



Land Use Application Cover Sheet

COMMUNITY DEVELOPMENT

File Name: _____

File Number: _____

Date Stamp

Instructions for Applicants

Please read and follow all instructions on your application carefully. If you have any questions about the process or your project, it is strongly recommended that you speak with staff prior to submitting your application to help ensure that processing can advance in a timely manner. Every application must include this cover sheet, the application/checklist and all required items, and a notarized affidavit of ownership (if applicable).

Specific Type of Land Use Application to be submitted (check all that apply):

- | | | |
|--|---|---|
| <input type="checkbox"/> Accessory Dwelling Unit | <input type="checkbox"/> Environmental Review (SEPA) | <input type="checkbox"/> Wireless Communication Facility |
| <input type="checkbox"/> Appeal | <input type="checkbox"/> Project Design Review | <input type="checkbox"/> Other (please specify): _____ |
| <input type="checkbox"/> Binding Site Plan | <input type="checkbox"/> Rezone/PUD | _____ |
| <input type="checkbox"/> Boundary Line Adjustment/ Lot Combination | <input type="checkbox"/> Short Subdivision (Short Plat) | <input type="checkbox"/> Comprehensive Plan Suggested Amendment |
| <input type="checkbox"/> Conditional Use Permit | <input type="checkbox"/> Subdivision (Long Plat) | <input type="checkbox"/> Comprehensive Plan Amendment |
| <input type="checkbox"/> Variance | | |

Please Print or Type Legibly

Applicant:			Phone:
Address:			Cell:
City:	State:	Zip:	Fax:
E-Mail:			
Contact Person, if different:			Phone:
Address:			Cell:
City:	State:	Zip:	Fax:
E-Mail:			
Property Owner(s), if different:			Phone:
Address:			Cell:
City:	State:	Zip:	Fax:
E-Mail:			
Site Address(es):			Zoning:
Assessor Parcel Number(s) – (APNs):			Comp. Plan Designation:
Description of Proposal:			
I/We certify that the information provided in this application, including all submittals and attachments, is true and correct to the best of my/our knowledge.			
Signature of Applicant/Agent: _____			Date: _____
Signature of Property Owner: _____			Date: _____



COMMUNITY DEVELOPMENT

Environmental Checklist

File Name: _____

File Number: _____

Date Stamp

Purpose of Checklist

The State Environmental Policy Act (SEPA), chapter 43.21C RCW, requires all governmental agencies to consider the environmental impacts of a proposal before making decisions. An environmental impact statement (EIS) must be prepared for all proposals with probable significant adverse impacts on the quality of the environment.

The purpose of this checklist is to provide information to help you and the agencies identify impacts from your proposal (and to reduce or avoid impacts from the proposal, if it can be done) and to help the agency decide whether an EIS is required.

Instructions for Applicants

This environmental checklist asks you to describe some basic information about your proposal. Governmental agencies use this checklist to determine whether the environmental impacts of your proposal are significant, requiring preparation of an EIS. **Answer the questions fully and briefly, with the most precise information known, or give the best description you can.**

You must answer each question accurately and carefully, to the best of your knowledge. In most cases, you should be able to answer the questions from your own observations or project plans without the need to hire experts. If you really do not know the answer, or if a question does not apply to your proposal, write “do not know” or “does not apply”. Complete answers to the questions now may avoid unnecessary delays later.

Some questions ask about governmental regulations, such as zoning, shoreline, and landmark designations. Answer these questions if you can. If you have problems, the governmental agencies can assist you.

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 determine if there may be significant adverse impact.

The following materials should be submitted with your environmental checklist. The Environmental Review Committee may request additional information, such as a traffic or wetland study, in order to complete their review. Please provide any items that are applicable to your project:

1. Site Plan.
2. Conceptual Stormwater Drainage and Grading Plan showing how stormwater runoff quantity and quality will be managed. Also show environmentally sensitive areas if applicable.
3. Building Elevations.
4. Landscape Plan identifying species, size, number and location of plant material to be installed.
5. Tree Preservation Plan identifying location, species and diameter of trees to be preserved or removed.
6. Arborist Report prepared by a Certified Arborist.
7. **Appropriate fee**, see LMC 3.104 or contact our office for current fee information.

Use of the Checklist for Non-Project Proposals

Complete this checklist and Supplemental Sheet for Non-Project Actions for non-project proposals, even though questions may be answered “does not apply.” For non-project actions, the references in the checklist to the words *project*, *applicant*, and *property* or *site* should be read as *proposal*, *proposer*, and *affected geographic area*, respectively. SEPA defines non-project actions as governmental actions involving decisions on policies, plans, or programs that contain standards controlling use or modifications of the environment, or that will govern a series of connected actions. This includes, but is not limited to, the adoption or amendment of comprehensive plans, transportation plans, ordinances, rules and regulations (WAC 197-11-704).

