing bulkhead is being replaced, construction shall occur no further waterward of the existing bulkhead than is necessary for construction of the new footing. Replacement of a failed bulkhead shall be permitted in the same location as the original bulkhead, if such replacement is commenced within five years of failure. The burden of proof of location of the original bulkhead shall be on the applicant.

Stairways shall be located landward of bulkheads except where proven not feasible.

**Timing**

Construction work on a bulkhead project under this section may be subject to the timing restrictions in Washington Administrative Code WAC 220-110-271.

**Vegetation Preservation**

Removal or destruction of overhanging bankline vegetation shall be limited to that necessary for construction of the bulkhead. A Mason Environmental Permit application along with a Habitat Management Plan (mitigation) shall be submitted for review prior to cutting or topping any tree greater than 6 inches in diameter and prior to clearing any shrubs or groundcover (aside from noxious weeds). For every tree cut down, the log/trunk shall remain on the ground to serve as nurse log habitat and six native trees shall be planted within the buffer.
Design
Bulkheads are subject to design requirements including, but not limited to, the following:

1) Bulkheads shall be designed by a Washington State licensed engineer except rock bulkheads less than 6 feet in height and constructed in accordance with Mason County's prescriptive design.

2) A Geological Assessment or Geotechnical Report may be required if steep slopes or other sensitive geological features exist within 300 feet.

3) Beach material may not be used for fill behind bulkheads.

4) Concrete and rock bulkheads may only be installed or replaced when applicants have adequately shown in a report or letter prepared by an engineer with expertise in shoreline hydraulics explaining why “softer” methods of shoreline stabilization are not feasible.

5) Shoreline protection structures must include weep holes to allow ground and surface waters to pass into the main water body.

6) Deviations from these requirements will require a Shoreline Conditional Use Permit and or a Shoreline Variance Permit.

PERMITTING
* Before submitting permits for any shoreline development, it is recommended that you submit a Site Pre-Inspection (SPI) Application. This allows a Planner to visit the site to evaluate existing conditions and inform you of the requirements for proposed development.

** All shoreline bulkheads require a building permit. Bulkheads shall be designed by a Washington State licensed engineer except rock bulkheads less than 6 feet in height and constructed in accordance with Mason County's prescriptive design.

Repairs and Normal Maintenance
The repair of a conforming bulkhead requires the following permits shall be submitted to the County:

- State Environmental Protection Act (SEPA) Checklist
- Shoreline Exemption (JARPA)
- Building Permit**

Emergency Repair
An "emergency" is an unanticipated and imminent threat to public health, safety, or the environment, which requires immediate action within a time too short to allow full compliance with permitting requirements. Emergency construction does not include development of new permanent protective structures where none previously existed. Where new protective structures are deemed by the administrator to be the appropriate means to address the emergency situation, upon abatement of the emergency situation, the new structure shall be removed or any permit which would have been required, absent an emergency shall be obtained. All emergency construction shall be consistent with the policies of chapter 90.58 RCW and the local master program. As a general matter, flooding or other seasonal events that can be anticipated and may occur but that are not imminent are not an emergency.

The following shall be submitted to the County:

- Shoreline Exemption (JARPA)
- Building Permit**
Replacement
The replacement of a failed bulkhead shall be permitted in the same location as the original bulkhead (or landward), if such replacement is commenced within five years of its failure. The burden of proof of location of the original bulkhead shall be on the applicant. The bulkhead shall be in the same footprint (or smaller) as the original. In addition, the original bulkhead may only be replaced with a concrete one when applicants have adequately shown that “softer” methods of shoreline stabilization are infeasible.

The following shall be submitted to the County:
- State Environmental Protection Act (SEPA) Checklist
- Shoreline Exemption (use JARPA form)
- Building Permit**

New Bulkhead to Protect a Residence
If a bulkhead is to protect an existing, legal single-family residence, the following shall be submitted to the County:
- State Environmental Protection Act (SEPA) Checklist
- Shoreline Exemption (use JARPA form)
- Mason Environmental Permit with Habitat Management Plan
- Building Permit**

New Bulkhead - Without a Residence and Costing Less Than $5,718
If the proposed bulkhead is on property that does not have a legal single-family residence and the cost of labor and materials is less than $5718, the following shall be submitted to the County:
- State Environmental Protection Act (SEPA) Checklist
- Shoreline Exemption (use JARPA form)
- Mason Environmental Permit with Habitat Management Plan
- Building Permit**

New Bulkhead - Without a Residence and Costing More Than $5,718
If the proposed bulkhead is on property that does not have a legal single-family residence and the cost of labor and materials is more than $5718, the following shall be submitted to the County:
- State Environmental Protection Act (SEPA) Checklist
- Shoreline Substantial Development Permit (use JARPA form) – *A public hearing is required.*
- Mason Environmental Permit with Habitat Management Plan
- Building Permit**

New Non-Residential Bulkhead
For commercial, multi family, and other bulkhead proposals, the following shall be submitted to the County:
- State Environmental Protection Act (SEPA) Checklist
- Shoreline Substantial Development Permit (use JARPA form) – *A public hearing is required.*
- Mason Environmental Permit with Habitat Management Plan
- Building Permit**
Bluff Stabilization
Coastal bluffs are sensitive ecological areas and support endangered wildlife species. The natural erosion of coastal bluffs along the Puget Sound and Hood Canal shores provide the primary source of beach sediment, which is essential for maintaining beaches and associated nearshore habitats. Critical habitats such as coastal forests, spawning beaches for forage fish (such as surf smelt), eelgrass beds, and salt marshes depend on these functioning coastal systems.

Disturbing and artificially stabilizing bluffs is strongly discouraged and must undergo permit review.

Non-Conforming Proposals
A Shoreline Variance application shall be submitted to apply to construct or modify a bulkhead that does not meet the Shoreline Master Program’s bulk, dimensional, or performance standards.

A Shoreline Conditional Use application shall be submitted to apply to construct or modify a bulkhead that does not meet the Shoreline Master Program’s use requirements.

State and Federal Permits
In addition to submitting permit applications to the County, you should submit a completed JARPA form to the agencies below. The Army Corps of Engineers’ review process could take several months.

Fees and Valuation
See the Mason County Community Development Fee Ordinance and the Mason County Building Department Fees for permit, publication, and review costs. Valuation is determined by the total cost or fair market value of any donated, contributed or found labor, equipment, or materials (WAC 173-27-030 (8)).

Timeline
Valuation

Bulkheads and retaining walls are valued by the Mason County Building Department as follows:

Concrete, wood, rock, and ecology bulkheads are valued at the current Building department fee schedule, see building fee schedule for amount per square foot. Those requiring SEPA review and a Mason County Building Permit take approximately six weeks.

Those requiring a Substantial Development Permit take approximately three to four months (see attachment A).*

Those requiring a Conditional Use and/or Variance Permit take approximately five months (see attachment A).*

* State and Federal Approvals may take longer.

References:
SEPA Categorical Exemptions - Washington Administrative Code 197-11-800
Mason County Shoreline Master Program - Use Regulations 17.50.060
Mason County Comprehensive Plan - Shoreline Policies – IX-2
Mason County Resource Ordinance - Landslide Hazard Areas 17.01.100
Mason County Resource Ordinance - Fish & Wildlife Habitat Conservation Areas 17.01.110
The information in this brochure is provided only as a general guideline. You should not rely on the brochure to identify the specific requirements for your project. To identify these requirements, apply for a Site Pre-Inspection ($255) or contact the Planning Department.
GENERAL BULKHEAD APPLICATION REQUIREMENTS

Prior to submitting applications, it is recommended that you have a Site Pre-inspection ($255) performed by a Planner to determine the requirements specific to your property and proposal.

In addition to the above applications, checklists, and/or reports, bulkhead proposals should include, at a minimum, the following:

☐ Site Plan(s) (on letter, legal, or 11’’ x 17’’) that clearly shows:
  • The location of the proposed bulkhead in relation to the property lines and the residence.
  • The dimensions of the proposed bulkhead.
  • The existing improvements (house, existing bulkhead, sidewalk, dock, gravel driveway, etc).
  • The location of the ordinary high water mark.
  • The proposed land contours at 5 foot intervals (height) for areas waterward of the bulkhead and at 10 foot intervals for areas landward of the bulkhead.
  • A delineation of any nearby wetland and/or marsh areas.
  • A general indication of vegetation on the site.
  • Areas proposed to be landscaped with native vegetation, etc (mitigation).
  • Parcel number and address.
  • The North arrow.
  • Scale.

☐ Cross Section(s) (on letter, legal, or 11’’ x 17’’) that clearly shows:
  • The dimensions of the proposed bulkhead, including the footings.
  • The existing bulkhead to be replaced (if applicable).
  • The ordinary high water mark.
  • The existing and proposed ground elevations.
  • Where applicable, a depiction of the existing and proposed impacts to views.
  • Scale.

☐ Documentation (dated photos, professional reports, etc) showing that the rate of erosion threatens existing upland improvements.

☒ If proposing a concrete or rip rap bulkhead: A report or letter prepared by a licensed hydrologist or an engineer with expertise in shoreline hydraulics stating why a ‘hard’ bulkhead is necessary and alternatives are not feasible.

☐ Structural Drawings/Engineering

☐ A Geotechnical Report, if required.

☐ A Habitat Management Plan (mitigation), if required.

☒ For Shoreline Substantial Development Permits, Shoreline Variances, or Shoreline Conditional Uses, please provide the names and mailing addresses of all property owners within 300 feet of property where development is proposed. These property owners will be notified of the public hearing.
SUBSTANTIAL DEVELOPMENT PERMIT PROCESS

The following process applies to the shoreline development proposals that require a Shoreline Substantial Development Permit, a Shoreline Conditional Use Permit, or a Shoreline Variance:

- A legal notice is placed in the “Shelton-Mason County Journal” for two consecutive weeks. Publication cost is the responsibility of the applicant. Final permit processing will not occur until advertising fees have been paid to the newspaper.

- A thirty (30) day public comment period begins from the second legal notice publication date; notices are sent to all adjacent property owners within 300 feet of applicant’s property boundary lines. A notice is also posted at the subject property.

- A public hearing is scheduled on the first available (second or fourth) Tuesday following the 30 day public comment period. Hearings are held at 1 PM, but you may have one or more hearing that precedes yours. You are not required to attend the hearing, but it is recommended that you do attend to answer questions that the Hearing Examiner or the public may have.

- The Hearing Examiner issues a Decision within two weeks of the public hearing.

- The County approves, conditionally, approves, or denies the permit based on the Hearing Examiner’s Decision. However, construction may not proceed until after the Washington Department of Ecology and the public has had 21 days to appeal the permit decision.

- The County submits the permit and findings to the Department of Ecology, the Attorney General, and the applicant. A twenty-one (21) day comment period for Substantial Development Permits commences when the Department of Ecology receives the permit, during which appeals to local government decisions can be made. The twenty-one day comment period for Conditional Use and Variances commences when the County receives Ecology’s written decision.

- The Department of Ecology will render and transmit to the County and applicant its final decision approving, approving with conditions, or disapproving the permit within thirty (30) days of the date of submittal. Should there be an appeal, the project applied for may not begin until all appeals have been settled by the State of Washington Shorelines Hearings Board.

- If the permit decision has not been appealed, the local government’s approval of the project stands and construction pursuant to the permit can proceed (as long as no other permits are needed).

- No permit authorizing construction shall extend for a term of more than five (5) years. If actual construction of a development, for which a permit has been granted, has not begun within two years after the approval of the permit by the Hearing Examiner, the Hearing Examiner shall, at the expiration of the two year period, review the permit, and upon a showing of good cause, extend the permit for one year. Otherwise, the permit terminates. Provided, that no permit shall be extended unless the applicant has requested in writing such review and extension within two years of the permit approval.
# Building Permit Application

**Owner Information:**

- **Name:**
- **Mailing Address:**
- **City:**
- **State:**
- **Zip:**
- **Phone:**
- **Cell:**
- **Email:**

**Contractor Information:**

- **Name:**
- **Mailing Address:**
- **City:**
- **State:**
- **Zip:**
- **Phone:**
- **Cell:**
- **Email:**
- **L&I Reg #:**
- **Exp.:**

**Parcel Information:**

- **Parcel Number:**
- **FIRE DISTRICT:**
- **Legal Description:**
- **Site Address:**
- **City:**
- **Directions to Site Address:**

**Is Property Within 200 FT:**

- Saltwater
- Lake
- River/Creek
- Pond
- Wetland
- Seasonal Runoff
- Stream
- Yes
- No

**Type of Job:**

- New
- Addition
- Alteration
- Repair
- Other

**Use of Structure (Residence, Garage etc.):**

- Is Use: Primary
- Seasonal
- Number of Bedrooms
- Number of Bathrooms
- Describe Work

**Square Footage:**

- 1st Floor: __ sq. ft.
- 2nd Floor: __ sq. ft.
- 3rd Floor: __ sq. ft.
- Basement: __ sq. ft.
- Garage: __ sq. ft.
- Attached
- Detached
- Covered Deck: __ sq. ft.
- Covered Storage: __ sq. ft.
- Other: __ sq. ft.
- Attatched
- Detached

**Manufactured Home Information:**

- **Make:**
- **Model:**
- **Year:**
- **Length:**
- **Width:**
- **Bedrooms:**
- **Baths:**
- **Serial Number:**

Owner / Builder acknowledges submission of inaccurate information may result in a stop work order or permit revocation. Acknowledgement of such is by signature below. I declare that I am the owner, owners legal representative, or contractor. I further declare that I am entitled to receive this permit and to do the work as proposed. I have obtained permission from all the necessary parties, including any easement holder or parties of interest regarding this project. The owner or authorized agent represents that the information provided is accurate and grants employees of Mason County access to the above described property and structure(s) for review and inspection. This permit/application becomes null & void if work or authorized construction is not commenced within 180 days or if construction work is suspended for a period of 180 days. **Proof of Continuation of Work is by Means of Inspection. Inactivity of this Permit Application of 180 Days Will Invalidate the Application.**

X ____________________________
Signature of Applicant

X ____________________________
Date

Print Name

**Owner / Representative / Contractor** (Circle to indicate)

**Departmental Review**

- Approved
- Date
- Denied
- Date
- Tags/Notes/Conditions

**Building Department**

**Planning Department**

**Fire Marshal**
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SEPA Guide for Project Applicants

STATE ENVIRONMENTAL POLICY ACT

Protecting Air, Land, Water, People

Prepared by:
Washington State Department of Ecology
Environmental Coordination Section

Publication # 02-06-018
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Abstract: This volume is intended to provide guidance to applicants whose project proposals must undergo environmental review under the State Environmental Policy Act (SEPA). The Guide has been expanded to include assistance on completing an environmental checklist.

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Glossary of SEPA Terminology

Categorical exemptions: Part 9 of the SEPA Rules describes types of projects that have been exempted from SEPA requirements because they are unlikely to have a significant adverse environmental impact or were designated exempt by the legislature.

Determination of nonsignificance (DNS): A DNS is issued by the SEPA lead agency after they have determined that a proposal is unlikely to have a significant adverse environmental impact or that all adverse impacts can be "mitigated" to a nonsignificant level.

Determination of significance (DS): A DS is issued by the SEPA lead agency after they have determined that a proposal is likely to have one or more significant adverse environmental impacts that should be evaluated in an environmental impact statement (EIS).

DNS: see "determination of nonsignificance"

DS: see "determination of significance"

EIS: see "environmental impact statement"

Environmental checklist: A form that asks questions about various aspects of a proposal and that is evaluated by the SEPA "lead agency" to identify potential adverse environmental impacts.

Environmental impact statement (EIS): An EIS is a document that includes analysis of probable significant adverse environmental impacts of a proposal, reasonable alternatives, and possible mitigation measures.

Lead agency: The SEPA lead agency is responsible for completing the environmental review of a proposal and issuing the necessary SEPA documents, so that all permitting agencies can make informed decisions.

Mitigation: Mitigation is avoiding, minimizing, rectifying (repairing), reducing, eliminating, compensating, or monitoring of environmental impacts.

Scoping: Scoping is the initial step in the production of an EIS, where interested agencies, tribes, and the public have the opportunity to comment on issues to be focused on in the EIS.

Scoping notice: see "determination of significance" and "scoping"

SEPA Rules: Chapter 197-11 WAC, the rules adopted by the Department of Ecology to implement the Act.

State Environmental Policy Act: Chapter 43.21C RCW
What is SEPA?

The State Environmental Policy Act (SEPA) (chapter 43.21C RCW) was adopted in 1971 to ensure that environmental values were considered during decision-making by state and local agencies.

The environmental review process in SEPA is designed to work with other regulations to provide a comprehensive review of a proposal. Most regulations focus on particular aspects of a proposal, while SEPA requires the identification and evaluation of probable impacts to all elements of the built and natural environment. Combining the review processes of SEPA and other laws reduces duplication and delay by combining study needs; combining comment periods and public notices; and allowing agencies, applicants, and the public to consider all aspects of a proposal at the same time.

This guide will provide a general overview of the SEPA process for project applicants, including guidance in completing the environmental checklist. We understand that first experiences with unfamiliar processes are often frustrating. It is our hope to make the SEPA process as simple and understandable as possible for you.

As we discuss the SEPA process and your part in it, you may find it helpful to look over and refer to the SEPA Review Process flow chart on the back of this document. You will also find a Glossary on page 2 to help you with unfamiliar terms. If after reading through the guide, you have any questions, Contact Numbers and Additional Resources are also listed on page 25, or you may contact the agency you are working with.

Where do I begin?

The SEPA process most often begins when you submit the first permit application for your proposal to a state or local agency. It may also be possible for you to have a pre-application meeting to discuss your project, permit requirements, and the SEPA process with the agency(ies) involved.

Not all projects require SEPA (see “categorical exemptions” in the glossary for additional information); it is dependent on the size and character of what’s proposed. The agency that will be making decisions on your project will tell you whether SEPA is required for your proposal.

You, as the project applicant, will have responsibilities, such as filling out an environmental checklist, which asks questions about your proposal. Supplying accurate and complete information can save both time and money.

Most steps in the SEPA process will be handled by the agencies that will issue permits or other approvals for your project. One agency is identified as the SEPA “lead agency” and is responsible for completing the SEPA process. The determination of who is lead agency for your proposal is the responsibility of the agency who
receives the first permit application. In most cases the lead agency will be the city or county will a permit to issue for your project.

Lead agency responsibilities include:

- Reviewing all environmental aspects of your proposal, including those under the jurisdiction of other agencies;
- Identifying potential adverse environmental impacts;
- Determining whether the environmental impacts of your proposal are likely to be significant after identified mitigation is applied;
- Issuing the SEPA documents. (See SEPA Project Review, below.)

**SEPA Project Review**

The SEPA review process will begin for your proposal when you submit a completed environmental checklist. After initial review of the checklist, the lead agency must decide if they have enough information to identify the potential adverse environmental impacts of your proposal or whether additional information is required.

Mitigation measures may be needed for adverse environmental impacts that are identified. Mitigation measures are changes or conditions added to your proposal that will avoid, minimize, or compensate for adverse impacts.

- If your proposal is not likely to have a significant adverse environmental impact or mitigation has been identified to reduce the impacts sufficiently, a determination of nonsignificance (DNS) can be issued. The DNS may have a public and agency comment period.

- If mitigation cannot be easily identified to sufficiently reduce the likely significant adverse impacts of your proposal, an environmental impact statement (EIS) will be needed. The EIS is used to analyze your proposal, reasonable alternatives, and other methods that may be used to reduce or eliminate the adverse environmental impacts of your proposal. The lead agency begins by issuing a determination of significance (DS)/scoping notice for agencies and the public to review. "Scoping" is done to identify key issues related to your project that will be evaluated in the EIS.

Agencies will use the information in the EIS or DNS when they make permit decisions. Permit conditions may be added to reduce the adverse impacts of your proposal. Under very rare circumstances, if an EIS shows there are likely adverse environmental impacts that cannot be reduced to an acceptable level, permits or other approvals for your proposal may be denied. It is also possible for permits to be denied under applicable permit regulations.
Integrated Project Review

If a city or county planning under the Growth Management Act (GMA) will be issuing a permit or other approval for your proposal, they must also follow the procedures of the Local Project Review Act (Chapter 36.70B RCW). Although many aspects of the Local Project Review Act are similar or related to SEPA, they are separate laws. The purpose of the Local Project Review Act is to provide an opportunity for public and agency involvement early in the project review process and to fully integrate permit review with environmental review.

When a GMA city or county receives your permit application and any additional information they determine necessary to begin their project review, they will issue a "determination of completeness." The determination of completeness is not a SEPA document, but is the first step in the integrated project review process.

Soon after issuing the notice of completeness, the GMA city or county will issue a "notice of application." The notice of application is sent to interested agencies, and the public is given notice that they have 14 to 30 days to review and comment on your proposal. This provides an opportunity for other agencies and the public to become involved early in the review process when it is easiest for any needed changes to be made.

If the GMA city or county is also the SEPA lead agency for your proposal, at the agency’s option, the comment period for the notice of application may be used to solicit comments on the DS (issued together) or the DNS (which is issued after the comment period ends).