9. 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.

10. 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.

TO BE COMPLETED BY APPLICANT (EVALUATION FOR AGENCY USE ONLY)

B. ENVIRONMENTAL ELEMENTS

1. Earth

- A. General description of the site (circle one): flat, rolling, hilly, steep slopes, mountainous, other

- B. What is the steepest slope on the site (approximate percent slope)?

- 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.

- vi. Does the proposal involve any discharges of waste materials to surface waters? If so, describe the type of waste and anticipated volume of discharge.

B. Ground

- i. Will ground water be withdrawn, or will water be discharged to ground water? Give general description, purpose, and approximate quantities if known.

- ii. 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.

- iii. Water Runoff (including storm water):
 - (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.

 - (2) Could waste materials enter ground or surface waters? If so, generally describe.

- D. Proposed landscaping, use of native plants, or other measures to preserve or enhance vegetation on the site, if any.

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:
 - i. Birds: hawk, heron, eagle, songbirds, other:

 - ii. Mammals: deer, bear, elk, beaver, other:

 - iii. Fish: Bass, salmon, trout, herring, shellfish, other:

- B. List any threatened or endangered species known to be on or near the site.

- C. Is the site part of a migration route? If so, explain.

- D. Proposed measures to preserve or enhance wildlife, if any.

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.

- ii. 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.

- iii. Proposed measures to reduce or control noise impacts, if any.

8. Land and Shoreline Use

- A. What is the current use of the site and adjacent properties?

- B. Has the site been used for agriculture? If so, describe.

- C. Describe any structures on the site.

- D. Will any structures be demolished? If so, what?

- E. What is the current zoning classification of the site?

- F. What is the current comprehensive plan designation of the site?

- G. If applicable, what is the current shoreline master program designation of the site?
- H. Has any part of the site been classified as an “environmentally sensitive” area? If so, specify.
- I. Approximately how many people would reside or work in the completed project?
- J. Approximately how many people would the completed project displace?
- K. Proposed measures to avoid or reduce displacement impacts, if any.
- L. Proposed measures to ensure the proposal is compatible with existing and projected land uses and plans, if any.

9. Housing

- A. Approximately how many units would be provided, if any? Indicate whether high, middle, or low-income housing.
- B. Approximately how many units, if any, would be eliminated? Indicate whether high, middle, or low-income housing.
- C. Proposed measures to reduce or control housing impacts, if any:

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?

- B. What views in the immediate vicinity would be altered or obstructed?

- C. Proposed measures to reduce or control aesthetic impacts, if any.

11. Light and Glare

- A. What type of light or glare will the proposal produce? What time of day would it mainly occur?

- B. Could light or glare from the finished project be a safety hazard or interfere with views?

- C. What existing off-site sources of light or glare may affect your proposal?

- D. Proposed measures to reduce or control light and glare impacts, if any.

12. Recreation

- A. What designated and informal recreational opportunities are in the immediate vicinity?

- B. Would the proposed project displace any existing recreational uses? If so, describe.

- C. Proposed measures to reduce or control impacts on recreation, including recreation opportunities to be provided by the project or applicant, if any.

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.

- B. Generally describe any landmarks or evidence of historic, archaeological, scientific, or cultural importance known to be on or next to the site.

- C. Proposed measures to reduce or control impacts, if any.

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.

- B. Is site currently served by public transit? If not, what is the approximate distance to the nearest transit stop?

- C. How many parking spaces would the completed project have? How many would the project eliminate?

- 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).

- 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.

I/We certify that the information provided in this environmental checklist, including all submittals and attachments, is true and correct to the best of my/our knowledge. I understand that the lead agency is relying on them to make its decision.

Signature of Applicant/Agent: _____ Date: _____

Please print name: _____ Date: _____



Supplemental Environmental Checklist for Non-Project Actions

File Name: _____

COMMUNITY DEVELOPMENT

File Number: _____

Date Stamp

Instructions for Applicants

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

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

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:

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

Proposed measures to protect or conserve energy and natural resources:

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, flood plains, or prime farmlands?

Proposed measures to protect such resources or to avoid or reduce impacts:

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:

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

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

7. Identify, if possible, whether the proposal may conflict with local, state, or federal laws or requirements for the protection of the environment.

I/We certify that the information provided in this environmental checklist, including all submittals and attachments, is true and correct to the best of my/our knowledge. I understand that the lead agency is relying on them to make its decision.

Signature of Applicant/Agent: _____ Date: _____

Please print name: _____ Date: _____