The integrated project review process ends with the GMA city or county issuing a notice of decision that states the decisions made on the project permit applications.

How long will this take?

SEPA review is intended to be integrated throughout an agency’s permit review process, rather than a separate step. Most agencies make sincere efforts to process permit applications as efficiently as possible, while still addressing regulatory and environmental concerns. The time needed to review your proposal will depend on the permits needed, the complexity of the project, the amount of information already available, and the need to complete additional analysis or studies. In many cases, project review may be completed in two or three months. On the other hand, completing project review for some complex projects may take years. The SEPA lead agency can give you the best information on when their project review may be completed. You may also wish to discuss timing of permits and approvals with other agencies involved with your project.

A determination of completeness does not guarantee that additional information and/or studies will not be needed later in the review process.
How much will this cost?

Agencies are allowed to charge applicants for SEPA processing. These fees are not set by state law but by agency ordinances, and will vary greatly between one agency and another. If additional studies, such as a wetland delineation or traffic study, or an environmental impact statement are required, costs will be much greater. The best guidance is likely to be from the lead agency for your proposal. You may wish to talk this over with them before you get too far along in the process.

Does every permit go through SEPA again?

Usually, the lead agency completes the environmental review process for the entire proposal. All agencies that have permits to issue use the lead agency’s environmental analysis and documentation in their decision-making. There are a few exceptions:

- **NEPA is required by a federal agency.** If you need a permit, approval, or funding from a federal agency, you may need to comply with the National Environmental Policy Act (NEPA). NEPA is very similar to SEPA, but it is a federal law and distinct from the state law. With good planning, the requirements of both NEPA and SEPA can be met at one time. It is also possible for NEPA documents to be adopted by state and local agencies to fulfill SEPA requirements (at the discretion of the SEPA lead agency). If you know that you will require federal permits for your project, it is a good idea to discuss the situation with the SEPA lead agency to see how NEPA and SEPA can best be completed.

- **Additional studies are needed by another agency.** Other agencies that must issue a permit, approval, or funding for any portion of the proposal may need additional studies beyond those identified by the lead agency. These may be required under permit regulations, or through SEPA.

How do I begin?

Your first step in the SEPA process is filling out the environmental checklist. The purpose of the environmental checklist is to provide information to identify likely environmental impacts from proposals and to reduce or avoid these impacts, if possible. The agency will also use this information to decide whether the likely environmental impacts of the project need further study, have been adequately addressed by existing regulations, or can be mitigated.

The checklist has questions about your project and both the built environment (land use, transportation, utilities and services, etc.) and the natural environment (water, air, plants, animals, etc.). As you complete the checklist, you should think of ways to reduce the impacts of your project. Modifications made by you or the permitting agencies are most easily integrated early in the development of your proposal.

In most cases, you should be able to adequately answer most, if not all, of the questions yourself based on a familiarity with the project and the site. To help you with this, guidance is included, starting on page 8, on how to best answer the questions and where to get additional information for some questions.
A consultant may be needed if your proposal is complex or additional studies, such as a wetland report or transportation study, are requested by the lead agency. Some applicants prefer to hire a consultant to complete all of the necessary paperwork.

Before you begin, scan through the checklist, so you are familiar with the range of questions. Often, one question will bring to mind information that will help you answer another more completely. Your complete and accurate answers on the checklist helps the agency determine what other agencies will have decisions related to your project, who will be lead agency, and how your proposal is likely to affect the environment. The checklist also provides information to other permitting agencies and those interested in your proposal.

Complete each question to the best of your ability. An answer of "not applicable" should only be used after careful consideration of the question. Failing to provide adequate information is likely to delay the process.

You are also encouraged to use any existing environmental analysis related to your proposal. Relevant studies may have been completed for local planning documents, such as a comprehensive plan or subarea plan, or for similar types of projects nearby.

Giving information on past actions, related off site activities, and/or future expansions or activities planned in connection with your proposal allows the lead agency to decide what activities should be evaluated together. If enough information is available, the lead agency is able to complete the SEPA process for all related activities at one time. This can save both time and money by avoiding going through the SEPA process for each new addition or expansion, and speeding the permitting of later phases.

The standard environmental checklist form can be found within the SEPA Rules at WAC 197-11-960. The SEPA Rules allow lead agencies to change Part A of the checklist to better suit their needs, so it is generally best for you to get a copy of the checklist directly from the lead agency.

What is "mitigation"?

During review of your proposal, the lead agency may identify possible adverse environmental impacts. If so, you and the agency can work together to identify ways to reduce the impacts, either through changes to the proposal or identification of mitigation measures. Mitigation measures are usually conditions placed on the permit or approval.

Mitigation is defined as:
- Avoiding,
- Minimizing,
- Repairing or restoring,
- Reducing or eliminating over time,
- Replacing, enhancing, or providing substitute resources; and/or
- Monitoring the impact and taking appropriate corrective measures. For the purpose of the checklist it would be appropriate to generally describe what the corrective measures might be.
Mitigation may involve almost anything, such as paying impact fees to local school districts, or changing the design of the project to avoid impacts to wetlands or other sensitive areas. Some mitigation may be required by city or county development regulations, or other local, state, or federal laws. Mitigation can also be based on information on adverse environmental impacts in the SEPA document.

What if I need an EIS?

When the lead agency reviews your proposal, they will attempt to identify mitigation for any adverse environmental impacts (see "What is Mitigation?" above). If the lead agency determines that your proposal, with the mitigation identified, is still likely to have a significant adverse impact to the environment, an environmental impact statement (EIS) is required. The EIS evaluates the adverse environmental impacts of various alternatives and explores possible mitigation to reduce the impacts. The lead agency determines how the EIS will be written, and they may ask or allow you to help in the preparation.

The first step in the EIS process is called scoping. The public, interested tribes, and other agencies are asked to make comments suggesting areas of likely impact, potential mitigation, and possible alternatives to be examined in the EIS.

After scoping, the lead agency must decide what will be covered in the EIS. They are not required to cover every alternative identified during scoping, but are likely to choose a number of alternatives that they feel cover the range of reasonable options. You, as the proponent, may be allowed some input in the shaping of the alternatives to be evaluated, but the decision lies with the lead agency. At a minimum, SEPA requires the evaluation of the proposal and a "no-action" alternative. The no-action alternative is usually defined by how things would be if there were no proposal.

The lead agency will issue the draft EIS with a 30-day public comment period, with a possible 15-day extension. The lead agency will then prepare a final EIS that includes responses to comments received on the draft EIS. Agencies may make permitting decisions needed for your proposal seven days after the final EIS is issued.

What if someone comments?

One of the purposes of SEPA is to involve other agencies and the public in the review process. By allowing the public and agencies to comment on a SEPA document, concerns can be identified and evaluated before permits are issued. This can result in better proposals and greater community acceptance of the final project.

If comments are received on a:

- **DS/Scoping notice**: the lead agency will consider the comments when they decide what will be assessed in the EIS.

- **Draft EIS**: the lead agency must respond to all comments in the final EIS. This may involve changes to the alternatives and/or analysis, or may require new issues to be assessed.
• DNS: the agency will evaluate the comments to decide how they should best be addressed and may require additional analysis. The DNS may be retained or modified, or it may be withdrawn and the impacts reconsidered.

What if I change my mind?

Changing your proposal after starting the review process can have a drastic effect on the ease or difficulty in completing the review process and receiving your permits. If adverse environmental impacts are avoided by the change, you are likely to ease the permitting process and may even avoid the need to do an environmental impact statement. On the other hand, if the review process is nearly or fully completed, significant changes may require portions of the process to be repeated. Incorporating environmental considerations with good planning is your best tool for a fast, efficient review process. If you choose, you may stop the review process at any time, simply by withdrawing your permit application.
The checklist asks you to describe the proposed project, the project site and surrounding area, and the likely changes to the environment that would result from the project. The information will be used by all agencies that have a permit or approval to issue for your proposal. The questions apply to all parts of your project, even if you plan to do them over a period of time or on different parcels of land.

The following guidance is provided to assist you in completing the checklist. If an agency has revised Part A of the checklist, so that the numbers no longer coincide, the titles provided should assist you in locating the relevant material.

You must answer each question accurately and carefully, to the best of your knowledge. Complete answers to the questions now may avoid unnecessary delays later. Looking over the checklist before you begin will help you know what information is required. Although most questions can be answered with a familiarity of the project, the site, and the surrounding area, some information will have to be obtained from other sources, such as the city or county in which your project will occur. This guide will provide you help in both answering the questions and locating the information you will need.

The information you provide will help the agencies analyze your project and decide whether additional studies (i.e. wetland delineation or traffic study) are needed. This information will also be used by the agencies when deciding whether to issue the necessary permits or approvals—to address the gaps and overlaps between other regulations. The checklist is designed to help you think about the possible environmental consequences of your proposal. You are encouraged to consider ways to eliminate or reduce these impacts through changes in your proposal, restoration efforts, etc.

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**TIP**

Required versus “possible” mitigation should be clearly identified in the environmental document. Mitigation that is being considered or possible is appropriate to identify but must be clearly identified as “possible.” Otherwise, any mitigation described is likely to be considered as commitments and conditions of the project.
Guidance for Part A

As noted earlier, the questions in Part A may be reordered or revised by the lead agency. In that event, the titles used below may assist you in finding the appropriate guidance, despite a change in numbering. For questions not included here, please contact the agency requesting the checklist for additional guidance.

1. Project Name
Many projects have names but not all. Residential developments, commercial, and industrial ventures are often named. If the project does not have a name, the clearer response is “none” rather than leaving the question blank.

2. Applicant Name
More than one person, company, or agency may be listed here. The project’s sponsor(s) or the landowner(s) are more appropriate responses than the name of hired consultants, contractor’s, architects, etc. who may be handling applications—although including all three is preferable.

3. Applicant Address and Phone Number
At a minimum, include the address and phone number of the preferred contact, but including addresses and phone numbers for everyone listed under #2 is preferable.

4. Date Checklist Prepared
This date may be used to document when responses were given. This could alert persons that conditions may have changed and protect the applicant somewhat from charges of misrepresentation if applicable regulations are revised, the proposal is altered, new information becomes known, or an unexpected event occurs at a later date.

5. Agency Requesting Checklist
If the checklist has not yet been requested, list the agency who you intend to submit the checklist to. For agency proposals, list the agency(ies) that will be lead agency for the action.

6. Timing or Schedule
Include information on when construction is expected to begin and end, start of use or operation, expected end of use, and the timing of closure or reclamation. For relicensing of existing facilities/operations, describe the project’s history of licensing and operation.

The reference to “phasing” refers to where one portion of a proposal is completed or undergoes review and/or approval prior to later stages. Although construction projects typically have stages (grade and fill, utility installation, building construction, etc.) you need only identify them as “phases” if seasons will pass between the stages. Examples include: land division, site preparation, road construction, and utility installation done first, with building construction occurring at some later indeterminate time; or the development of a recreational facility (golf course or resort) followed by later phases such as condominiums, single-family subdivisions, or commercial development on the same or nearby tracts.
7. Future Proposals

Known expansions and related proposals that are expected to occur, but have not undergone environmental review, should be identified. It may be possible to incorporate the review of future aspects within the review of the current proposal, saving time and money later. The lead agency makes the determination of what aspects can and should be reviewed at this time.

8. Environmental Information

Include reports, studies, or other environmental documents that have been, are being, or will be prepared that provide relevant environmental information about your project, the site, or the area. They may be created to support your proposal, for a similar or related project, or they may have been developed during planning by the city or county, etc.

Identify the special reports, studies or plans required by development regulations or submitted with project applications. Examples might be:

- Wetland Report
- Traffic Study
- Geotechnical Study
- Archaeological Report
- Stormwater Pollution Prevention Plan (SWPPP)

9. Pending Approvals

Include any permits, funding, or other approvals that have already been applied for that affect the project site but are not part of the current proposal. Examples include a rezone request, water right application, previous proposal of which this is an addition, etc. A list of common permits can be found on the following page.

10. Permit Information

List all approvals or permits from any governmental entity that you know will be needed for your proposal, whether from the agency requesting the checklist or from other governmental entities. Governmental entities include: cities, counties, state agencies, districts, ports, and federal agencies. Include any required certificates or letters of availability for public services or utilities.

If you do not know the permits that might be required, the agency requesting this checklist or the Office of Permit Assistance (OPA) can help you [360-407-7564, 1-800-917-0043 or http://www.ecy.wa.gov/]. OPA can provide applicants and agencies with personal assistance, the Permit Handbook (available online or by request), and an online interactive program “OPAS” that can help you identify permits for your project.
Commonly required permits include but are not limited to:

**Local City or County Permits:**
- Building
- Preliminary/final plat
- Grading
- Water system
- Shoreline
- Right of way
- Utility
- Site plan review
- Septic system
- Floodplain development
- Variance (zoning, shoreline, etc.)
- Outdoor burning

**State Issued Permits:**
- Dept. of Fish and Wildlife
  - Hydraulics project approval
  - Bald eagle management
  - Grass Carp
  - Shooting Preserve
- Dept. of Natural Resources
  - Forest Practices
  - Aquatic lease
  - Burning (forest slash)
  - Reclamation
- Dept. of Ecology
  - Water rights
  - Well drilling
  - NPDES
  - Water quality certification
  - Stormwater
  - Underground storage tank certification
  - Dangerous waste
- Air Authority/Dept. of Ecology
  - New source review, for a business or industry
  - Notice of intent, for demolition projects

**Federal Issued Permits:**
- US Army Corps of Engineers
  - Section 10 (navigable waters)
  - Section 404 (fill in waters)
- US Coast Guard
  - Section 9 (bridges)
- National Marine Fisheries/US Fish and Wildlife
  - Endangered Species Act consultation

11. Project Description

**Description:** Provide a description of the type of project (e.g. retail, land clearing, commercial timber thinning, warehouse), and the actions which would occur (e.g. grade, fill, clear, construct, operate, close, demolish, mine). Provide sizes and/or quantities, if known (e.g. building square footage; site or lot acreage; cubic yards of excavation, grading or fill; number of parking spaces; length of roads or utility lines; etc.).

**Example:** Clear-cut timber harvest on 3 acres of a 10-acre parcel, estimated 3,000 cu yds of site grading with import of additional 1,200 cu yds of fill material, construct and operate a 30,500 sq ft commercial multi-tenant facility with a 900 sq ft paved outdoor garden center, lighted and paved parking for 1,500 vehicles, utility installation including 950-ft extension of both sewer and water lines, onsite stormwater retention/detention facility, and landscaping.

12. Location

If multiple addresses and/or parcel numbers apply to the project, you may identify the primary address and parcel number(s) and refer to an attached map or written description that will provide sufficient information for the reviewer to understand the precise location of the project. Including the section, township, and range information is also helpful.
Guidance for Part B

1. Earth

a. **General site description:** Describe the basic shape of the land formation on-site, ignoring structures and vegetation, using terms such as those included in the checklist (flat, rolling, hilly, steep slopes, mountainous, etc.).

b. **Percent slope:** Percent slope is typically measured by professionals with a clinometer. To calculate it by hand: Field measurements or a topographic map must be used to determine the rise and run of the steepest slope on site. [Information on creating homemade tools to measure the rise (height change) and run (distance) can be found on the University of Minnesota Extension Service’s Website at www.extension.umn.edu]. The rise and run are then used to calculate the percent slope with this formula:

   $$\text{Percent slope} = \left(\frac{\text{Rise}}{\text{Run}}\right) \times 100.$$  

   A 45° angle (where rise and run are equal) would therefore result in a 100% slope. Ranges of slope are also found in the soil survey books from the U.S. Natural Resource Conservation Service (NRCS)—see 1.c. below.

c. **Soil types:** Information on specific soil types can be obtained from the U.S. Natural Resource Conservation Service soil survey for your site. Soil survey information is available at many city or county departments of community development or universities or other libraries. Soil surveys may also be ordered, when copies are available, directly from the NRCS regional office in Spokane at (509) 323-2900 or 323-2981.

d. **Unstable soils:** As well as steep slopes, signs of unstable soils include evidence of past landslides, mass wasting, erosion (including wind erosion), subsidence, tilting structures, uneven floors, cracked paving, etc. Areas of past fill (landfills, filled wetlands or tidal areas, reclaimed surface mines, etc.), destabilization from vegetation removal, evidence or knowledge of high groundwater or concentrated stormwater infiltration, etc. are further indicators of potential soil non-stability.

e. **Purpose of fill, excavation, or grading:** Examples include: to bring the site level with the street, to level the lot, to fill a low or wet area, to create a pond, etc.

   - **Type of fill:** Describe the type of materials to be imported to the site, such as large rocks, gravel, sand, clay, top soil, mixed soil and rock, etc.

   - **Quantity of fill, excavation, or grading:** Quantities of grading, excavating, and/or filling should be given in cubic yards. Professionals may need to be consulted for this information (architect, contractor, etc.).

   - **Source of fill:** Be sure to include where the fill will come from.

f. **Erosion indicators:** Filling, excavation, grading, or removal of vegetation or other stabilizing ground cover (including demolition of structures), can encourage erosion. Water traveling over or below ground or deflected off smooth or hard surfaces can cause erosion, as well as unprotected soils exposed to wind.

g. **Impervious surfaces:** Include any square foot where rain cannot percolate into the ground such as building footprints, asphalt and concrete areas, covered or capped ground, and lined ditches or ponds.
h. **Erosion control:** Erosion control methods to defray the potential effects of wind, water, and ice on disturbed soils can include:

- Minimizing removal of vegetation and/or areas of disturbance, especially in areas of vulnerability such as steep slopes or where there is already evidence of destabilization, both during construction and operation/use;
- Planting or maintaining vegetative cover (consider also how the type of vegetation can affect soil stability—considering root structure, evapotranspiration, and diffusion of wind and water energy);
- Moistening exposed soils or application of stabilizing compounds to reduce wind erosion;
- Placement of straw, riprap, or other materials to reduce exposure of disturbed soils to the elements. Consider how hard armoring (e.g., bulkheads, riprap) versus soft armoring (vegetation) will affect wind and water energy;
- Placement of roads and structures away from areas of unstable soils or geological hazards;
- Managing stormwater after construction is completed. (Will stormwater collected from large areas of impervious surfaces be discharged directly to the ground at focused locations, released slowly in a diffuse manner, retained on site and discharged directly to surface water, or will it be piped off site?)

See also information provided under section **B.3. Water.**

2. **Air**

a. **Air emission types:** Dust should be considered a potential air emission if upland vegetation will be removed, or if there will be grading, fill, excavation, rock crushing, demolition, etc.

Some types of activities that generate either indoor or outdoor air pollution emissions or the potential to produce an odor nuisance include:

- Abrasive blasting
- Asphalt preparation
- Coffee roasting
- Composting
- Concrete batching
- Dry cleaners
- Fuel dispensing or storage
- Fuel-fired equipment
- Landfill
- Manure application and storage
- Painting or surface coating
- Plating/Anodizing
- Printing
- Rock or material crushing, grinding, or transport
- Soil or groundwater remediation
- Solvent or other volatile liquid use or storage
- Sterilization processes
- Welding
- Wood processing

If the amount of the emission cannot be quantified (such as from agricultural practices, wastewater facilities, or municipal landfills), describe the source(s), including quantities known or assumed. For example: Liquid manure from X dairy cows will be sprayed on X acres during the months of May through September, and will be collected on-site in an X-gallon capacity dairy lagoon.

b. **Off-site sources of air emissions and odors:** See subsection 2.a above for possible of-site sources. Identify any regional air quality limitations (such as an air quality designated non-attainment area). For information of this type, contact your local Air...
Quality Authority or the Air Quality Program staff at the local Department of Ecology regional office. Areas with existing air quality issues (smoke and other particulate matter, ozone, carbon monoxide, odor, etc.) are more sensitive to impacts from proposed projects and may have an adverse impact on some project activities.

c. **Measures to reduce or control air emissions:** Methods that will be used to reduce or eliminate dust or other air emissions include methods to contain, treat, or reduce odors and/or pollutant emissions, such as consistently covering material soon after deposit, placing covers over or aerating wastewater lagoons, use of bag houses or air scrubbers, wetting or otherwise stabilizing disturbed soils, using “clean” fuel/power, recycling solid waste (rather than burning or landfill), etc.

3. **Water**

Note: The Washington Department of Ecology’s Water Quality Program has information on their website that may be helpful in identifying water quality issues and improving your proposal. [http://www.ecy.wa.gov/programs/wq/wqhome.html](http://www.ecy.wa.gov/programs/wq/wqhome.html)

a. **Surface Water**

1) **Water body on or near the site:** Describe (and name whenever possible) any onsite or nearby surface water body, including streams (permanent, intermittent, or seasonal), rivers, ponds, wetlands, lakes, salt water, etc. (Although a distance has not been set by rule, within 300 feet or the width of the floodplain, whichever is larger, may be a good rule of thumb to use for determining “nearby.”)

2) **Work in, on, or near the water:** Include grading, fill, or excavation; installation, construction, or demolition; paving; painting or other maintenance activities; storage of materials; planting or removal of vegetation; etc. Also describe where these activities will take place in relation to the water body.

3) **Water body fill or dredge:** Describe the quantity, type of material, and the location, including the size of the area to be filled or dredged. Example: Remove 4,000 cubic yards of silt and gravel from the Big River to maintain the navigational channel between river mile (RM) 3.5 and RM 6.2.

4) **Surface water withdrawals and diversions:** Describe the quantity and location of any surface water withdrawal, even if the use will be nonconsumptive (meaning the same quantity of water is returned to the water body). “Diversions” refer to changes in flow patterns, such as diverting a stream away from a building site or the creation of ponds or inlets.

5) **Floodplain:** Zone designations are found on the Federal Emergency Management Agency (FEMA) Flood Insurance Rate Maps (FIRMs). FEMA maps are available through the local jurisdiction (city or county) or by contacting the Department of Ecology's regional floodplain staff.

6) **Discharge of waste:** Include industrial wastewater; domestic sewerage; agricultural runoff; stormwater drainage from parking lots, equipment storage areas, chemically-treated lawns and landscaping; etc. Describe the source, the likely contaminate, and quantities if known.
b. **Ground Water**

1) **Ground water withdrawals and discharges:** Describe any new or increased groundwater extractions, including use or purpose and approximate quantities if known. For water discharges to ground, remember to consider how stormwater runoff collected from impervious surfaces is managed on-site.

2) **Waste discharges to ground:** Septic systems are a primary source of waste discharges to ground, but unlined ponds or trenches used for discharge or storage of liquid waste (liquid manure, food processing waste, contaminated waters, etc.) should also be considered. Remember to include size/quantities and to describe the nature/characteristics of the waste to the degree known.

c. **Water runoff (including stormwater):**

1) **Runoff source and flow:** Describe the source of runoff, any intended management systems, and both where and how the runoff will be discharged or allowed to flow to ground or surface waters.

2) **Waste or contamination of runoff:** In considering whether waste could be carried to ground or surface waters, consider potential sources of contamination (such as parking lots, equipment storage, agricultural practices, lawn and landscaping maintenance, animal waste, treated wood, eroding soils, etc.), any treatment provided, and where the runoff will flow or be discharged. Describe the type/source of potential contamination and the water body or aquifer it is likely to end up in.

d. **Mitigation for water impacts:**

Mitigation measures for water quality impacts may include:
- Erosion control measures (See section B.1.h above);
- Minimizing or avoiding activities within water bodies;
- Working in dry conditions where possible;
- Providing adequate buffers;
- Planting and/or maintenance of native vegetation—including trees and shrubs;
- Replacement or compensation for lost functions;
- Avoiding or minimizing contamination of stormwater;
- Adequate treatment and retention of stormwater;
- Maintaining/replacing septic systems or using public sewer systems;
- Limiting use of fertilizers and pesticides;
- Optimum treatment of sanitary and/or industrial wastewater;
- Location or manner of wastewater discharge (diffusion, area of rapid mixing and/or aeration, etc.);
- Recycling or treating/reusing wastewater;
- Using steel or concrete pilings rather than treated wood;
- Planning over-water structures to minimize shading with narrower width or filtering light through glass or grating.

Mitigation measures for flooding may include:
- Minimizing the footprint of impervious surfaces,
- Avoiding construction or fill within wetlands and/or floodplains,
- Replacement of lost wetlands,
- Retention of natural vegetation—including trees,
- Vegetation plantings,
- Stormwater management and detention,
• Groundwater recharge versus discharge to surface waters,
• Location and design of wastewater discharge.

Mitigation measures for impacts to water availability to consider:
• Recycle or treat and reuse wastewater,
• Use of equipment or methods to reduce water use,
• Eliminate or minimize existing water consumption,
• Use of alternate source where impact would be reduced.

4. Plants
a. Types of vegetation: Information on vegetation types is available from the Washington Department of Natural Resources regional office, the Puget Sound Environmental Atlas, and/or the city or county.

b. Vegetation removal or alteration: In most cases the amount of vegetation that will be lost or altered is most easily described in land area (acres or square footage). Selective removal or alteration of a relatively small number of individual trees or other plant(s) would be an exception. If harvesting timber, you may wish to include information on board feet as well as the acreage involved.


d. Vegetation mitigation: Avoiding or minimizing disturbance, plantings (particularly of native plant species), removal of invasive species, and reseeding should be considered as ways to mitigate impacts to vegetation. Protection, replacement, or enhancement of rare or valuable habitat is of particular value.

5. Animals
a. Types of animals: Information on the types of animals in your area is available from the local Washington Department of Fish and Wildlife office, TRAX system through the regional Washington Department of Natural Resources office, the Puget Sound Environmental Atlas, and/or the city or county.

b. Threatened and endangered species: Washington Department of Fish and Wildlife maintains a listing at [http://www.wa.gov/wdfw/](http://www.wa.gov/wdfw/) or you may contact their GIS section in Olympia. A list of the federally-designated threatened and endangered animal species within Washington State is available at [http://ecos.fws.gov](http://ecos.fws.gov) or by contacting the U.S. Fish and Wildlife Service or the National Marine Fisheries Service. Lead agencies may also choose to have applicants complete the “Optional Salmon Checklist” available in several formats at [http://www.ecy.wa.gov/programs/sea/sepa/forms.htm](http://www.ecy.wa.gov/programs/sea/sepa/forms.htm)

c. Animal migration routes: Consider birds, fish and other wildlife when identifying migration routes. Examples of areas that should be identified are areas of rare or unique habitat; wildlife corridors; fish-bearing rivers and streams; and lakes, ponds, and other areas where migrating birds are likely to stop.

d. Wildlife mitigation: Examples include:
• Habitat restoration (native plantings; maintaining water quality and hydrology including temperature, stream flow, etc.; protection from human and domestic animal intrusion or noise, light, and glare; etc.);
• Measures to preserve or restore fish and wildlife corridors;
• Monitoring or ongoing stewardship of habitat.

6. Energy and Natural Resources

a. Types of energy: If different energy types/sources will be used to address separate uses/needs, identify what type will be used for which use (such as natural gas for heating, cooking, and hot water; electricity for all other household needs).

b. Solar power interference: In essence, this question refers to shading of nearby properties as a result of the proposal. If this may occur, please describe which properties will be affected and the degree this is likely to occur.

c. Mitigation may include:
   • Choosing materials or energy sources that have been recycled or are renewable and plentiful,
   • Measures to reduce consumption,
   • Other measures that will increase availability of the resource now or in the future.

7. Environmental Health

a. Environmental health hazards: Describe any existing or suspected contamination at the site. Indicators of possible site contamination include some types of past uses: such as auto repair or wrecking facilities, gasoline dispensing facilities, dry cleaning, municipal dump site, radioactive waste, industrial site, log yard, agricultural uses (fertilizers and/or pesticides), etc.

Contact the Department of Ecology’s Toxic Cleanup Program in the regional office or headquarters for additional information or assistance in identifying potential or verified contaminated sites, and the type of contamination likely at a site.

Describe any toxic or hazardous chemicals that might be stored, used, or produced during the project’s development and/or construction, or at any time during the operating life of the project. For example, an auto body shop is likely to use solvents and paints, and produce or generate used cleaning solvents or paint wastes.

The use, storage, and/or transport of minor quantities of cleaning supplies, such as to maintain an office building or for residential needs may be listed as a class rather than individual products. Substances used in large quantities, such as in industrial or agricultural processes, should be identified by name.

1) Emergency services: Emergency services include police, fire, spill response, ambulance or aid car, etc. Include the need for specialized services and response. For example, certain types of facilities are required to acquaint fire departments with the toxic materials stored or processed on-site and the special fire-fighting needs of the site.

2) Mitigation: Identify mitigation for existing contamination, if any, and for possible impacts during construction and operation of the project.

For possibly contaminated sites, state whether an environmental site assessment has or will be prepared for the site (e.g. Phase I or II site investigation, remedial investigation/feasibility study, etc.). Briefly summarize any actions being taken for additional study or for development of a cleanup plan for contamination or hazardous waste. Contact the Department of Ecology’s Toxic Cleanup Program and/or an environmental cleanup contractor for information on appropriate
cleanup and/or containment methods. List any remedial investigation/feasibility study, federal record of decision or state cleanup action plan. (Also list in A.8.)

For the project, list any Spill Prevention, Containment and Control Plan (SPCC) or similar environmental, health, and safety plans. (Also list in A.8.)

Summarize any plans to contain or address environmental impacts and potential releases in the event of an upset, scheduled or unscheduled shut down, accident or contingency occurring, or if project construction or operations are temporarily or permanently suspended. Also, for these circumstances explain any plans to bypass normal processes or controls.

Describe any measures during construction and operations to reduce or eliminate the use or production of hazardous substances.

b. Noise:

1) Noise in the area: Consider noises associated with vehicles, machinery, drilling, blasting, crushing, dropping of heavy objects, sports fields, playgrounds, loud music, animals, bells, sirens, whistles, other alarms, etc.

2) Noise from the proposal: See B.7.b.1 above for help with types of noise sources. Truck traffic should be quantified by number and by size of load; construction noise should be described so that the reviewer can understand whether hammering will be the norm, or heavy machinery will be used; etc.

3) Mitigation for noise: Suggestions include:
   • Maintenance or construction of berms and/or vegetated buffers,
   • Siting of noise source(s) away from receptors (human and animal),
   • Limiting hours of operation;
   • Design of structures to absorb noise,
   • Selection of equipment and/or power source to be used.

8. Land and Shoreline Use

a. Current uses: Be as specific as possible. The words in the parentheses are examples that give more information than the classifications alone.
   • Residential (apartments/condominiums, townhouses/duplexes, single-family homes, group home, etc),
   • Commercial (gas station/mini-mart, restaurant, grocery store, strip mall, super mall, etc.),
   • Community or public service (school, church, daycare, fire station, etc.),
   • Industrial (warehouse, light manufacturing, pulp and paper mill, refinery, etc.),
   • Natural resource (forest land, mining, wildlife preserve, etc.),
   • Recreational (golf course, country club, resort, park, etc.), or
   • Agricultural (orchard, crop farm, cattle ranch, dairy farm, poultry, etc.).

b. Agriculture uses: Include the type of crop or animal raised on the site, as well as how long ago the agricultural use occurred.

c. Structures: Include size, number, and use of each structure.

d. Demolition: Structures are not limited to buildings, but can include bridges, cell towers, fuel tanks, pipelines, etc. When describing a structure to be demolished, information on size is beneficial.
e. **Zoning:** Include the allowable density as well as the classification. Contact the city or county that has primary jurisdiction over the site for this information.

f. **Comprehensive plan designation:** Contact the city or county that has primary jurisdiction over the site for this information.

g. **Shoreline master program designation:** If the site includes or lies within 200 feet of a shoreline of the state, provide the shoreline designation (contact the city or county for this information).

h. **Environmentally sensitive area:** Also referred to as “critical areas,” these are formally identified in an ordinance adopted by cities and counties. Categories include wetlands, streams and surface water bodies, aquifer recharge areas, frequently flooded areas, geologic hazards, and fish and wildlife habitat conservation areas. It is the ordinance of the city or county where the project is located which applies regardless of whether a permit is needed from that city or county.

i. **Persons living or working onsite:** Unless residential occupancy is known (such as in nursing homes, correctional facilities, etc.) the following occupancy rates may be used to calculate the number of people expected to reside within the following types of housing:
   - 2.8 persons per single family residence;
   - 1.9 per unit in multi-unit housing; and
   - 2.4 persons per mobile home.

j. **People displaced by the proposal:** Describe the current use of the site as well as the number of persons displaced. Include both the people that use the site formally (reside, work, etc.) and informally (recreation, transportation, etc.).

k. **Mitigation of displacement:** Describe any measures proposed to reduce or compensate for the displacement of persons described under question B.8.j.

l. **Consistency with plans and land use designations:** Describe, if known, how the project complies with existing land use plans and designations or what changes will be required. Beyond those named in section 8 in the checklist, the following are examples of plans and designations that the proponent and agencies may also wish to consider:
   - Local subarea plan or overlay zones
   - State designated harbor
   - Air quality non-attainment area
   - State salmon recovery plans
   - State wildlife plans
   - Watershed management plan
   - Habitat conservation plan
   - Wild and Scenic River designation
   - State or national park, monument, wilderness, wildlife refuge, marine sanctuary, scenic area

9. **Housing**

a. **Number of units and income level rating:** Number of units refers to the number of apartments or condominiums rather than buildings in multi-residential developments. Set dollar amounts for rating low, middle, and high income housing is not possible due to inflation factors and variability throughout the state. The Washington Office of Financial Management provides information on their website regarding housing.
costs and income levels throughout Washington State, derived from the US census.
http://www.ofm.wa.gov/

b. **Residential units eliminated**: See guidance under B.9.a above.

c. **Housing mitigation**: Consider providing some lower income housing within the development.

### 10. Aesthetics

a. **Building height and exteriors**: Although antennas are excluded, other appurtenances should be measured in stating building height, such as smoke stacks, chimneys, vents, etc. Consider window area in determining the primary building exterior material.

b. **Views**: Include both scenic and non-scenic views that will change. Answer “none” if the appearance of the site will remain unchanged.

c. **Mitigation for aesthetics**: Views valued by persons recreating, traveling, working and/or living in the area should be considered in the design and review of the project. Mitigation may include:
   - Maintenance or construction of berms and/or vegetated buffers,
   - Design of structures,
   - Minimizing view obstructions,
   - Maintaining the character of the area.

### 11. Light & Glare

a. **Types of light and glare**: Consider indoor lighting that may be seen through windows, as well as outdoor lighting such as street lights, signage, parking lots, etc. For glare, consider mirrored and unmirrored glass, and unpainted metal surfaces.

b. **Safety and views**: Consider potential safety impacts to motorists, boaters, air traffic, and pedestrians on and off-site; as well as safety and/or view impacts to nearby residents, area workers, tourists, wildlife and domestic animals.

c. **Off-site sources of light and glare**: Consider how light and glare from off-site sources could affect residents or workers during construction or operation of the proposed project. Effects on native or domestic animals also need to be considered.

d. **Mitigation for light and glare**: Mitigation may include:
   - Maintenance or construction of berms and/or vegetated buffers;
   - Limiting hours of operation or construction work;
   - Design or placement of structures to minimize light and glare or view obstructions.
12. Recreation

a. **Recreational opportunities:** Be as specific as possible. Examples include:
   - Walking, hiking, biking, picnicking
   - Dirt biking, dune buggies, horseback riding
   - Play ground, ball field, tennis or basketball courts, golf course
   - Water park, swimming area or pool, boating, rafting, fishing, beach combing
   - Amusement park, coliseum, stadium, museum, aquarium, zoo, or other public viewing opportunities
   - Fair, rodeo, or other public celebration event

b. **Displaced recreational uses:** See information provided under B.12.a. above.

c. **Recreational mitigation:** Creation of new or improved recreational opportunities such as an onsite playground and club house, donation of land for park facility, providing public access to beach, etc.

13. Historic and Cultural Preservation

a. **Historic register:** Identify any places or objects on or adjacent to the project site that are listed or proposed for listing on a historic register. Contact the local jurisdiction or the State Office for Archaeological and Historic Preservation for information.

b. **Cultural site:** Identify any places or objects on or adjacent to the project site that are of archeological, scientific or cultural importance. Contact the local jurisdiction, the State Office for Archaeological and Historic Preservation, use the TRAX system (regional Department of Natural Resources offices), or tribal sources for information.

c. **Mitigation for historic or cultural resource:** Suggestions include:
   - Avoidance,
   - Maintaining, or restoring the integrity of the site or landmark to the extent possible,
   - Relocating the structure or artifact,
   - Meeting tribal needs for the sanctity of the location.

14. Transportation

a. **Public streets and highways:** Highways or other major arterials listed need not directly access the site but are the major roads likely to be used by employees or residents and for the transport of materials or goods on or off the project site.

b. **Public transit:** Include details on the type (bus, subway, train, etc.) as well as the distance to the nearest stop or terminal.

c. **Parking spaces:** If parking spaces are intended for other types of vehicles than automobiles, please state the number of each type. Also be sure to note when answering this question when the spaces are being added and when they are being eliminated.

d. **New roads and street improvements:** It would be beneficial to show any new roadways on a map and describe them here (number of lanes, turn lanes, surfacing, etc.), as well as any appurtances such as lighting, stormwater conveyance, barriers, signage, etc.

e. **Water, rail, air transportation:** Consider increased demand for the transport of raw materials, products, employees, residents, etc.
f. **Trips per day:** Trips per day is the measure of vehicle trips to or from the project site during a given 24-hour weekday. Many agencies also require information on peak hour trips and it may speed review of your project to include that information on the checklist as well. Only traffic generated by the project need be included. The availability of public transportation, encouragement of car or van pooling, the use of flex-shifts or telecommuting, as well as other traffic mitigation measures may be used to decrease the estimates of traffic generated by the project, but should be detailed in your answer to question B.14.g. below.

g. **Transportation mitigation:** Suggestions may include:
   - A transportation plan for reducing commute trips per day—particularly during peak hours,
   - Road improvements (road widening, added signs or signalization, turn-lanes, etc.),
   - Providing additional parking.

15. **Public Services**

a. **Public service demand:** In describing increased service demand, include the type of service as well as the reason for increased demand.

b. **Mitigation** may include:
   - Donation of property (on or off-site) for public uses,
   - Providing recreational facilities,
   - Providing on-site security or other emergency services,
   - Operational or design measures to reduce emergency risks,
   - Impact fees.

16. **Utilities**

a. **Utilities:** Include those utilities that have distribution lines to the site, but note which services will require installation of connection lines to serve the proposal under B.16.b, below.

b. **Utility needs:** Identify utilities that will be used for the project, the name of the service provider, and describe any construction required for access. Example: “Natural gas from Johnson Gas Co. with installation of a distribution line from Missouri St and 123rd Ave north to the extension of Newton St and from Newton St to each lot.”
## Contact Numbers

### Department of Ecology  [www.ecy.wa.gov/](http://www.ecy.wa.gov/)

<table>
<thead>
<tr>
<th>Division</th>
<th>Phone</th>
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<tbody>
<tr>
<td>Headquarters (Lacey)</td>
<td>(360) 407-6000</td>
</tr>
<tr>
<td>SEPA Unit (Lacey)</td>
<td>(360) 407-6922</td>
</tr>
<tr>
<td>Central Regional Office (Yakima)</td>
<td>(509) 575-2490</td>
</tr>
<tr>
<td>Eastern Regional Office (Spokane)</td>
<td>(509) 456-2926</td>
</tr>
<tr>
<td>Northwest Regional Office (Bellevue)</td>
<td>(425) 649-7000</td>
</tr>
<tr>
<td>Southwest Regional Office (Lacey)</td>
<td>(360) 407-6300</td>
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### Department of Fish and Wildlife  [www.wa.gov/wdfw/](http://www.wa.gov/wdfw/)

<table>
<thead>
<tr>
<th>Program</th>
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<tbody>
<tr>
<td>Fish Program</td>
<td>(360) 902-2800</td>
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<tr>
<td>Habitat Program</td>
<td>(360) 902-2534</td>
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<tr>
<td>Region 1 (Spokane)</td>
<td>(509) 456-4082</td>
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<td>Region 2 (Ephrata)</td>
<td>(509) 754-4624</td>
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<tr>
<td>Region 3 (Yakima)</td>
<td>(509) 575-2740</td>
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<tr>
<td>Region 4 (Mill Creek)</td>
<td>(425) 775-1311</td>
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<tr>
<td>Region 5 (Vancouver)</td>
<td>(360) 696-6211</td>
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<tr>
<td>Region 6 (Montesano)</td>
<td>(360) 249-4628</td>
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### Department of Natural Resources  [www.wa.gov/dnr/](http://www.wa.gov/dnr/)

<table>
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<tr>
<th>Region</th>
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<tbody>
<tr>
<td>Headquarters (Olympia)</td>
<td>(360) 902-1000</td>
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<tr>
<td>Connection to Regions</td>
<td>(800) 527-3305</td>
</tr>
<tr>
<td>Central Region (Chehalis)</td>
<td>(360) 748-2383</td>
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<tr>
<td>Northeast Region (Colville)</td>
<td>(509) 684-7474</td>
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<tr>
<td>Northwest Region (Sedro Woolley)</td>
<td>(360) 856-3500</td>
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<tr>
<td>Olympic Region (Forks)</td>
<td>(360) 374-6131</td>
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<tr>
<td>Southeast Region (Ellensburg)</td>
<td>(509) 925-1793</td>
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<tr>
<td>South Puget Sound Region (Enumclaw)</td>
<td>(360) 825-1672</td>
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<tr>
<td>Southwest Region (Castle Rock)</td>
<td>(360) 577-2025</td>
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<td>(509) 323-2900</td>
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Or check the local phone book.


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<td>(206) 764-3495</td>
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### US Fish and Wildlife Service  [www.rl.fws.gov/](http://www.rl.fws.gov/)

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<td>(360) 753-9440</td>
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## Additional Resources

SEPA (chapter 43.21C RCW), the SEPA Rules (chapter 197-11 WAC), and the SEPA Handbook, are available at [http://www.ecy.wa.gov/programs/sea/sepa/](http://www.ecy.wa.gov/programs/sea/sepa/). Printed copies are available by calling (360) 407-6924 or e-mailing sepaunit@ecy.wa.gov.
You contact an agency to apply for a permit, license, or approval for a project.

The agency determines if your project must go through SEPA.

You complete an environmental checklist and may modify your project to reduce impacts.

Lead agency reviews checklist and identifies adverse environmental impacts and potential mitigation.

Lead agency determines if your project has any remaining probable significant adverse environmental impacts.

End of SEPA process; permit review continues.

Agency issues a determination of significance/scoping notice for public review/comment, and begins the environmental impact statement (EIS).

Agency issues a draft EIS for review and comment.

Agency issues final EIS 7-day wait.

Agency issues determination of nonsignificance (DNS) that may have a comment period.

If the DNS has a comment period, the agency considers comments. Agency retains, modifies, or withdraws DNS.

SEPA Review Process complete. Agencies can make permit decisions.
SEPA ENVIRONMENTAL CHECKLIST

Purpose of checklist:
Governmental agencies use this checklist to help determine whether the environmental impacts of your proposal are significant. This information is also helpful to determine if available avoidance, minimization or compensatory mitigation measures will address the probable significant impacts or if an environmental impact statement will be prepared to further analyze the proposal.

Instructions for applicants: [help]
This environmental checklist asks you to describe some basic information about your proposal. Please answer each question accurately and carefully, to the best of your knowledge. You may need to consult with an agency specialist or private consultant for some questions. You may use “not applicable” or "does not apply" only when you can explain why it does not apply and not when the answer is unknown. You may also attach or incorporate by reference additional studies reports. Complete and accurate answers to these questions often avoid delays with the SEPA process as well as later in the decision-making process.

The checklist questions apply to all parts of your proposal, even if you plan to do them over a period of time or on different parcels of land. Attach any additional information that will help describe your proposal or its environmental effects. The agency to which you submit this checklist may ask you to explain your answers or provide additional information reasonably related to determining if there may be significant adverse impact.

Instructions for Lead Agencies:
Additional information may be necessary to evaluate the existing environment, all interrelated aspects of the proposal and an analysis of adverse impacts. The checklist is considered the first but not necessarily the only source of information needed to make an adequate threshold determination. Once a threshold determination is made, the lead agency is responsible for the completeness and accuracy of the checklist and other supporting documents.

Use of checklist for nonproject proposals: [help]
Please complete all questions that apply and note that the words "project," "applicant," and "property or site" should be read as "proposal," "proponent," and "affected geographic area," respectively. ADDITION, complete the SUPPLEMENTAL SHEET FOR NONPROJECT ACTIONS (part D). For nonproject actions.

A. BACKGROUND [help]
1. Name of proposed project, if applicable: [help]
2. Name of applicant: [help]
3. Address and phone number of applicant and contact person: [help]
4. Date checklist prepared: [help]
5. Agency requesting checklist: [help]
6. Proposed timing or schedule (including phasing, if applicable): [help]
7. Do you have any plans for future additions, expansion, or further activity related to or connected with this proposal? If yes, explain. [help]

8. List any environmental information you know about that has been prepared, or will be prepared, directly related to this proposal. [help]

9. Do you know whether applications are pending for governmental approvals of other proposals directly affecting the property covered by your proposal? If yes, explain. [help]

10. List any government approvals or permits that will be needed for your proposal, if known. [help]

11. Give brief, complete description of your proposal, including the proposed uses and the size of the project and site. There are several questions later in this checklist that ask you to describe certain aspects of your proposal. You do not need to repeat those answers on this page. (Lead agencies may modify this form to include additional specific information on project description.) [help]

12. Location of the proposal. Give sufficient information for a person to understand the precise location of your proposed project, including a street address, if any, and section, township, and range, if known. If a proposal would occur over a range of area, provide the range or boundaries of the site(s). Provide a legal description, site plan, vicinity map, and topographic map, if reasonably available. While you should submit any plans required by the agency, you are not required to duplicate maps or detailed plans submitted with any permit applications related to this checklist. [help]

B. ENVIRONMENTAL ELEMENTS [help]

1. Earth
   a. General description of the site [help]
      (circle one): Flat, rolling, hilly, steep slopes, mountainous, other _______________

   b. What is the steepest slope on the site (approximate percent slope)? [help]

   c. What general types of soils are found on the site (for example, clay, sand, gravel, peat, muck)? If you know the classification of agricultural soils, specify them and note any prime farmland. [help]
d. Are there surface indications or history of unstable soils in the immediate vicinity? If so, describe. [help]

e. Describe the purpose, type, and approximate quantities of any filling or grading proposed. Indicate source of fill. [help]

f. Could erosion occur as a result of clearing, construction, or use? If so, generally describe. [help]

g. About what percent of the site will be covered with impervious surfaces after project construction (for example, asphalt or buildings)? [help]

h. Proposed measures to reduce or control erosion, or other impacts to the earth, if any: [help]

2. Air

a. What types of emissions to the air would result from the proposal (i.e., dust, automobile, odors, industrial wood smoke) during construction and when the project is completed? If any, generally describe and give approximate quantities if known. [help]

b. Are there any off-site sources of emissions or odor that may affect your proposal? If so, generally describe. [help]

c. Proposed measures to reduce or control emissions or other impacts to air, if any: [help]

3. Water

a. Surface Water: [help]

1) Is there any surface water body on or in the immediate vicinity of the site (including year-round and seasonal streams, saltwater, lakes, ponds, wetlands)? If yes, describe type and provide names. If appropriate, state what stream or river it flows into. [help]

2) Will the project require any work over, in, or adjacent to (within 200 feet) the described waters? If yes, please describe and attach available plans. [help]

3) Estimate the amount of fill and dredge material that would be placed in or removed from surface water or wetlands and indicate the area of the site that would be affected. Indicate the source of fill material. [help]

4) Will the proposal require surface water withdrawals or diversions? Give general description, purpose, and approximate quantities if known. [help]
5) Does the proposal lie within a 100-year floodplain? If so, note location on the site plan. [help]

6) Does the proposal involve any discharges of waste materials to surface waters? If so, describe the type of waste and anticipated volume of discharge. [help]

b. Ground Water:

1) Will ground water be withdrawn, or will water be discharged to ground water? Give general description, purpose, and approximate quantities if known. [help]

2) Describe waste material that will be discharged into the ground from septic tanks or other sources, if any (for example: Domestic sewage; industrial, containing the following chemicals . . . ; agricultural; etc.). Describe the general size of the system, the number of such systems, the number of houses to be served (if applicable), or the number of animals or humans the system(s) are expected to serve. [help]

c. Water runoff (including stormwater):

1) Describe the source of runoff (including storm water) and method of collection and disposal, if any (include quantities, if known). Where will this water flow? Will this water flow into other waters? If so, describe. [help]

2) Could waste materials enter ground or surface waters? If so, generally describe. [help]

d. Proposed measures to reduce or control surface, ground, and runoff water impacts, if any: [help]

4. Plants [help]

a. Check or circle types of vegetation found on the site: [help]

   ___ deciduous tree: alder, maple, aspen, other
   ___ evergreen tree: fir, cedar, pine, other
   ___ shrubs
   ___ grass
   ___ pasture
   ___ crop or grain
   ___ wet soil plants: cattail, buttercup, bullrush, skunk cabbage, other
   ___ water plants: water lily, eelgrass, milfoil, other
   ___ other types of vegetation

b. What kind and amount of vegetation will be removed or altered? [help]
c. List threatened or endangered species known to be on or near the site. [help]

d. Proposed landscaping, use of native plants, or other measures to preserve or enhance vegetation on the site, if any: [help]

5. Animals
a. Circle any birds and animals which have been observed on or near the site or are known to be on or near the site: [help]
   birds: hawk, heron, eagle, songbirds, other:
   mammals: deer, bear, elk, beaver, other:
   fish: bass, salmon, trout, herring, shellfish, other ________

b. List any threatened or endangered species known to be on or near the site. [help]

c. Is the site part of a migration route? If so, explain. [help]

d. Proposed measures to preserve or enhance wildlife, if any: [help]

6. Energy and natural resources
a. What kinds of energy (electric, natural gas, oil, wood stove, solar) will be used to meet the completed project's energy needs? Describe whether it will be used for heating, manufacturing, etc. [help]

b. Would your project affect the potential use of solar energy by adjacent properties? If so, generally describe. [help]

c. What kinds of energy conservation features are included in the plans of this proposal? List other proposed measures to reduce or control energy impacts, if any: [help]

7. Environmental health
a. Are there any environmental health hazards, including exposure to toxic chemicals, risk of fire and explosion, spill, or hazardous waste, that could occur as a result of this proposal? If so, describe. [help]

   1) Describe special emergency services that might be required. [help]
2) Proposed measures to reduce or control environmental health hazards, if any: [help]

b. Noise
   1) What types of noise exist in the area which may affect your project (for example: traffic, equipment, operation, other)? [help]

2) What types and levels of noise would be created by or associated with the project on a short-term or a long-term basis (for example: traffic, construction, operation, other)? Indicate what hours noise would come from the site. [help]

3) Proposed measures to reduce or control noise impacts, if any: [help]

8. Land and shoreline use
a. What is the current use of the site and adjacent properties? [help]

b. Has the site been used for agriculture? If so, describe. [help]

c. Describe any structures on the site. [help]

d. Will any structures be demolished? If so, what? [help]

e. What is the current zoning classification of the site? [help]

f. What is the current comprehensive plan designation of the site? [help]

g. If applicable, what is the current shoreline master program designation of the site? [help]

h. Has any part of the site been classified as an "environmentally sensitive" area? If so, specify. [help]

i. Approximately how many people would reside or work in the completed project? [help]

j. Approximately how many people would the completed project displace? [help]

k. Proposed measures to avoid or reduce displacement impacts, if any: [help]
L. Proposed measures to ensure the proposal is compatible with existing and projected land uses and plans, if any: [help]

9. Housing
   a. Approximately how many units would be provided, if any? Indicate whether high, middle, or low-income housing. [help]
   b. Approximately how many units, if any, would be eliminated? Indicate whether high, middle, or low-income housing. [help]
   c. Proposed measures to reduce or control housing impacts, if any: [help]

10. Aesthetics
    a. What is the tallest height of any proposed structure(s), not including antennas; what is the principal exterior building material(s) proposed? [help]
    b. What views in the immediate vicinity would be altered or obstructed? [help]
    c. Proposed measures to reduce or control aesthetic impacts, if any: [help]

11. Light and glare
    a. What type of light or glare will the proposal produce? What time of day would it mainly occur? [help]
    b. Could light or glare from the finished project be a safety hazard or interfere with views? [help]
    c. What existing off-site sources of light or glare may affect your proposal? [help]
    d. Proposed measures to reduce or control light and glare impacts, if any: [help]
12. Recreation
a. What designated and informal recreational opportunities are in the immediate vicinity? [help]

b. Would the proposed project displace any existing recreational uses? If so, describe. [help]

c. Proposed measures to reduce or control impacts on recreation, including recreation opportunities to be provided by the project or applicant, if any: [help]

13. Historic and cultural preservation
a. Are there any places or objects listed on, or proposed for, national, state, or local preservation registers known to be on or next to the site? If so, generally describe. [help]

b. Generally describe any landmarks or evidence of historic, archaeological, scientific, or cultural importance known to be on or next to the site. [help]

c. Proposed measures to reduce or control impacts, if any: [help]

14. Transportation
a. Identify public streets and highways serving the site, and describe proposed access to the existing street system. Show on site plans, if any. [help]

b. Is site currently served by public transit? If not, what is the approximate distance to the nearest transit stop? [help]

c. How many parking spaces would the completed project have? How many would the project eliminate? [help]

d. Will the proposal require any new roads or streets, or improvements to existing roads or streets, not including driveways? If so, generally describe (indicate whether public or private). [help]
e. Will the project use (or occur in the immediate vicinity of) water, rail, or air transportation? If so, generally describe. [help]

f. How many vehicular trips per day would be generated by the completed project? If known, indicate when peak volumes would occur. [help]

g. Proposed measures to reduce or control transportation impacts, if any: [help]

15. Public services
a. Would the project result in an increased need for public services (for example: fire protection, police protection, health care, schools, other)? If so, generally describe. [help]

b. Proposed measures to reduce or control direct impacts on public services, if any. [help]

16. Utilities
a. Circle utilities currently available at the site: [help]
   electricity, natural gas, water, refuse service, telephone, sanitary sewer, septic system, other __________

b. Describe the utilities that are proposed for the project, the utility providing the service, and the general construction activities on the site or in the immediate vicinity which might be needed. [help]

C. SIGNATURE [HELP]
The above answers are true and complete to the best of my knowledge. I understand that the lead agency is relying on them to make its decision.

Signature: ________________________________________________________________
Name of signee __________________________________________________________
Position and Agency/Organization ________________________________
Date Submitted: ____________
D. SUPPLEMENTAL SHEET FOR NONPROJECT ACTIONS [help]

(IT IS NOT NECESSARY to use this sheet for project actions)

Because these questions are very general, it may be helpful to read them in conjunction with the list of the elements of the environment in .

When answering these questions, be aware of the extent the proposal, or the types of activities likely to result from the proposal, would affect the item at a greater intensity or at a faster rate than if the proposal were not implemented. Respond briefly and in general terms.

1. How would the proposal be likely to increase discharge to water; emissions to air; production, storage, or release of toxic or hazardous substances; or production of noise?

Proposed measures to avoid or reduce such increases are:

2. How would the proposal be likely to affect plants, animals, fish, or marine life?

Proposed measures to protect or conserve plants, animals, fish, or marine life are:

3. How would the proposal be likely to deplete energy or natural resources?

Proposed measures to protect or conserve energy and natural resources are:

4. How would the proposal be likely to use or affect environmentally sensitive areas or areas designated (or eligible or under study) for governmental protection; such as parks, wilderness, wild and scenic rivers, threatened or endangered species habitat, historic or cultural sites, wetlands, floodplains, or prime farmlands?

Proposed measures to protect such resources or to avoid or reduce impacts are:
5. How would the proposal be likely to affect land and shoreline use, including whether it would allow or encourage land or shoreline uses incompatible with existing plans?

   Proposed measures to avoid or reduce shoreline and land use impacts are:

6. How would the proposal be likely to increase demands on transportation or public services and utilities?

   Proposed measures to reduce or respond to such demand(s) are:

7. Identify, if possible, whether the proposal may conflict with local, state, or federal laws or requirements for the protection of the environment.
This worksheet was designed to help project proponents and government agencies identify when a project needs further analysis regarding adverse effects on ESA (Endangered Species Act) listed salmonids. Salmonids are salmon, trout and chars, e.g. bull trout. For our purposes, "ESA listed salmonids" is defined as fish species listed as endangered, threatened or being considered for listing.

If ESA listed species are present or ever were present in the watershed where your project will be located, your project has the potential for affecting them, and you need to comply with the ESA. The questions in this section will help determine if the ESA listings will impact your project.

The Fish Program Manager at the appropriate Department of Fish and Wildlife (DFW) regional office can provide information for the following two questions:

1. Are ESA listed salmonids currently present in the watershed in which your project will be located?  
   Yes___ No___  
   Please describe.

2. Has there ever been an ESA listed salmonid stock present in this watershed?  Yes___ No___ Uncertain___  
   Please describe.

If you answered "yes" to either of the above questions, you should complete the remainder of this checklist.
PROJECT SPECIFICS: The questions in this section are specific to the project and vicinity.

1. Name of watershed: ________________________________

2. Name of nearest waterbody: ________________________________

3. What is the distance from this project to the nearest body of water? _____________________________________________________

   Often a buffer between the project and a stream can reduce the chance of a negative impact to fish.

4. What is the current land use between the project and the potentially affected water body (parking lots, farmland, etc)?

5. Is the project above a:
   • natural permanent barrier (waterfall) Yes___ No___
   • natural temporary barrier (beaver pond) Yes___ No___
   • man-made barrier (culvert, dam) Yes___ No___
   • other (explain):

6. If yes, are there any resident salmonid populations above the blockage? Yes___ No___ Don’t know___

7. What percent of the project will be impervious surface (including pavement & roof area)?

FISH MIGRATION: The following questions will help determine if this project could interfere with migration of adult and juvenile fish. Both increases and decreases in water flows can affect fish migration.

1. Does the project require the withdrawal of:
   i. Surface water? Yes___ No____
      Amount ___________________________________________
      Name of surface water body __________________________
   ii. Ground water? Yes___ No___
      Amount ___________________________________________
      From where _______________________________________
      Depth of well _______________________________________

2. Will any water be rerouted? Yes___ No____
   If yes, will this require a channel change?

3. Will there be retention or detention ponds? Yes___ No____
   If yes, will this be an infiltration pond or a surface discharge to either a municipal storm water system or a surface water body?
   If to a surface water discharge, please give the name of the waterbody.

4. Will this project require the building of new roads? Yes___ No____
   Increased road mileage may affect the timing of water reaching a stream and may impact fish habitat.

5. Are culverts proposed as part of this project? Yes___ No____

6. Will topography changes affect the duration/direction of runoff flows? Yes___ No____
   If yes, describe the changes.

7. Will the project involve any reduction of the floodway or floodplain by filling or other partial blockage of flows? Yes ____ No ____
   If yes, how will the loss of flood storage be mitigated by your project?
WATER QUALITY: The following questions will help determine if this project could adversely impact water quality. Such impacts can cause problems for listed species.

Water quality can be made worse by runoff from impervious surfaces, altering water temperature, discharging contaminants, etc.

1. Do you know of any problems with water quality in any of the streams within this watershed? Yes___ No____ If yes, describe.

2. Will your project either reduce or increase shade along or over a waterbody? Yes___ No____
   Removal of shading vegetation or the building of structures such as docks or floats often result in a change in shade.

3. Will the project increase nutrient loading or have the potential to increase nutrient loading or contaminants (fertilizers, other waste discharges, or runoff) to the waterbody? Yes___ No____

4. Will turbidity be increased because of construction of the project or during operation of the project? Yes___ No____
   In-water or near water work will often increase turbidity.

5. Will your project require long term maintenance, i.e. bridge cleaning, highway salting, chemical sprays for vegetation management, clearing of parking lots? Yes___ No ____ If yes, please describe.
VEGETATION: The following questions are designed to determine if the project will affect riparian vegetation, thereby, adversely impacting salmon.

1. Will the project involve the removal of any vegetation from the stream banks? Yes___ No___

   If yes, please describe the existing conditions, and the amount and type of vegetation to be removed.

2. If any vegetation is removed, do you plan to re-plant? Yes___ No___ If yes, what types of plants will you use?
RESOURCES

Washington Department of Fish and Wildlife Website
www.wa.gov/wdfw/
This site has useful information on fish habitat.

Washington Department of Ecology Website
www.ecy.wa.gov
Click on the Water Quality button on the left side of this page.

National Marine Fisheries Services Website
Evolutionarily Significant Unit (ESU) maps can be found at
www.nwr.noaa.gov  Click on the Endangered Species Act (ESA) links
to view the ESU maps and other information.

NOTE: Most applicants should have the information necessary to
answer most of the questions in this checklist. Additional
information will need to be obtained by local and state agencies
if it appears that the project is likely to affect ESA listed
species.
I. Purpose of the JARPA

*Joint Aquatic Resource Permit Application (JARPA)* -- To streamline the environmental permitting process, multiple regulatory agencies joined forces to create one application people can use to apply for more than one permit at a time. The JARPA form can be found at [www.epermitting.wa.gov](http://www.epermitting.wa.gov) and can be used to apply for the following permits and approvals:

**Federal**
- U.S. Army Corps of Engineers (Corps) Section 10 Permit
- U.S. Army Corps of Engineers (Corps) Section 404 Permit
- U.S. Coast Guard (USCG) Private Aids to Navigation Permit

**State**
- Washington Department of Ecology (Ecology) 401 Water Quality Certifications
- Washington Department of Fish and Wildlife (WDFW) Hydraulic Project Approval
- Washington Department of Natural Resources (DNR) Aquatic Use Authorizations for State-Owned Aquatic Land

**Local (City or County)**
- Shoreline Conditional Use Permit
- Shoreline Substantial Development Permit
- Shoreline Variance
- Shoreline Exemption
- Shoreline Revision

II. Preparing and Submitting JARPA

A. Before You Start →

1. Make sure you have a clear plan for your project.
2. Contact your local city or county government. Not all cities and counties accept JARPA for their local shoreline permits. Use the “Questions to Ask Local Government” on page 4 of this document to help save you from making multiple phone calls to your local government.
3. Contact your local planning department. Find out if your project falls under the jurisdiction of the Critical Areas Ordinances and the National Flood Insurance Program. This can impact whether or not you may be able to use JARPA.
4. If you plan to carry out habitat restoration or compensatory habitat mitigation projects on state-owned aquatic lands, go to http://www.dnr.wa.gov/ResearchScience/Topics/AquaticClean-UpRestoration/Pages/aqr_restoration_program.aspx.

5. Use the most current application being accepted by your local jurisdiction. It can be found at www.epermitting.wa.gov or by calling (800) 917-0043 or emailing help@ora.wa.gov.

6. A State Environmental Policy Act (SEPA) Checklist will be required for most projects. SEPA analyzes the environmental impacts of a project, and must be completed before state and federal permits can be issued.

7. Contact each agency making permitting decisions. Most agencies will require more information or materials not specifically noted in JARPA. Early coordination with all of the regulatory agencies may prevent delays in processing of your application.

B. When You Fill in JARPA ➔

1. Make sure to check the box next to each permit you think you will need. You will need to send at least one signed copy of the application to all the agencies associated with the boxes you check.

2. If you need help determining which permit(s) you need, see Section F, “Get Help.”

3. Be very detailed and specific about your project proposal; more information is better than less.

4. Make sure your site maps and drawings are consistent with the written description you give on the application.

5. Please select “N/A” for any questions that do not apply to your project. Do not just leave it blank.

6. If you have access to the Internet, use the “help” screens available to clarify any questions. If you do not have access to the internet, you can request a printed version of the help by calling (800) 917-0043 or emailing help@ora.wa.gov.

7. Use the Pre-Submittal Checklist in section VI of this document to make sure you have everything you need to submit a complete application package.

8. While you only need to complete one application, you must sign each copy of the application you submit to each agency. This means you must first make copies of the application, then sign each copy with your original signature. Agencies will not accept applications with a copied signature.

9. Understand that when you sign the application, you give the permitting agencies the right to enter the property where your project is located. This is to inspect the proposed, in-progress, or completed work. You also agree to start work ONLY after you get all the necessary permits.

C. What To Expect After You Submit Your Application ➔

1. Most agencies will need more information than required on the application. When the review process starts, they will find out what other information they need to make a decision about your permit.

2. If you get a letter from an agency requesting more information, respond with a letter of acknowledgement as soon as possible. This will help prevent project delays.

3. If you make changes to the project or site plans during the permitting process, send the updated information to each permitting agency. If you do not send this, it may delay your permits and project construction, or you may receive a penalty.

4. Contact the Governor’s Office for Regulatory Innovation and Assistance (ORIA) at (800) 917-0043 or help@ora.wa.gov if you have any questions or concerns. We are here to help you.
D. **JARPA Help Feature**
   JARPA has a great help screen feature for each question. Each screen will give you instructions to help you create a complete application package. You must have an Internet connection to use this feature. If you need a printed version of the help, call (800) 917-0043 or email help@ora.wa.gov.

E. **Submitting Copies Of JARPA**
   Carefully determine all agencies you should submit a copy of your completed JARPA to (all those you have checked in section 10 of JARPA) and determine the correct agency mailing location for your project from the list provided. Mailing information is available at: [http://www.epermitting.wa.gov/site/alias_resourcecenter/jarpa_jarpa_contacts/2489/jarpa_contacts.aspx](http://www.epermitting.wa.gov/site/alias_resourcecenter/jarpa_jarpa_contacts/2489/jarpa_contacts.aspx).

F. **Get Help**
   If you have a question about the application or additional documents, contact the Governor’s Office for Regulatory Innovation and Assistance (ORIA) at (800) 917-0043 or help@ora.wa.gov.

   You may also find helpful information at these locations:

      Fill out an on-line questionnaire to find out what permits you may need for your project.

      Look here for the most current permit information.

---

### III. Questions to Ask Your Local Government or Planning Department

Use the spaces below to make note of the date, the person you spoke with, and their answers.

A. **Do they accept JARPA?** Not all cities and counties accept JARPA form for their local shoreline permits.

   __________________________________________________________________________
   __________________________________________________________________________
   __________________________________________________________________________
   __________________________________________________________________________

B. **Does your project fall under the jurisdiction of the Critical Areas Ordinances and the National Flood Insurance Program?** If so, can you use JARPA? If your project does fall under either of these laws, you may not be able to use JARPA.

   __________________________________________________________________________
   __________________________________________________________________________
   __________________________________________________________________________
   __________________________________________________________________________
C. **What is the 1/4 Section, Section, Township, Range, Government Lot, Latitude, Longitude and the Tax Parcel number for the property?** Ask your local planning department for information required for part 5 on JARPA. This information may also be located on the property deed, or you can determine the section, township, and range through the Water Resource Inventory Area (WRIA) at: [http://www.ecy.wa.gov/services/gis/maps/wria/townships/trs.htm](http://www.ecy.wa.gov/services/gis/maps/wria/townships/trs.htm).

D. **What is the Shoreline Designation of the proposed activity location?** These are assigned by local governments and listed in their local Shoreline Master Programs. Find your local government contact information at: [http://www.ecy.wa.gov/programs/sea/shorelines/smp/status.html](http://www.ecy.wa.gov/programs/sea/shorelines/smp/status.html). Also, ask about public notice requirements for shoreline management compliance.

E. **What is the zoning designation of the property?** Examples include Residential, Rural, Agricultural, and General Commercial.

### IV. Site Maps and Drawings

A. You must include site maps and drawings for an application package to be considered complete.

B. The U.S. Army Corps of Engineers (Corps) requires 8 ½” x 11” black and white drawings for fax and public notice purposes.

C. Drawings have to be clear and legible, so reductions of larger versions may not be suitable.

D. You may submit larger drawings in addition to the 8 ½” x 11” that are more legible and easier to discern. This could speed up the review process.


F. See the Washington Department of Fish and Wildlife (WDFW) guidance for a complete application here: [http://wdfw.wa.gov/licensing/hpa/hpa_criteria.html](http://wdfw.wa.gov/licensing/hpa/hpa_criteria.html).
G. Remember there are at least three types of illustrations required:
   1. Vicinity map
   2. Plan view (bird’s eye view)
   3. Cross-sectional view

H. Include photographs of the site if possible. Aerial photos and photos looking toward the shoreline from the water are especially helpful.

I. Show upland features of the project site, in addition to the work waterward of the Ordinary High Water Mark (OHWM).

J. Consider creating the drawings so the vertical skew or exaggeration is scaled to the horizontal (e.g. vertical exaggeration to horizontal is 1:10), and skewing the scale to the cross-section profiles.

K. For joint-use structures (structures to be used by more than one property owner), provide a site map showing the location of the different joint-use properties.

L. The Washington Department of Fish and Wildlife (WDFW) requires general plans for the overall project, complete plans and specifications for the proposed construction, and complete plans and specifications for the proper protection of fish life. For the specific plans, WDFW typically requires “plan profile (bird’s eye view) and section” views. They limit the size to 11” x 17”. Go to http://wdfw.wa.gov/licensing/hpa/hpa_criteria.html for a brief discussion of what WDFW needs for “complete plans and specifications for proper protection of fish life.”

M. The Washington State Department of Natural Resources (DNR) requires 8.5” x 11” vicinity maps with specific information for mooring buoy and boatlift applications. Contact your aquatics district land manager for more information: http://www.dnr.wa.gov/Publications/aqr_land_manager_map.pdf.

V. Sample Wetland Mitigation Table

If wetlands are present, consider including a Mitigation Table like the one below.

The table should include:

A. Area (sq. ft.)
B. Cowardin Classification
C. Ecology rating
D. Impacts (sq. ft.)
E. Compensation
   o Reestablishment or Creation (Areas and Ratios)
F. Rehabilitation
   o Areas and Ratios
G. Enhancement
   o Areas and Ratios


### VI. Pre-submittal Checklist

Review the checklist below to ensure you have a complete application package to submit to each agency.

- In Part 10 of the application, did you indicate which permits you are applying for?
- Have you included JARPA Attachments A-E as necessary?
- Did you locate the correct mailing addresses for the agencies?
- Have you included complete construction drawings and specifications along with any maps and photos to support your project description? (Attachments must be in 8 ½ x 11 format for the Corps, and no greater than 11” x 17” for WDFW.)
- Did you include your SEPA decision letter?
- If you are applying for an HPA from the Department of Fish and Wildlife by submitting paper copies of your application materials, and your completed application (with attachments, photos, etc.) contains more than 30 pages, did you include digital files of all application documents on a CD or other digital storage media in formats compatible with Microsoft Word, Microsoft Excel, or Microsoft Access programs, or in PDF, TIFF, JPEG, or GIF formats?

If you are emailing your application materials to the Washington Department of Fish and Wildlife, did you save all of your materials in only those formats? Other formats cannot be accepted and may result in processing delays.

If you are not exempt from the HPA application fee, have you included a check for $150 made payable to Washington Department of Fish and Wildlife, or identified a billing account you have established with the Department.
department? If you qualify for the agriculture and farm land exemption, have you provided proof of the current land use classification?

☐ Did you sign and date the application (sign each one you will send to a reviewing agency) and any other necessary forms?

☐ Did you make copies of your completed form and any attachments to send to the agencies you are applying to for permits?

☐ Did you keep a copy of all documents submitted and a list of the agencies you submitted them to?

You may also need to include:

☐ Wetland delineation report and copies of delineation data sheets.

☐ Wetland rating forms, including figures.

☐ Mitigation plan.

☐ Other information agencies have requested.

Keep in mind that agencies may ask for additional information to complete your application.

VII. Submittal Addresses and Contact Information

Mailing location for Shoreline permits

Send to: Appropriate city or county planning, building, or community development department. For city and county contact information, go to: http://www.mrsc.org. Click on the “LINKS” tab to find your city or county.

Mailing location for Hydraulic Project Approvals (HPA)

Send to: Washington State Department of Fish and Wildlife

- Submit your application to the headquarters office in Olympia unless you are requesting emergency processing.

- You should request emergency HPAs verbally from the local Area Habitat Biologist. Coverage areas and contact information for Area Habitat Biologists are available at http://wdfw.wa.gov/conservation/habitat/ahb/. After business hours, contact the emergency hotline at (360) 902-2537.

- Requests for modifications of issued non-emergency HPAs must be submitted in writing to the headquarters in Olympia. Requests for modifications of emergency HPAs may be made verbally to the Area Habitat Biologist that issued it.

- Application documents may not exceed 11” x 17”.

- If your application package (including JARPA, plans, photos, etc.) contains more than 30 pages, also include digital files of all application documents on a CD, DVD, or other electronic storage media in formats compatible with Microsoft Word, Microsoft Excel, or Microsoft Access programs or in PDF, TIFF, JPEG, or GIF formats.

- You may submit your application package by email. The subject line of each email must state “JARPA for HPA”. Your application materials may only be in the formats identified above. JARPA must include your signature. The combined size of the attachments to any single email must be less than 30 megabytes. Submit several emails with fewer attachments to avoid exceeding this size limit. When Washington Department of Fish and Wildlife receives your email it will send notification of receipt to the sending email address. If you do not receive this notification, your application has not been received and you should resubmit it with fewer or smaller attachments and double-check your spelling of the email address.

- Applications packages submitted by email or FAX must contain all application materials you are submitting for consideration. If you will be paying for your application fee by check, you must include the check number in Part 10 of JARPA and send the check along with the first page of JARPA to the headquarters office in Olympia. With the exception of the check and first page of JARPA, do not additionally submit paper copies to supplement your emailed application.

### Headquarters
- Receives all new applications and written requests for modifications to issue HPA’s when emergency processing is NOT being requested.

### Washington Department of Fish and Wildlife
- PO BOX 43234
- Olympia, Washington 98504-3234
- HPAApplications@dfw.wa.gov
- Tel (360) 902-2534
- TDD (360) 902-2207
- Fax (360) 902-2946

### Area Habitat Biologists
- Receive verbal requests for emergency HPAs. Also receive questions about hydraulic projects prior to application submittal.

### Coverage areas and contact information for Area Habitat Biologists are available at [http://wdfw.wa.gov/conservation/habitat/ahb/](http://wdfw.wa.gov/conservation/habitat/ahb/).

### For emergencies only:
- After business hours, contact the hydraulic emergency hotline at (360) 902-2537.

---

**Mailing location for 401 Water Quality Certification**

Send to: Washington State Department of Ecology Headquarters – Federal Permit Unit

<table>
<thead>
<tr>
<th><strong>Headquarters</strong></th>
<th><strong>Mailing Address</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>P.O. Box 47600</strong></td>
<td><strong>Physical Address</strong></td>
</tr>
<tr>
<td><strong>Olympia, WA 98504-7600</strong></td>
<td><strong>300 Desmond Drive</strong></td>
</tr>
<tr>
<td><strong>Olympia, WA 98504</strong></td>
<td><strong>Lacey, WA 98504</strong></td>
</tr>
</tbody>
</table>

| **Tel** | **(360) 407-6000** |
Mailing location for Aquatic Resources Use Authorizations

Send to: Department of Natural Resources

- Use the address below for the District where your project is located.
- For a map of DNR regional offices, go to: http://www.dnr.wa.gov/AboutDNR/Regions/AQR/Pages/Home.aspx.
- For questions contact DNR headquarters at (360) 902-1100 or your local aquatics land manager: http://www.dnr.wa.gov/Publications/aqr_land_manager_map.pdf.

<table>
<thead>
<tr>
<th>District</th>
<th>Address</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Orca Straits District</td>
<td>919 N Township Street Sedro Woolley, WA 98284-9384</td>
<td>(360) 856-3500</td>
</tr>
<tr>
<td>Shoreline District</td>
<td>950 Farman Avenue N Enumclaw, WA 98022-9282</td>
<td>(360) 825-1631</td>
</tr>
<tr>
<td>Rivers District</td>
<td>601 Bond Road PO Box 280 Castle Rock, WA 98611-0280</td>
<td>(360) 577-2025</td>
</tr>
</tbody>
</table>

Mailing location for Department of the Army Permits (U.S. Army Corps of Engineers)

Send to: U.S. Army Corps of Engineers

<table>
<thead>
<tr>
<th>U.S. Army Corps of Engineers</th>
<th>Seattle District Regulatory Branch P.O. Box 3755 Seattle, WA 98124-3755</th>
<th>Phone/Fax</th>
</tr>
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<tbody>
<tr>
<td></td>
<td></td>
<td>(206) 764-3495 (206) 764-6602</td>
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</table>

Mailing location for Private Aids to Navigation (for non-bridge projects)

Send to: United States Coast Guard

<table>
<thead>
<tr>
<th>Private Aids to Navigation</th>
<th>Commander 13th Coast Guard District (OAN) 915 Second Avenue, Room 3510 Seattle, WA 98174-1067 Attn: PATON Manager</th>
<th>Phone/Fax</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>(206) 220-7285 (206) 220-7265</td>
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VIII. Resources and Helpful Information

On-line and Other Resources

- Washington Environmental Permitting Information: www.epermitting.wa.gov. This Web site has the most up-to-date JARPA forms, guidance documents and contact information.

- On-line Permit Assistance System (OPAS): http://www.ora.wa.gov/resources/questionnaire.asp. OPAS is an online questionnaire that asks a series of ‘yes’ or ‘no’ questions to help determine which permits and approvals may be required for your project.

- Environmental Permit Handbook: http://www.ora.wa.gov/resources/handbook.asp. The Environmental Permit Handbook provides an overview for each environmental permit, including contacts and resources for more detailed information. You can view the handbook online or download a copy. Links to descriptions of common environmental permits in JARPA are listed below.
- Shoreline permit and local permits:
  - Substantial Development: http://apps.ecy.wa.gov/permithandbook/permitdetail.asp?id=38
  - Conditional Use: http://apps.ecy.wa.gov/permithandbook/permitdetail.asp?id=44
  - Variance: http://apps.ecy.wa.gov/permithandbook/permitdetail.asp?id=45
  - Floodplain Development Permit: http://apps.ecy.wa.gov/permithandbook/permitdetail.asp?id=47
- WA Department of Fish & Wildlife Hydraulic Project Approval: http://apps.ecy.wa.gov/permithandbook/permitdetail.asp?id=25
- WA Department of Natural Resources Aquatic Resources Use Authorization: http://apps.ecy.wa.gov/permithandbook/permitdetail.asp?id=31
- Department of the Army permits:
  - Section 404 (discharges into waters of the US): http://apps.ecy.wa.gov/permithandbook/permitdetail.asp?id=37
  - Section 10 (work in navigable waters): http://apps.ecy.wa.gov/permithandbook/permitdetail.asp?id=36
- United States Coast Guard permits

**Governor’s Office for Regulatory Innovation and Assistance Information Center** - The Governor’s Office for Regulatory Innovation and Assistance (ORIA) is a great resource when you have questions about the JARPA form or process. ORIA can answer questions about the permits your project may need and provide you with the contact information for staff at local, state, and federal offices that can help you. ORIA is open Monday through Friday from 9:00 am to 4:00 pm. Staff can be reached at (800) 917-0043 or by email at help@ora.wa.gov.

**Helpful Hints**

A. Give yourself plenty of time.

B. It will take some time to gather the information you need to complete the application.

C. Find out if you can use JARPA to apply for local Shoreline permits. Not all cities and counties accept JARPA for their local Shoreline permits. If you think you will need a local Shoreline permit, contact the local city or county government to make sure they will accept JARPA. Local government contact information can be found at http://www.mrsc.org. Click on the “LINKS” tab to find your city or county.

D. Find out if your project falls under your county or city Critical Areas Ordinance or Flood Management program. You should contact your local city or county government to find out if your project falls under the jurisdiction of the local Critical Areas Ordinance or Flood Management program. If the project is within one or both of these jurisdictions you may not be able to use JARPA to apply for a permit or approval. Local government contact information can be found at http://www.mrsc.org. Click on the “LINKS” tab to find your city or county.
E. Make sure you fill out the most current version of JARPA. The most current version is available at [http://www.epermitting.wa.gov](http://www.epermitting.wa.gov). You can also find up-to-date guidance documents and contact information at this website.

F. Make sure you have a clear plan in mind for your project.

G. Just like when you apply for a building permit, you should know what you plan to do before you start to fill out the application. This could include site drawings with dimensions, and information on impacts and mitigation.

H. Contact and coordinate with each reviewing agency. Early coordination with all of the reviewing agencies can prevent delays in processing your application. Most agencies will require more information or materials than what is asked for in JARPA. Early coordination could help agencies identify additional application materials you need to submit for a more efficient project review.
WASHINGTON STATE
Joint Aquatic Resources Permit Application (JARPA)
Instruction B: Cell-by-Cell Technical Help

Part 1 – Project Identification

1. Project Name
The Project Name is a name for your project that you define to allow you to easily communicate with regulatory agencies about your project.

Definition(s):
• Project: A set of activities designed to achieve a desired endpoint or a list of activities to be completed on a certain property.

Part 2 – Applicant

Provide the applicant's contact information. Usually the “applicant” is the person filling out the application, but in circumstances where a consultant is filling out the application, the applicant is the party responsible for the project.

Definition(s):
• Applicant: The person or entity applying for a permit and/or responsible for the project.

Part 3 – Authorized Agent or Contact

Provide information for the authorized agent or contact.

Applicants may have an authorized agent complete the JARPA form on their behalf. Examples of authorized agents include an environmental consultant or lawyer. A contact is anyone else who can serve as a point of contact instead of the applicant or an authorized agent.

If this is not applicable, write N/A in the space provided.

Definition(s):
• Authorized Agent or Contact: The person or entity completing the application on behalf of the applicant or owner or who can be contacted with questions about the project.

Part 4 – Property Owner(s)

Provide contact information for the property owner, but only if different from the applicant. If owner and applicant are the same, check the box next to "Same as Applicant" at the beginning of Part 4.
If there are multiple property owners, provide the information requested for each property owner. Use JARPA Attachment A for additional property owners.

**Part 5 – Project Location(s)**

As a first step, you should determine if your project will take place on Department of Natural Resources (DNR)-managed aquatic land. For help in making this determination, please contact DNR at (360) 902-1100.

**5a. Indicate the type of ownership of the property.**

Indicate the type of ownership of the property. This information is used to confirm which regulatory agencies have jurisdiction and what rules and laws may apply.

*Definition(s):*
- Private: Owned by an individual or company.
- Federal: Lands owned by the Federal Government, such as national parks, national wildlife refuges or military reservations
- Publicly Owned: Owned by the state, county or city governments, ports or schools.
- Tribal: Owned by a Native American Government.
- Department of Natural Resources (DNR) – managed aquatic lands: State owned aquatic lands include all tidelands, shorelands, harbor areas, the beds of navigable waters, and waterways owned by the State and administered by the Washington State Department of Natural Resources.

**5b. Street Address**

Provide the address of the project location. If there is no address, provide another description such as, highway segment, mileposts, or river mile. Use JARPA Attachment B for additional property locations.

**5c. City, State, Zip**

Provide the nearest city or town.

**5d. County**

Provide the county or counties where the project is located.

**5e. Provide the section, township, and range for the project location.**

This information may be located on your property deed. You may also be able to get this information from your county assessor’s office. If your project crosses multiple sections, townships, or ranges, list them all. This information is needed to help the permit reviewers and site inspectors to locate the project.

Local government contact information can be found at [http://www.mrsc.org](http://www.mrsc.org). Click on the “LINKS” tab to find your city or county.

If you know which Watershed Resource Inventory Area (WRIA) your project is located in, you can locate the section, township, and range using the WA Department of Ecology’s WRIA maps, located at [http://www.ecy.wa.gov/services/GIS/maps/wria/townships/trs.htm](http://www.ecy.wa.gov/services/GIS/maps/wria/townships/trs.htm).
5f. Provide the latitude and longitude of the project location.

You can get your project’s latitude and longitude using a Global Positioning Service (GPS) device, a topographic map, or by entering your address at: http://msrmaps.com/. If applicable, report the latitude and longitude for the ‘center point’ of your project location.

Please specify which North American Datum (NAD) you use on your JARPA form. It is strongly recommended you use the “NAD 83” datum when determining the GPS coordinates of your project

Permitting agencies prefer latitude and longitude in the decimal format (e.g., 47.05061°, -122.84465°), though most will also accept the degrees, minutes, and seconds format (e.g., 47° 03’ 02”, -122° 50’ 41”).

If you know which Watershed Resource Inventory Area (WRIA) your project is located in, you can locate the latitude and longitude using the WA Department of Ecology’s WRIA maps, located at http://www.ecy.wa.gov/services/GIS/maps/wria/townships/trs.htm.

5g. List the tax parcel number(s) for the project location.

Identify the tax parcel number(s) for the project location. If the project location does not have a tax parcel number, for example: a right-of-way, put “N/A” in the box.

If you do not know the tax parcel number, call the local county assessor’s office. Local government contact information can be found at http://www.mrsc.org. Click on the “LINKS” tab to find your city or county.

5h. Contact information for all adjoining property owners.

Identify the name and mailing address for owners of properties located next to or bordering the project location. Use JARPA Attachment C for additional adjoining property owners.

Definition(s):
• Adjoining Property Owners: All property owners whose properties directly connect to the project property.

5i. List all wetlands on or adjacent to the project area.

Definition(s):
• Adjacent: Something bordering, next to, or neighboring.
• Wetland: An area that is inundated or saturated by surface or ground water at a frequency and duration sufficient to support, and that under normal circumstances does support, a prevalence of vegetation adapted for life in saturated soil conditions. Wetlands generally include swamps, marshes, bogs, and similar areas.

5j. List all waterbodies (other than wetlands) on or adjacent to the project area.

Definition(s):
• Adjacent: Something bordering, next to, or neighboring.
• Waterbody: A river, creek, stream, lake, pool, bay, wetland, marsh, swamp, tidal flat, ocean or other water area.
5k. Is any part of the project area within a 100-year flood plain?

Floodplain maps can be located at the Federal Emergency Management Agency’s (FEMA’s) map center at, http://msc.fema.gov/.

You can also get this information by contacting your city or county government or contacting the Governor’s Office for Regulatory Innovation and Assistance at (800) 917-0043 or help@ora.wa.gov.

Local government contact information can be found at http://www.mrsc.org. Click on the “LINKS” tab to find your city or county.

**Definition(s):**
- 100 Year Floodplain: Lands in the floodplain subject to a one percent chance or greater of flooding in any given year.

5l. Briefly describe the vegetation and habitat conditions on the property.

Provide a brief description of the types of vegetation and habitat on the property (for example: fields, forests, prairie, grass lawn, streams, or wetland buffers), specifically the area in and around the project location.

Detailed information on the project and potential impacts will be asked for in Parts 6, 7, and 8.

**Definition(s):**
- Habitat: What plants and animals call ‘home’, including all the things they need to live. Some of these things are: water, soil, sunlight, protection from danger, and food.

5m. Describe how the property is currently used.

Describe how the property is currently used (for example: houses, shopping center, farming, or undeveloped). If you know how long the current use has been in place, include that information.

5n. Describe how the adjacent properties are currently used.

Describe the current use(s) of the adjacent properties (for example: houses, shopping center, farming, or undeveloped). If you know how long the current use(s) have been in place, include that information.

**Definition(s):**
- Adjacent: Something bordering, next to, or neighboring.

5o. Describe the structures (above and below ground) on the property, including their purpose(s).

Identify any man-made structures on the property. For example: parking lots, buildings, storage tanks, debris, concrete foundations, culverts, or roadways (gravel or asphalt), bridges, docks, or piers.

5p. Provide driving directions from the closest highway to the project location, and attach a map.

Provide driving directions to the project location from the closest major highway. Attach a map of the project location to your application.
Part 6 – Project Description

6a. Briefly summarize the overall project. You can provide more detail in 6b.

Provide a brief summary of your project proposal.

6b. Describe the purpose of the project and why you want to perform it.

This is an opportunity for you to discuss the needs and/or challenges of the project described in this application. Describe any project alternatives that were considered, and any project modifications that may have resulted from discussions with resource agency staff.

6c. Indicate the project category.

Check the box(es) that best describe your project.

6d. Indicate the major elements of your project.

Indicate the major elements of your project. Check all elements that apply and list any additional major elements under “Other.”

Definition(s):
- Aquaculture: The cultivation of aquatic organisms (such as fish or shellfish) especially for food.
- Bank Stabilization: The placement of materials (such as native plants) to protect a streambank from erosion.
- Boat House: A building to house and protect boats, typically over water.
- Boat Launch: An established location along a waterbody where watercrafts can be placed in the water.
- Boat Lift: A device fixed in place or floating, used to hoist and moor a watercraft elevating it above water.
- Bridge: A structure carrying a pathway or roadway over a depression or obstacle (often over water).
- Bulkhead: A retaining wall along a waterfront; a structure or partition built to prevent land sliding behind it. It is normally vertical and built parallel, or nearly parallel, to the shoreline.
- Buoy: A floating object anchored to the bottom of a waterbody that provides a watercraft a place to tie up and stay away from the shore. Buoys are also used as navigational markers.
- Channel Modification: A change to the location and/or configuration of an existing channel. A channel may be natural or artificial, periodically or continuously contain moving water or form a connecting link between two bodies of water.
- Culvert: A man-made structure, generally a pipe, placed to convey water from one location to another.
- Dam / Weir: A barrier preventing the flow of water or loose, solid materials.
- Dike / Levee / Jetty: Dike; a wall or mound built around a low-lying area to control flooding. Levee; an embankment build to control flooding. Jetty; a structure extending into a body of water designed to prevent reduction of a waterway through a sediment buildup and to direct or confine stream and tidal flow.
- Ditch: A trench or a long, narrow excavation of earth.
- Dock / Pier: A platform built out from the shore into the water and supported by piles. It provides access to ships and boats from the shoreline.
- Dredging: The removal of material from a waterbody.
- Fence: A barrier used to enclose an area.
• Ferry Terminal: Facility built to receive, house and dock ferry boats.
• Fishway: A structure allowing fish to pass around a waterfall or dam in a stream. Also, a device designed to enable fish to effectively pass around or through an obstruction.
• Float: An anchored offshore platform used for water-related recreation.
• Geotechnical Survey: A professional assessment of the land and soils in an area. A geotechnical survey investigates the soils, rock, fault distributions, and bedrock properties on and below a site.
• Land Clearing: The removal of vegetation and/or structures from an area.
• Marina / Moorage: A facility, area or structure used to receive, dock, and store watercraft.
• Mining: The removal of minerals from the earth.
• Outfall Structure: A structure extending into a body of water for the purpose of discharging an effluent such as sewage, storm runoff or cooling water.
• Piling: Long heavy timbers or sections of concrete or metal driven into the ground or seabed for support or protection.
• Raft: A flat structure, typically made of planks, logs, barrels, or other buoyant materials that floats on water.
• Retaining Wall (upland): A wall built to keep earth from sliding from its location. Also to keep water from flooding an area (such as a home).
• Road: A structure for driving vehicles on. A narrow strip of land made suitable for travel between places.
• Scientific Measurement Device: Equipment or instrument used to collect data.
• Stairs: A set of steps connecting two locations.
• Stormwater Facility: A facility that retains water for a period of time to control and/or improve the quality of stormwater runoff.
• Swimming Pool: A man-made basin, chamber, or tank containing water for swimming, diving, or recreational bathing.
• Upland: The dry land area above and landward of the ordinary high water mark.
• Utility Line: Cables and pipes used to transfer resources such as electric, oil, natural gas, water, and sewage.

6e. Describe how you plan to construct each project element checked in 6c. Include specific construction methods and equipment that will be used.

For each of the major elements that you checked in 6c, provide detail about how you propose to construct them. Include detail about how the proposed construction methods and techniques (for example: silt fences, tarps, water diversion, or bubble curtains) will reduce impacts to the environment. List any staging areas and equipment that will be used. Be as specific as possible.

Make sure to identify where each element will occur in relation to the nearest waterbody. Also indicate whether each activity is within the 100-year floodplain.

If your activities will occur at different times or in phases, describe which activities will occur during which timeframes.

Definition(s):
• 100 Year Floodplain: Lands in the floodplain subject to a one percent chance or greater of flooding in any given year.
• Waterbody: A river, creek, stream, lake, pool, bay, wetland, marsh, swamp, tidal flat, ocean or other water area.
6f. What are the start and end dates for project construction?

Provide your best estimates of the overall start and end dates for the project. If the project activities will be conducted in phases, provide the start and end of each phase and which activities are included.

6g. Fair market value of the project, including materials, labor, machine rentals, etc.

Provide the estimated cost of your project including materials, value of paid or volunteer labor, and equipment.

Definition(s):
- Fair Market Value: The fair market value is the open market bid price for doing the work, using the equipment and facilities, and purchasing the goods, services, and materials necessary to accomplish the project. This would normally include the cost of hiring a contractor to do the work from start to finish, including the cost of labor, materials, equipment and facility usage, transportation and contractor overhead, and profit. The fair market value should include the fair market value of any donated, contributed, or found labor, equipment, or materials. (Definition from Washington Administrative Code WAC 173-27-030 (8), http://apps.leg.wa.gov/WAC/default.aspx?cite=173-27-030).

6h. Will any portion of the project receive federal funding?

If any portion of the project, including planning and design, is funded by federal money, check “yes.” This could include direct funding, grants or loans. If yes, list the federal agencies or programs providing the funding.

This information is used to determine the federal agency that is responsible for compliance with the Endangered Species Act, Section 106 of the National Historic Preservation Act, and other federal laws.

Definition(s):
- Endangered Species Act: The Endangered Species Act of 1973 provides protection for endangered or threatened plants and animals and the habitats in which they are found. Species include birds, insects, fish, reptiles, mammals, crustaceans, flowers, grasses, and trees. Additional information on the Endangered Species Act can be found at http://www.nmfs.noaa.gov/pr/laws/esa/.

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**Part 7 – Wetlands: Impacts and Mitigation**

Definition(s):
- Adjacent: Something bordering, next to, or neighboring.
- Wetland: An area that is inundated or saturated by surface or ground water at a frequency and duration sufficient to support, and that under normal circumstances does support, a prevalence of vegetation adapted for life in saturated soil conditions. Wetlands generally include swamps, marshes, bogs, and similar areas.
- Wetland Buffer: A protective area of land surrounding a wetland.
- Mitigation: Actions taken to avoid, minimize, and compensate for adverse environmental impacts.
7a. Describe how the project has been designed to avoid and minimize adverse impacts to wetlands.

Describe how your project is designed to avoid or reduce impacts to wetlands. Include whether the project location was selected to reduce impacts and how construction techniques would help reduce or avoid impacts.

**Definition(s):**
- Impact: For the purposes of this JARPA any activity in or adjacent to a wetland should be considered an impact; impacts may be temporary or permanent
- Mitigation: Actions taken to avoid, minimize, and compensate for adverse or negative effects on the environment.
- Wetland: An area that is inundated or saturated by surface or ground water at a frequency and duration sufficient to support, and that under normal circumstances does support, a prevalence of vegetation adapted for life in saturated soil conditions. Wetlands generally include swamps, marshes, bogs, and similar areas.

7b. Will the project impact wetlands?

Indicate whether your project will or could impact wetlands. Impacts to wetlands can happen from activities that occur within a wetland or some distance away (for example: filling, excavating, draining, or clearing vegetation). If you have wetland impacts, describe the impacts, including type, amount, and duration in Question 7h.


**Definition(s):**
- Impact: For the purposes of this JARPA any activity in or adjacent to a wetland should be considered an impact; impacts may be temporary or permanent
- Wetland: An area that is inundated or saturated by surface or ground water at a frequency and duration sufficient to support, and that under normal circumstances does support, a prevalence of vegetation adapted for life in saturated soil conditions. Wetlands generally include swamps, marshes, bogs, and similar areas.

7c. Will the project impact wetland buffers?

Indicate whether your project will or could impact wetland buffers. Impacts to buffers can happen from activities occurring within a wetland or some distance away (for example: filling, excavating, draining, or clearing vegetation). If you will or could have wetland buffer impacts, describe the impacts, including type, amount, and duration in Question 7h.


**Definition(s):**
- Impact: For the purposes of this JARPA any activity in or adjacent to a wetland should be considered an impact; impacts may be temporary or permanent
- Wetland: An area that is inundated or saturated by surface or ground water at a frequency and duration sufficient to support, and that under normal circumstances does support, a prevalence of vegetation adapted for life in saturated soil conditions. Wetlands generally include swamps, marshes, bogs, and similar areas.
vegetation adapted for life in saturated soil conditions. Wetlands generally include swamps, marshes, bogs, and similar areas.

- Wetland Buffer: A protective area of land surrounding a wetland.

**7d. Has a wetland delineation report been prepared?**

Wetland delineation is a process for identifying the presence of wetlands and determining their boundaries.


**Definition(s):**

- Wetland: An area that is inundated or saturated by surface or ground water at a frequency and duration sufficient to support, and that under normal circumstances does support, a prevalence of vegetation adapted for life in saturated soil conditions. Wetlands generally include swamps, marshes, bogs, and similar areas.

**7e. Have the wetlands been rated using the Western or Eastern Washington Wetland Rating System?**

The rating system categorizes wetlands into four categories based on wetland functions, sensitivity to disturbance, rarity, and the ability to replace them. There are separate rating systems for wetlands located in Eastern Washington and Western Washington.


**Definition(s):**

- Wetland: An area that is inundated or saturated by surface or ground water at a frequency and duration sufficient to support, and that under normal circumstances does support, a prevalence of vegetation adapted for life in saturated soil conditions. Wetlands generally include swamps, marshes, bogs, and similar areas.

**7f. Have you prepared a mitigation plan to compensate for any adverse impacts to wetlands?**

A mitigation plan is a description of additional activities you propose to compensate for a project's likely adverse impacts to wetlands. These activities may occur on-site or off-site and include creating new wetlands or restoring, enhancing, or preserving existing wetlands.


If you have a draft mitigation plan, attach it to your application.
Definition(s):
- Mitigation Plan: A detailed document describing the restoration, establishment, enhancement, or preservation of aquatic resources to compensate for unavoidable adverse impacts that remain after all appropriate and practical avoidance and minimization has been achieved.
- Mitigation: Actions taken to avoid, minimize, and compensate for adverse or negative effects on the environment.
- Wetland: An area that is inundated or saturated by surface or ground water at a frequency and duration sufficient to support, and that under normal circumstances does support, a prevalence of vegetation adapted for life in saturated soil conditions. Wetlands generally include swamps, marshes, bogs, and similar areas.

7g. Summarize what the mitigation plan is meant to accomplish, and describe how a watershed approach was used to design the plan.

Provide a brief summary of how the activities you are proposing would adequately compensate for the project’s likely adverse impacts to wetlands and how a watershed approach was used to design the plan.

Definition(s):
- Mitigation: Actions taken to avoid, minimize, and compensate for adverse or negative effects on the environment.

7h. Use the table below to list the type and rating of each wetland that will be impacted; the extent and duration of the impact; and the type and amount of mitigation you propose. If you are submitting a mitigation plan that includes a similar table, you may simply state (below) where we can find this information in the mitigation plan.

List the proposed activities causing impacts and mitigation for those impacts in the summary table. Include information on the activity causing impact (for example: excavation or fill), and wetland type separately for each wetland (based on the Western Washington/Eastern Washington wetland rating system). State how much area of each wetland (square feet or acres) will be impacted, duration of impact for each wetland (temporary or permanent), and what type of mitigation is proposed (for example: creation or restoration), and how many acres of mitigation will be provided.

If a table or chart containing this information is available by wetland in your mitigation plan, you can list the page number where the table or chart can be found.

Definition(s):
- Wetland: An area that is inundated or saturated by surface or ground water at a frequency and duration sufficient to support, and that under normal circumstances does support, a prevalence of vegetation adapted for life in saturated soil conditions. Wetlands generally include swamps, marshes, bogs, and similar areas.
- Impact: For the purposes of this JARPA any activity in or adjacent to a wetland should be considered an impact; impacts may be temporary or permanent
- Mitigation: Actions are taken to avoid, minimize, and compensate for adverse or negative effects on the environment.
- Mitigation Bank: A mitigation bank is a wetland, stream, or other aquatic resource area that has been restored, established, enhanced, or (in certain circumstances) preserved for the purpose of providing compensation for unavoidable impacts to aquatic resources permitted under a federal, state or local regulation. A mitigation bank may be created when a government agency,
corporation, nonprofit organization, or other entity undertakes these activities under a formal agreement with a regulatory agency.

- **In Lieu Fee**: An approach to compensatory mitigation that allows permit applicants to pay a fee to a third party such as a government agency or conservation organization. These fees are then used to restore, create, enhance, or preserve wetlands. Generally, in-lieu fee contributions are collected in advance of wetland losses. These funds are accumulated until they are sufficient to design and implement a wetland compensation project.

- **Creation**: The manipulation of the physical, chemical, or biological characteristics present to develop a wetland on an upland or deepwater site where a wetland did not previously exist. Establishment results in a gain in wetland acreage and function.

- **Re-establishment**: The manipulation of the physical, chemical, or biological characteristics of a site with the goal of returning natural or historic functions to a former wetland. Re-establishment results in rebuilding a former wetland and results in a gain in wetland acres and functions.

- **Rehabilitation**: The manipulation of the physical, chemical, or biological characteristics of a site with the goal of repairing natural or historic functions and processes of a degraded wetland. Rehabilitation results in a gain in wetland function but does not result in a gain in wetland acres.

- **Enhancement**: The manipulation of the physical, chemical, or biological characteristics of a wetland to heighten, intensify or improve specific function(s) or to change the growth stage or composition of the vegetation present. Enhancement is undertaken for specified purposes such as water quality improvement, flood water retention, or wildlife habitat. Enhancement results in a change in wetland function(s) and can lead to a decline in other wetland functions, but does not result in a gain in wetland acres.

- **Preservation**: The removal of a threat to, or preventing the decline of, wetland conditions by an action in or near a wetland. This term includes the purchase of land or easements, repairing water control structures or fences, or structural protection. Preservation does not result in a gain of wetland acres but may result in a gain in functions over the long term.

7i. **For all filling activities identified in 7h, describe the source and nature of the fill material, the amount in cubic yards that will be used, and how and where it will be placed into the wetland.**

If you have any activities that involve placing fill material in wetlands, describe the material that would be used, including the type, source, and amount of material (for example: three cubic yards of dirt from the upland staging area). Indicate where and how it will be placed in the wetland (for example: fill placed in the western edge using a backhoe).

**Definition(s):**

- **Cubic Yards**: A measure of volume calculated by measuring length by width by depth (one yard x one yard x one yard). One cubic yard = 27 cubic feet.

- **Fill Material**: Any material that will change the bottom elevation of an aquatic area, wetland or waterbody.

- **Nature of the Fill Material**: What the fill material is made of (for example: rocks, sand, soil, or woody debris).

- **Wetland**: An area that is inundated or saturated by surface or ground water at a frequency and duration sufficient to support, and that under normal circumstances does support, a prevalence of vegetation adapted for life in saturated soil conditions. Wetlands generally include swamps, marshes, bogs, and similar areas.
7j. For all excavating activities identified in 7h, describe the excavation method, type and amount of material in cubic yards you will remove, and where the material will be disposed.

If you have any activities that involve excavating in a wetland, describe the type of material you will be removing, the method and equipment for removing it, how much you will be removing, and where you will place the removed material. (For example: using a backhoe to remove approximately two cubic yards of dirt and vegetation and placing it along the access road).

**Definition(s):**
- Cubic Yards: A measure of volume calculated by measuring length by width by depth (one yard x one yard x one yard). One cubic yard = 27 cubic feet.

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### Part 8 – Waterbodies (other than wetlands): Impacts and Mitigation

**Definition(s):**
- Adjacent: Something bordering, next to, or neighboring.
- Impact: For purposes of this JARPA, any activity in or adjacent to a waterbody should be considered an impact; impacts may be temporary or permanent.
- Mitigation: Actions taken to avoid, minimize, and compensate for adverse or negative effects on the environment.
- Waterbody: A river, creek, stream, lake, pool, bay, wetland, marsh, swamp, tidal flat, ocean or other water area.
- Wetland: An area that is inundated or saturated by surface or ground water at a frequency and duration sufficient to support, and that under normal circumstances does support, a prevalence of vegetation adapted for life in saturated soil conditions. Wetlands generally include swamps, marshes, bogs, and similar areas.

8a. Describe how the project has been designed to avoid and minimize adverse impacts to the aquatic environment.

Describe how your project is designed to avoid or reduce impacts to the aquatic environment. Include whether placement of the project was selected to reduce impacts, and how construction was modified to reduce or avoid impacts.

Attach plans and specifications for activities designed to protect fish life (for example: fish-rearing pools, creating spawning areas, or adding large woody debris).

8b. Will your project impact a waterbody or the area around a waterbody?

Waterbodies include rivers, lakes, streams, creeks, seasonally dry river beds, ponds, bays, and ditches. Impacts could occur from activities that take place in these waterbodies or some distance away.

If you are unsure whether your activities could impact waterbodies, please contact the Governor’s Office for Regulatory Innovation and Assistance at (800) 917-0043 or help@ora.wa.gov.
**Definition(s):**
- Impact: For purposes of this JARPA, an activity in or adjacent to a waterbody should be considered an impact; impacts may be temporary or permanent.
- Waterbody: A river, creek, stream, lake, pool, bay, wetland, marsh, swamp, tidal flat, ocean or other water area.

8c. Have you prepared a mitigation plan to compensate for the project’s adverse impacts to non-wetland waterbodies?

A mitigation plan is a description of additional activities you propose to compensate for a project’s likely adverse impacts to the aquatic environment. These activities may occur on-site or off-site and include creating new aquatic resources or restoring, enhancing, or preserving existing aquatic resources.

If you have a draft mitigation plan, attach it to your application.

**Definition(s):**
- Mitigation: Actions taken to avoid, minimize, and compensate for adverse or negative effects on the environment.
- Wetland: An area that is inundated or saturated by surface or ground water at a frequency and duration sufficient to support, and that under normal circumstances does support, a prevalence of vegetation adapted for life in saturated soil conditions. Wetlands generally include swamps, marshes, bogs, and similar areas.

8d. Summarize what the mitigation plan is meant to accomplish. Describe how a watershed approach was used to design the plan.

Provide a brief summary of how the activities you are proposing would compensate for the project’s likely adverse impacts to non-wetland waterbodies and how a watershed approach was used to design the plan.

**Definition(s):**
- Mitigation: Actions taken to avoid, minimize, and compensate for adverse or negative effects on the environment.

8e. Summarize impact(s) to each waterbody in the table below.

List each activity causing an impact, the waterbody, and the details of the impact, including duration, location, amount of impact (for example: material placed or removed), and the portion of the waterbody that will be affected.

**Definition(s):**
- Dredging: Removing material built up on the bottom of a waterbody.
- Waterbody: A river, creek, stream, lake, pool, bay, wetland, marsh, swamp, tidal flat, ocean or other water area.
- Impact: For the purposes of this JARPA any activity in or adjacent to a waterbody should be considered an impact; impacts may be temporary or permanent.
8f. For all activities identified in 8e., describe the source and nature of the fill material, amount (in cubic yards) you will use, and how and where it will be placed into the waterbody.

If you have any activities that involve placing fill material in non-wetland waterbodies, describe the material you will use, including the type, source, and the amount of material (for example: three cubic yards of dirt from the upland staging area). Indicate where and how it will be placed in the waterbody (for example: fill placed on the western bank using a backhoe).

**Definition(s):**
- Cubic Yards: A measure of volume calculated by measuring length by width by depth (one yard x one yard x one yard). One cubic yard = 27 cubic feet.
- Fill Material: Any material that will change the bottom elevation of an aquatic area, wetland or waterbody.

8g. For all excavating or dredging activities identified in 8e., describe the method for excavating or dredging, the type and amount of material that will be removed, and where the material will be disposed.

If the project would involve excavating or dredging in a waterbody, describe what type of material you will be removing, what method and equipment will be used for removing it, how much you will be removing, and where you will place the removed material. (For example: I will use a backhoe to remove approximately two cubic yards of sand and rocks and placing it along the access road.)

**Definition(s):**
- Dredging: The removal of material built up on the bottom of a waterbody.

**Part 9 – Additional Information**

9a. If you have already worked with any government agencies on this project, list them below.

List any contacts you have had with city, county, state, and federal agencies as part of preparing your application or determining your site and construction activities.

9b. Are any of the wetlands or waterbodies identified in Part 7 or Part 8 on the Washington Department of Ecology’s 303(d) List?

If you know whether the waterbodies you propose to impact are on the current 303(d) list, indicate that and provide the parameters of the 303(d) list. The 303(d) list is a designation of the current conditions of a waterbody including existing problems and pollutants the waterbody may contain.

You can find out whether the waterbodies are on the 303d list by going to: [http://www.ecy.wa.gov/programs/wq/303d/](http://www.ecy.wa.gov/programs/wq/303d/).

**Definition(s):**
- 303(d) list: A list of all surface waters in the state where pollutants impair beneficial uses of the water (such as drinking, recreation, aquatic habitat, and industrial use).
- Wetland: An area that is inundated or saturated by surface or ground water at a frequency and duration sufficient to support, and that under normal circumstances does support, a prevalence of
vegetation adapted for life in saturated soil conditions. Wetlands generally include swamps, marshes, bogs, and similar areas.

9c. What U.S. Geological Survey Hydrological Unit Code (HUC) is the project in?
These codes are part of a national system for identifying specific watersheds.

For more information and to determine your HUC, visit http://cfpub.epa.gov/surf/locate/index.cfm.

Definition(s):
- Hydrological Unit Code: A unit or watershed classified at four levels; regions, sub-regions, accounting units, and cataloging units. The hydrologic units are arranged within each other, from the smallest to the largest. Each hydrologic unit is identified by a unique hydrologic unit code consisting of two to eight digits based on the four levels of classification in the hydrologic unit system. This classification system was developed by the U.S. Geologic Survey.

9d. What Water Resource Inventory Area Number (WRIA #) is the project in?
The WRIA number is a Washington State-based system for identifying watersheds and helps determine the important resources in the project area.

You can find out what your WRIA number is by going to: http://www.ecy.wa.gov/services/gis/maps/wria/wria.htm.

9e. Will the in-water construction work comply with the State of Washington water quality standards for turbidity?
If you know whether your project impacts will comply with the State of Washington water quality standards for turbidity (suspended sediments in water) you can note it here. The Water Quality Standards, Washington Administrative Code (WAC) 173-201A, can be found at http://www.ecy.wa.gov/programs/wq/swqs/criteria.html.

You can also read more about these standards by going to: http://www.ecy.wa.gov/programs/wq/swqs/index.html.

Definition(s):
- Water Quality Standards: The basis for protecting and regulating the quality of surface waters in Washington State. The standards also contain policies to protect high quality waters.
- Turbidity: Muddiness created by stirring up sediment or having foreign particles suspended in the water.

9f. If the project is within the jurisdiction of the Shoreline Management Act, what is the local shoreline environment designation?
If you know your project location is within jurisdiction of the Shoreline Management Act, indicate the local shoreline designation. This usually occurs when your project is within 200 feet of a waterbody or within the 100-year flood plain.

You can find the information by contacting your city or county planning department. Local government contact information can be found at http://www.mrsc.org. Click on the “LINKS” tab to find your city or county.
9g. What is the Washington Department of Natural Resources Water Type?
You can find out more about water types and get the water type for the waterbodies your project may be impacting by visiting:
http://www.dnr.wa.gov/BusinessPermits/Topics/ForestPracticesApplications/Pages/fp_watertyping.aspx

9h. Will this project be designed to meet the Washington Department of Ecology’s most current stormwater manual?
The stormwater manual provides guidance on how to design and maintain stormwater controls, including the control of runoff, and stormwater holding ponds. If you are not using the standards in this manual, indicate whether you are following a different manual approved by the Department of Ecology.


9i Does the project site have known contaminated sediment?
Use the Department of Ecology Cleanup Site Search located at:

9j. If you know what the property was used for in the past, describe below.
If you have any historical knowledge of the property, you can describe its past uses here. Include any previous land uses or previous states of the natural environment (for example: used to be a dairy farm, a gas station was here 20 years ago, or it was forested until 30 years ago).

9k. Has a cultural resource (archaeological) survey been performed on the project area?
If a cultural resource or archaeological survey has been conducted on the project area, include a copy of the report with your application.

For more information on cultural resource surveys, contact the Washington Department of Archaeology and Historic Preservation (http://www.dahp.wa.gov) at 360-586-3065 or your local government. Local government contact information can be found at http://www.mrsc.org. Click on the “LINKS” tab to find your city or county.

9l. Name each species listed under the federal Endangered Species Act that occurs in the vicinity of the project area or might be affected by the proposed work.
The Endangered Species Act of 1973 provides protection for endangered or threatened plants and animals and the habitats where they are found. Species include birds, insects, fish, reptiles, mammals, crustaceans, flowers, grasses, and trees. Additional information on the Endangered Species Act can be found at http://www.nmfs.noaa.gov/pr/laws/esa/.

A list of species considered endangered or threatened in Washington can be found at http://ecos.fws.gov/tess_public//pub/stateListing.jsp?status=listedin&state=WA.
9m. Name each species or habitat on the Washington Department of Fish and Wildlife’s Priority Habitats and Species List that might be affected by the proposed work.

The Washington Department of Fish and Wildlife (WDFW) publishes a catalog of habitats and species considered priorities for conservation and management. This catalog is called the Priority Habitats and Species List. More information on the List, including the most recent edition, can be found at http://wdfw.wa.gov/conservation/phs/list/. Contact the WDFW area habitat biologist to determine the habitats and species for your area: http://wdfw.wa.gov/conservation/habitat/ahb/.

Definition(s):
- Habitat: What plants and animals call ‘home’, including all the things they need to live. Some of these things are: water, soil, sunlight, protection from danger, and food.

Part 10 – SEPA Compliance and Permits

10a. Compliance with the State Environmental Policy Act (SEPA)

The State Environmental Policy Act (SEPA) environmental review is usually started early in the application process. This review involves filling out an environmental checklist to help you determine if significant impacts may be caused by your proposal.

Usually county or city government staff can work with you to make an initial evaluation of whether the impacts are significant or not.

If your project has a National Environmental Policy Act (NEPA) document that has been adopted by the lead agency for SEPA compliance, please mark the box to indicate a SEPA decision letter (or SEPA determination) is attached, and attach the Notice of Adoption letter to your application.

If you have not started the SEPA review process, please contact your local government or go to http://www.ecy.wa.gov/programs/sea/sepa/e-review.html for more information about this process, the checklist, and forms.

If your project is designed to enhance fish habitat and meets specific requirements, you may qualify for the streamlined Hydraulic Project Approval (HPA) process, exemption from the State Environmental Policy Act (SEPA), and exemption from all local government permits and fees. State and federal permits and fees still apply.

Submit the Fish Habitat Enhancement Project form with this application. The form can be found at: http://www.epermitting.wa.gov/site/alias_resourcecenter/jarpa_jarpa_form/9984/jarpa_form.aspx.

10b. Indicate the permits you are applying for:

Online Permit Assistance System (OPAS): This online questionnaire asks a series of ‘yes’ or ‘no’ questions to help you determine which permits and approvals may be required for your project. This tool is available at http://apps.ecy.wa.gov/opas.

Environmental Permit Handbook: The Environmental Permit Handbook provides an overview for each environmental permit, including contacts and resources for more detailed information. You can view the handbook online or download a copy at http://apps.ecy.wa.gov/permithandbook.
Shoreline permits: (Verify that your local city or county will accept the JARPA for these permits.)

Other city/county permits: (Verify that your local city or county will accept the JARPA for these permits.)
Washington Department of Fish & Wildlife

Washington Department of Natural Resources

Washington Department of Ecology

Department of the Army (U.S. Army Corps of Engineers) permits

United States Coast Guard permits

**Part 11 – Authorizing Signatures**

Application documents may not exceed 11” x 17”. If your application package (including the JARPA form, plans, photos, etc.) contains more than 30 pages, also include digital files of all application documents on a CD, DVD, or other electronic storage media in formats compatible with Microsoft Word, Microsoft Excel, or Microsoft Access programs or in PDF, TIFF, JPEG, or GIF formats.

**11a. Applicant Signature**

The applicant, identified in Part 2, must sign the application before submitting the JARPA package to the reviewing agencies. Each JARPA you are mailing requires an original signature from the applicant.

If applicable, the applicant must also initial the statement granting authority to his or her designated agent in Part 3. The applicant must also initial the statement granting the authority to access the property. If the applicant identified in Part 2 is not the property owner, the owner’s signature is required in question 11c.

**11b. Authorized Agent Signature**

If an authorized agent is identified in Part 3, they must sign the application before submitting the JARPA package to the reviewing agencies.
11c. Property Owner Signature (if not applicant)

If the applicant identified in Part 2 is not the property owner, the owner’s signature is required. This signature provides authorization for the permitting agencies to access the property for inspections of the project site and work.
WASHINGTON STATE
Joint Aquatic Resources Permit
Application (JARPA) Form1,2

USE BLACK OR BLUE INK TO ENTER ANSWERS IN THE WHITE SPACES BELOW.

Part 1–Project Identification

1. Project Name (A name for your project that you create. Examples: Smith’s Dock or Seabrook Lane Development) [help]

Part 2–Applicant

The person and/or organization responsible for the project. [help]

2a. Name (Last, First, Middle)

2b. Organization (If applicable)

2c. Mailing Address (Street or PO Box)

2d. City, State, Zip

2e. Phone (1) 2f. Phone (2) 2g. Fax 2h. E-mail

( ) ( ) ( )

1Additional forms may be required for the following permits:

- If your project may qualify for Department of the Army authorization through a Regional General Permit (RGP), contact the U.S. Army Corps of Engineers for application information (206) 764-3495.
- If your project might affect species listed under the Endangered Species Act, you will need to fill out a Specific Project Information Form (SPIF) or prepare a Biological Evaluation. Forms can be found at http://www.nws.usace.army.mil/Missions/CivilWorks/Regulatory/PermitGuidebook/EndangeredSpecies.aspx.
- Not all cities and counties accept the JARPA for their local Shoreline permits. If you need a Shoreline permit, contact the appropriate city or county government to make sure they accept the JARPA.


For other help, contact the Governor’s Office for Regulatory Innovation and Assistance at (800) 917-0043 or help@ora.wa.gov.
Part 3–Authorized Agent or Contact
Person authorized to represent the applicant about the project. (Note: Authorized agent(s) must sign 11b of this application.) [help]

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<th>3a. Name (Last, First, Middle)</th>
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<th>3b. Organization (If applicable)</th>
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<th>3c. Mailing Address (Street or PO Box)</th>
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<th>3d. City, State, Zip</th>
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<tr>
<th>3e. Phone (1)</th>
<th>3f. Phone (2)</th>
<th>3g. Fax</th>
<th>3h. E-mail</th>
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Part 4–Property Owner(s)
Contact information for people or organizations owning the property(ies) where the project will occur. Consider both upland and aquatic ownership because the upland owners may not own the adjacent aquatic land. [help]

- [ ] Same as applicant. (Skip to Part 5.)
- [ ] Repair or maintenance activities on existing rights-of-way or easements. (Skip to Part 5.)
- [ ] There are multiple upland property owners. Complete the section below and fill out JARPA Attachment A for each additional property owner.
- [ ] Your project is on Department of Natural Resources (DNR)-managed aquatic lands. If you don’t know, contact the DNR at (360) 902-1100 to determine aquatic land ownership. If yes, complete JARPA Attachment E to apply for the Aquatic Use Authorization.

<table>
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<th>4a. Name (Last, First, Middle)</th>
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<th>4b. Organization (If applicable)</th>
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<th>4d. City, State, Zip</th>
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<th>4e. Phone (1)</th>
<th>4f. Phone (2)</th>
<th>4g. Fax</th>
<th>4h. E-mail</th>
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</table>
**Part 5–Project Location(s)**

Identifying information about the property or properties where the project will occur. [help]

☐ There are multiple project locations (e.g. linear projects). Complete the section below and use JARPA Attachment B for each additional project location.

<table>
<thead>
<tr>
<th>5a. Indicate the type of ownership of the property. (Check all that apply.) [help]</th>
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</thead>
<tbody>
<tr>
<td>☐ Private</td>
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<tr>
<td>☐ Federal</td>
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<tr>
<td>☐ Publicly owned (state, county, city, special districts like schools, ports, etc.)</td>
</tr>
<tr>
<td>☐ Tribal</td>
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<tr>
<td>☐ Department of Natural Resources (DNR) – managed aquatic lands (Complete JARPA Attachment E)</td>
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</table>

<table>
<thead>
<tr>
<th>5b. Street Address (Cannot be a PO Box. If there is no address, provide other location information in 5p.) [help]</th>
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<tr>
<th>5c. City, State, Zip (If the project is not in a city or town, provide the name of the nearest city or town.) [help]</th>
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<tr>
<th>5d. County [help]</th>
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<tr>
<th>5e. Provide the section, township, and range for the project location. [help]</th>
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<tr>
<td>¼ Section</td>
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<tr>
<th>5f. Provide the latitude and longitude of the project location. [help]</th>
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<tbody>
<tr>
<td>• Example: 47.03922 N lat. / -122.89142 W long. (Use decimal degrees - NAD 83)</td>
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<tr>
<th>5g. List the tax parcel number(s) for the project location. [help]</th>
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<tr>
<td>• The local county assessor’s office can provide this information.</td>
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<tr>
<th>5h. Contact information for all adjoining property owners. (If you need more space, use JARPA Attachment C.) [help]</th>
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<td>5p.</td>
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### Part 6–Project Description

6a. Briefly summarize the overall project. You can provide more detail in 6b. [help]

6b. Describe the purpose of the project and why you want or need to perform it. [help]

6c. Indicate the project category. (Check all that apply) [help]

- [ ] Commercial
- [ ] Residential
- [ ] Institutional
- [ ] Transportation
- [ ] Recreational
- [ ] Maintenance
- [ ] Environmental Enhancement

6d. Indicate the major elements of your project. (Check all that apply) [help]

- [ ] Aquaculture
- [ ] Bank Stabilization
- [ ] Boat House
- [ ] Boat Launch
- [ ] Boat Lift
- [ ] Bridge
- [ ] Bulkhead
- [ ] Buoy
- [ ] Channel Modification
- [ ] Culvert
- [ ] Dam / Weir
- [ ] Dike / Levee / Jetty
- [ ] Ditch
- [ ] Dock / Pier
- [ ] Dredging
- [ ] Fence
- [ ] Ferry Terminal
- [ ] Fishway
- [ ] Float
- [ ] Floating Home
- [ ] Geotechnical Survey
- [ ] Land Clearing
- [ ] Marina / Moorage
- [ ] Mining
- [ ] Outfall Structure
- [ ] Piling/Dolphin
- [ ] Raft
- [ ] Retaining Wall (upland)
- [ ] Road
- [ ] Scientific Measurement Device
- [ ] Stairs
- [ ] Stormwater facility
- [ ] Swimming Pool
- [ ] Utility Line
- [ ] Other:
6e. Describe how you plan to construct each project element checked in 6d. Include specific construction methods and equipment to be used. [help]

- Identify where each element will occur in relation to the nearest waterbody.
- Indicate which activities are within the 100-year floodplain.

6f. What are the anticipated start and end dates for project construction? (Month/Year) [help]

- If the project will be constructed in phases or stages, use JARPA Attachment D to list the start and end dates of each phase or stage.

| Start date: | End date: | See JARPA Attachment D |

6g. Fair market value of the project, including materials, labor, machine rentals, etc. [help]

6h. Will any portion of the project receive federal funding? [help]

- If yes, list each agency providing funds.

☐ Yes ☐ No ☐ Don’t know

Part 7–Wetlands: Impacts and Mitigation

☐ Check here if there are wetlands or wetland buffers on or adjacent to the project area.
(If there are none, skip to Part 8.) [help]

7a. Describe how the project has been designed to avoid and minimize adverse impacts to wetlands. [help]

☐ Not applicable

7b. Will the project impact wetlands? [help]

☐ Yes ☐ No ☐ Don’t know
7c. Will the project impact wetland buffers?  [help]
- Yes  - No  - Don't know

7d. Has a wetland delineation report been prepared?  [help]
- If Yes, submit the report, including data sheets, with the JARPA package.
- Yes  - No

7e. Have the wetlands been rated using the Western Washington or Eastern Washington Wetland Rating System?  [help]
- If Yes, submit the wetland rating forms and figures with the JARPA package.
- Yes  - No  - Don't know

7f. Have you prepared a mitigation plan to compensate for any adverse impacts to wetlands?  [help]
- If Yes, submit the plan with the JARPA package and answer 7g.
- If No, or Not applicable, explain below why a mitigation plan should not be required.
- Yes  - No  - Not applicable

7g. Summarize what the mitigation plan is meant to accomplish, and describe how a watershed approach was used to design the plan.  [help]

7h. Use the table below to list the type and rating of each wetland impacted, the extent and duration of the impact, and the type and amount of mitigation proposed. Or if you are submitting a mitigation plan with a similar table, you can state (below) where we can find this information in the plan.  [help]

<table>
<thead>
<tr>
<th>Activity (fill, drain, excavate, flood, etc.)</th>
<th>Wetland Name¹</th>
<th>Wetland type and rating category²</th>
<th>Impact area (sq. ft. or Acres)</th>
<th>Duration of impact³</th>
<th>Proposed mitigation type⁴</th>
<th>Wetland mitigation area (sq. ft. or acres)</th>
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¹ If no official name for the wetland exists, create a unique name (such as ‘Wetland 1’). The name should be consistent with other project documents, such as a wetland delineation report.
² Ecology wetland category based on current Western Washington or Eastern Washington Wetland Rating System. Provide the wetland rating forms with the JARPA package.
³ Indicate the days, months or years the wetland will be measurably impacted by the activity. Enter “permanent” if applicable.
⁴ Creation (C), Re-establishment/Rehabilitation (R), Enhancement (E), Preservation (P), Mitigation Bank/In-lieu fee (B)

Page number(s) for similar information in the mitigation plan, if available: ________________________________
7i. For all filling activities identified in 7h, describe the source and nature of the fill material, the amount in cubic yards that will be used, and how and where it will be placed into the wetland. [help]

7j. For all excavating activities identified in 7h, describe the excavation method, type and amount of material in cubic yards you will remove, and where the material will be disposed. [help]

---

Part 8–Waterbodies (other than wetlands): Impacts and Mitigation

In Part 8, “waterbodies” refers to non-wetland waterbodies. (See Part 7 for information related to wetlands.) [help]

☐ Check here if there are waterbodies on or adjacent to the project area. (If there are none, skip to Part 9.)

8a. Describe how the project is designed to avoid and minimize adverse impacts to the aquatic environment. [help]

☐ Not applicable

8b. Will your project impact a waterbody or the area around a waterbody? [help]

☐ Yes ☐ No
8c. Have you prepared a mitigation plan to compensate for the project’s adverse impacts to non-wetland waterbodies? [help]

- If Yes, submit the plan with the JARPA package and answer 8d.
- If No, or Not applicable, explain below why a mitigation plan should not be required.

<table>
<thead>
<tr>
<th></th>
<th>Yes</th>
<th>No</th>
<th>Not applicable</th>
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8d. Summarize what the mitigation plan is meant to accomplish. Describe how a watershed approach was used to design the plan.

- If you already completed 7g you do not need to restate your answer here. [help]

8e. Summarize impact(s) to each waterbody in the table below. [help]

<table>
<thead>
<tr>
<th>Activity (clear, dredge, fill, pile drive, etc.)</th>
<th>Waterbody name(^1)</th>
<th>Impact location(^2)</th>
<th>Duration of impact(^3)</th>
<th>Amount of material (cubic yards) to be placed in or removed from waterbody</th>
<th>Area (sq. ft. or linear ft.) of waterbody directly affected</th>
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</table>

\(^1\) If no official name for the waterbody exists, create a unique name (such as “Stream 1”) The name should be consistent with other documents provided.

\(^2\) Indicate whether the impact will occur in or adjacent to the waterbody. If adjacent, provide the distance between the impact and the waterbody and indicate whether the impact will occur within the 100-year flood plain.

\(^3\) Indicate the days, months or years the waterbody will be measurably impacted by the work. Enter “permanent” if applicable.

8f. For all activities identified in 8e, describe the source and nature of the fill material, amount (in cubic yards) you will use, and how and where it will be placed into the waterbody. [help]
8g. For all excavating or dredging activities identified in 8e, describe the method for excavating or dredging, type and amount of material you will remove, and where the material will be disposed. [help]

Part 9–Additional Information

Any additional information you can provide helps the reviewer(s) understand your project. Complete as much of this section as you can. It is ok if you cannot answer a question.

9a. If you have already worked with any government agencies on this project, list them below. [help]

<table>
<thead>
<tr>
<th>Agency Name</th>
<th>Contact Name</th>
<th>Phone</th>
<th>Most Recent Date of Contact</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

9b. Are any of the wetlands or waterbodies identified in Part 7 or Part 8 of this JARPA on the Washington Department of Ecology’s 303(d) List? [help]

- **If Yes**, list the parameter(s) below.
- **If you don’t know**, use Washington Department of Ecology’s Water Quality Assessment tools at: [link]


   - Yes
   - No

9c. What U.S. Geological Survey Hydrological Unit Code (HUC) is the project in? [help]

   - Go to [link] to help identify the HUC.

9d. What Water Resource Inventory Area Number (WRIA #) is the project in? [help]

   - Go to [link] to find the WRIA #.
### 9e. Will the in-water construction work comply with the State of Washington water quality standards for turbidity? [help]
- □ Yes □ No □ Not applicable

### 9f. If the project is within the jurisdiction of the Shoreline Management Act, what is the local shoreline environment designation? [help]
- If you don’t know, contact the local planning department.
- □ Rural □ Urban □ Natural □ Aquatic □ Conservancy □ Other ______________

### 9g. What is the Washington Department of Natural Resources Water Type? [help]
- □ Shoreline □ Fish □ Non-Fish Perennial □ Non-Fish Seasonal

### 9h. Will this project be designed to meet the Washington Department of Ecology’s most current stormwater manual? [help]
- If No, provide the name of the manual your project is designed to meet.
- □ Yes □ No

Name of manual:

### 9i. Does the project site have known contaminated sediment? [help]
- □ Yes □ No

• If Yes, please describe below.

### 9j. If you know what the property was used for in the past, describe below. [help]

### 9k. Has a cultural resource (archaeological) survey been performed on the project area? [help]
- □ Yes □ No

• If Yes, attach it to your JARPA package.
9l. Name each species listed under the federal Endangered Species Act that occurs in the vicinity of the project area or might be affected by the proposed work. [help]

9m. Name each species or habitat on the Washington Department of Fish and Wildlife's Priority Habitats and Species List that might be affected by the proposed work. [help]

---

Part 10–SEPA Compliance and Permits

Use the resources and checklist below to identify the permits you are applying for.

- Governor's Office for Regulatory Innovation and Assistance at (800) 917-0043 or [help@ora.wa.gov](mailto:help@ora.wa.gov).
- For a list of addresses to send your JARPA to, click on [agency addresses for completed JARPA](http://www.ecy.wa.gov/programs/sea/sepa/e-review.html).

10a. Compliance with the State Environmental Policy Act (SEPA). (Check all that apply.) [help]

- For more information about SEPA, go to [www.ecy.wa.gov/programs/sea/sepa/e-review.html](http://www.ecy.wa.gov/programs/sea/sepa/e-review.html).

- □ A copy of the SEPA determination or letter of exemption is included with this application.

- □ A SEPA determination is pending with ________________ (lead agency). The expected decision date is ____________.

- □ I am applying for a Fish Habitat Enhancement Exemption. (Check the box below in 10b.) [help]

- □ This project is exempt (choose type of exemption below).
  - □ Categorical Exemption. Under what section of the SEPA administrative code (WAC) is it exempt?

  - □ Other: __________________________________________________________

- □ SEPA is pre-empted by federal law.
10b. Indicate the permits you are applying for. (Check all that apply.) [help]

<table>
<thead>
<tr>
<th>LOCAL GOVERNMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Local Government Shoreline permits:</strong></td>
</tr>
<tr>
<td>☐ Substantial Development ☐ Conditional Use ☐ Variance</td>
</tr>
<tr>
<td>☐ Shoreline Exemption Type (explain): ____________________________</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Other City/County permits:</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Floodplain Development Permit ☐ Critical Areas Ordinance</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>STATE GOVERNMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Washington Department of Fish and Wildlife:</strong></td>
</tr>
<tr>
<td>☐ Hydraulic Project Approval (HPA) ☐ Fish Habitat Enhancement Exemption – [Attach Exemption Form]</td>
</tr>
</tbody>
</table>

Effective July 10, 2012, you must submit a check for $150 to Washington Department of Fish and Wildlife, unless your project qualifies for an exemption or alternative payment method below. **Do not send cash.**

Check the appropriate boxes:

- ☐ $150 check enclosed. Check #__________________________
  Attach check made payable to Washington Department of Fish and Wildlife.

- ☐ Charge to billing account under agreement with WDFW. Agreement #__________________________

- ☐ My project is exempt from the application fee. (Check appropriate exemption)
  ☐ HPA processing is conducted by applicant-funded WDFW staff.
  Agreement #__________________________
  ☐ Mineral prospecting and mining.
  ☐ Project occurs on farm and agricultural land.
    (Attach a copy of current land use classification recorded with the county auditor, or other proof of current land use.)
  ☐ Project is a modification of an existing HPA originally applied for, prior to July 10, 2012.
    HPA #__________________________

<table>
<thead>
<tr>
<th>Washington Department of Natural Resources:</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Aquatic Use Authorization</td>
</tr>
<tr>
<td>Complete [JARPA Attachment E] and submit a check for $25 payable to the Washington Department of Natural Resources. <strong>Do not send cash.</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Washington Department of Ecology:</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Section 401 Water Quality Certification</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>FEDERAL GOVERNMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>United States Department of the Army permits (U.S. Army Corps of Engineers):</strong></td>
</tr>
<tr>
<td>☐ Section 404 (discharges into waters of the U.S.) ☐ Section 10 (work in navigable waters)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>United States Coast Guard permits:</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Private Aids to Navigation (for non-bridge projects)</td>
</tr>
</tbody>
</table>
Part 11–Authorizing Signatures

Signatures are required before submitting the JARPA package. The JARPA package includes the JARPA form, project plans, photos, etc. [help]

11a. Applicant Signature (required) [help]

I certify that to the best of my knowledge and belief, the information provided in this application is true, complete, and accurate. I also certify that I have the authority to carry out the proposed activities, and I agree to start work only after I have received all necessary permits.

I hereby authorize the agent named in Part 3 of this application to act on my behalf in matters related to this application. __________ (initial)

By initialing here, I state that I have the authority to grant access to the property. I also give my consent to the permitting agencies entering the property where the project is located to inspect the project site or any work related to the project. __________ (initial)

Applicant Printed Name    Applicant Signature    Date

11b. Authorized Agent Signature [help]

I certify that to the best of my knowledge and belief, the information provided in this application is true, complete, and accurate. I also certify that I have the authority to carry out the proposed activities and I agree to start work only after all necessary permits have been issued.

Authorized Agent Printed Name    Authorized Agent Signature    Date

11c. Property Owner Signature (if not applicant) [help]

Not required if project is on existing rights-of-way or easements.

I consent to the permitting agencies entering the property where the project is located to inspect the project site or any work. These inspections shall occur at reasonable times and, if practical, with prior notice to the landowner.

Property Owner Printed Name    Property Owner Signature    Date

18 U.S.C §1001 provides that: Whoever, in any manner within the jurisdiction of any department or agency of the United States knowingly falsifies, conceals, or covers up by any trick, scheme, or device a material fact or makes any false, fictitious, or fraudulent statements or representations or makes or uses any false writing or document knowing same to contain any false, fictitious, or fraudulent statement or entry, shall be fined not more than $10,000 or imprisoned not more than 5 years or both.

If you require this document in another format, contact the Governor’s Office for Regulatory Innovation and Assistance (ORIA) at (800) 917-0043. People with hearing loss can call 711 for Washington Relay Service. People with a speech disability can call (877) 833-6341. ORIA publication number: ENV-019-09 rev. 08/2013
# SITE PLAN CHECKLIST

A COMPLETE, ACCURATE AND DETAILED SITE PLAN IS IMPORTANT TO AVOID DELAYS IN THE REVIEW AND APPROVAL OF YOUR PROJECT. USE THE CHECKLIST BELOW AS A TOOL TO HELP YOU COMPLETE THE SITE PLAN.

| Scale: | A scale of 1”=20’, is typical but other scales such as 1”=10’ or 1”-40’ are also acceptable. Do not exceed 1”=60 |
| North arrow |
| Property line location and dimensions. |
| Label abutting streets |
| Shoreline/Surface water: | Indicate creeks, streams, lakes, ponds, wetlands and other bodies of water within 300 ft of the proposed project |
| Wetlands and Seasonal Drainage: | Show setback distances from wetlands or seasonal drainage. |
| Easements: | Indicate location and size of road, utility, and private easements. |
| Show All Existing Development: | Identify existing and proposed structures. Include porches, decks, roof overhangs, cantilevers, and structures that will be demolished. |
| Proposed Building Footprint: | Use scale to show distances to property lines, existing structures, septic tank and drainfield. Stake or flag footprint of proposed structure. |
| Sewage Disposal System: | Identify septic tank location and drainfield. |
| Existing/proposed Buffers: | Include open space, fences, sidewalks and parking areas. |
| Retaining walls: | Proposed and existing. |
| Slopes/Site contours (Topography): | Identify any slopes greater than 15%, fills or cuts greater than 4ft. that are located within 300 ft of the proposed project. Use Contour lines or arrows to show the direction of the slope |
| Wells: | Show existing/proposed. |
| Waterfront projects: | Show all structures on adjacent property. |
| Driveway/Site Access |
| Stormwater Run-off Path: | Identify stormwater path and direction of flow. |
| Building Permit number: __________________________ | Direction:  | Scale:  | Approval: *for office use*
| Owner/Applicant: ________________________________ |            |       | Building: ________
| Parcel Number: _________________________________ | Date of application: | Planning: ________ | Env. Health: ________ |
SUBMITTAL SPECIFICATIONS AND INFORMATION

Site Plan: Site plans must be drawn to scale and at least 8 ½” x 11”. Scale not less than 1”=60’. Checklist indicating information required on the site plan is listed on the site plan application. Incomplete site plans may cause a delay in the review and approval of your project.

Construction Plans: Plans must be drawn to scale, preferred ¼” = 1’. Dimensions must be noted on the plans. A complete set of plans shall include foundation plan, framing plans, floor plans, cross sections, and elevations. A complete building plan will give the building department enough information on how you plan to construct your project. If you plan to construct a log home, pole building greater than 864 square feet, or a metal, masonry, or concrete structure, calculations and plans, stamped by a Washington State licensed engineer may be required. The building official may require additional drawings, details, sections, or stamped-engineered calculations and/or details.

Directions to Site: Provide accurate directions to your project site. This information will be used by staff when they review the project and by building inspectors.

Structural Engineered Calculations: Will be required if the proposed structure does not meet conventional construction standards. Include 2 sets of calculations with your permit application.

Driveway Access Permit: May be required if accessing a public road or right of way. Contact Mason County Public Works at (360) 427-9670, ext. 450


Existing On-Site Sewage System: Documentation of approved on-site sewage system and satisfactory operation and maintenance report within last 3 years.

Septic Approval or Sewer Permit: Septic design application must be approved by the Mason County Public Health prior to permit issuance for all development with septic systems. If sewer is available, sewer permits can be obtained by calling Mason County Utilities.

Water Availability: The water system manager must complete a Water Adequacy application if the project will be connected to a public/community water system. Private wells systems require a water well report, or capacity test, and bacteriological test within last 12 months.

RLC/Pre-Inspection: Pre-site inspection may be necessary for application. A site visit completed by a planner to identify critical areas and setback on the site.

Aquifer Recharge Areas: Areas where water infiltrates the soil, and percolates through it and surface rocks, to the groundwater table. These areas are mapped with Mason County Community Development.

Critical Area: Critical areas include shorelines, flood plains, streams, wetlands, important wildlife habitat areas and landslide hazard areas (such as steep slopes and marine bluffs). The planner may need to visit your site to decide whether a buffer zone is required between the critical area and the proposed structures. Please mark the corners of the proposed structure with flags or stakes.

Geotechnical Study: A geotechnical assessment or report will be required if the development is within 300 ft of a slope 14% or greater. Additionally if the parcel is located within a mapped Landslide/Erosion Hazard Area.

Wetland: Areas that are inundated or saturated by surface water or ground water at a frequency and duration sufficient to support, and that under normal circumstances do support a prevalence of vegetation typically adapted for life in saturated soil conditions. Wetlands generally include swamps, marshes, bogs, and similar areas.

Buffer: An area of land or designated for the purpose of insulating or separating a structure or land use from a critical area or resource land in such a manner as to reduce or mitigate any adverse impacts of the developed area.

Parcel Number: a 12-digit tax assessment number assigned to each parcel by the Assessor’s Office.

Legal Description: This describes the parcel of land identified by the 12-digit tax identification number. It is acceptable to submit a legal description of the parcel as it appears on deeds, real estate contracts, and statutory warranty deed, or in records at the Assessor’s office. Legal descriptions are used to check the dimensions of a parcel and any underlying restrictions (such as setbacks from property lines or easements, lot coverage, or height of buildings).

Address: Site addresses are assigned through the Mason County Department of Community Development; call (360) 427-9670 ext. 352 for more information.

Contractor Registration Number: Contractors must be licensed with the state. The contractor license number can be obtained from the general contractor that will be performing the work or through the Labor & Industries website at: https://wws2.wa.gov/lni/bbip/contractor.asp an owner can be an owner-contractor when building on his or her own property.

SEPA: The State Environmental Policy Act, 43.21c RCW and implementing State and County administrative rules.
Permits Required

A building permit is required for all upland rockeries over four feet in height. Rockeries less than four feet in height do not require a permit unless:

1) Located on a site containing an Environmentally Critical Area (See Mason County Critical Area Ordinance).
2) There is a surcharge such as a driveway, building footing, etc.
3) Impoundment of Class I, II, or III-A liquids (IBC 105.2)
4) Possible failure that could cause damage to adjoining properties or structures.

Even when rockeries do not require a permit, rockery installers are advised to follow the rockery design principles outlined in this publication. Permit applications for rockeries must include a site plan showing the location of the rockery and a cross section of the rockery showing the proposed design details. Rockery designs must either be prepared by a Washington State licensed engineer or comply with the Prescriptive Rockery Installation Design.

Rockeries over 6-feet in height must be designed by a Washington State licensed engineer or architect to ensure stability against overturning, sliding, excessive foundation pressure and water uplift. Upland rockery retaining walls shall be designed for a safety factor of 1.5 against lateral sliding and overturning IBC 1806.
Rockery and Shoreline Bulkhead

**Height: Maximum Six Feet**
Rockeries installed in accordance with the prescriptive installation design standards described here and reflected in the diagram need not be designed by an engineer unless the Mason County Building Dept. determines special conditions exist. Any rockery exceeding six feet in height or varying from the prescriptive design requires an engineered design.

**Location of Rockery**
Rockeries must only be placed against stable slopes, consisting of firm, undisturbed soil. The face of the slope needs to be able to support the rockery. Drainage must be provided as shown. Rockeries must not be placed against fill. No surcharge load, such as a building or driveway, may be placed on the rockery or within a distance equal to the vertical height of the rockery.

**Ground Surface Above Rockery**
The ground surface above the rockery should be relatively level. A maximum three foot rise over eight feet from the rockery surface is allowed for the slope above the rockery. After installation of the rockery, the ground surface above the rockery should be finished with an impervious material, such as asphalt, starting at the top of the rockery and extending at least far enough back to cover the drainage material plus one foot of the stable, supporting slope.

**Angle of the Rockery Face**
The face of the rockery shall be at least 15 degrees from the vertical. Maximum slope of the face of the rockery is one horizontal to four vertical.

**Rock Sizes**
For a rockery between four and six feet in height, the prescriptive standards requires that the lower half be constructed of four-man or larger rocks (defined below). For the upper half, progressively smaller rocks may be used in the installation.

<table>
<thead>
<tr>
<th>ROCK SIZE DESCRIPTION</th>
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</thead>
<tbody>
<tr>
<td><strong>Rock Size</strong></td>
</tr>
<tr>
<td>1-man</td>
</tr>
<tr>
<td>2-man</td>
</tr>
<tr>
<td>3-man</td>
</tr>
<tr>
<td>4-man</td>
</tr>
<tr>
<td>5-man</td>
</tr>
<tr>
<td>6-man</td>
</tr>
</tbody>
</table>

**Rock Placement**
The base course of rocks must be embedded into firm undisturbed earth to a minimum depth of 12 inches to provide a secure footing for the rockery. The long dimension of the rocks must extend into the slope behind the rockery to provide maximum stability. Subsequent courses of rocks must be placed to lock into the rocks in the lower course or tier.

**Drainage**
A minimum of 12 inches of washed granular drainage material shall be placed between the undisturbed soil and the rockery. The drainage materials must be composed of gravel with particle sizes ranging from 1-1/2 inch to 3/8 inch. At the base of the rockery, a perforated drain tile, with at least a four-inch diameter, shall be installed within the drainage materials. The drain tile must drain to a point of discharge, approved by Mason County.

**Inspections**
The rockery installer must schedule an inspection prior to placement of the base course so the Mason County Inspector may verify the rockery height, soil condition, rock size, and provisions for drainage. A final inspection is also required once all work is complete. To schedule an inspection call the Mason County 24-hour recorded inspection request line at (360)427-7262. Inspections can also be requested online at: www.co.mason.wa.us or by fax at (360) 427-7798. When requesting an inspection please provide the following information:

1) Name on permit
2) type of inspection
3) Permit number
4) Site Address
5) Type of permit
6) Date inspection requested and
7) Name and phone number of caller.

Effective November 17, 2004