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## ENVIRONMENTAL REVIEW (SEPA) SUBMITTAL CHECKLIST

Use this document to help you submit all the required documents for a permit name.

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.

Additional guidance on the SEPA process can be reviewed on the Department of Ecology website.

### Note:

- We reserve the right to request additional information and documents as needed
- Please refer to the [Electronic Submittals Checklist](#) for naming conventions and other requirements

## SUBMITTAL REQUIREMENTS

### 1. Land Use Application

Please apply via our [online portal](#)

### 2. SEPA Checklist

- [SEPA Checklist](#)

### 3. Plan Set - information must be included as one combined plan set

#### Cover Sheet(s)

- Plan Sheet Index
- Name of development
- Name, address, phone number and email address of person or firm that prepared the plan
- Date plan prepared and any revision dates
- Vicinity Map
- Legal Description of all properties
- Parcel Numbers for all properties

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- Development Summary Chart including the following information
    - Existing zoning
    - Future land use
    - Total land area in square feet and/or acres
    - Proposed use(s) of each structure
    - Total dwelling units and site density, if applicable
    - Lot coverage
    - Floor Area Ratio, if applicable
    - Open / Public Space calculations
    - Required and proposed number of off-street parking, compact stalls, shared parking calculations, electric vehicle parking, and bicycle parking, spaces, as applicable

**Existing Site Plan/Survey**

- Existing property lines and lot dimensions
- Location of any Critical Areas within 200 ft. of the site
- Existing easements including drainage and access – Including all AFN (Recording Document)
- Existing structures and parking
- Existing tree survey
- Width, materials and location of all on-site roads & drive aisles, curb cuts, trails, sidewalks, and walkways and any other vehicular or pedestrian ways - show their connections to adjacent and off-site improvements
- Assessment of all public sidewalks and curbs. Indicate the location of utility vaults, hydrants, electrical equipment pads, traffic signals, poses, exposed HVAC equipment, refuse/recycling enclosures and routes of all utilities, including water, sewer, and storm
- Indicate all structures and trees on adjacent properties within 10 ft.

**Proposed Site Plan**

- Graphic engineering scale (1" = 20' minimum)
- North arrow
- Licensed Professional Stamp, if applicable
- Legend
- Property lines and lot dimensions
- Building and parking setbacks from property line
- Identification of proposed use(s) within each structure
- Proposed open space and dimensions
- Location and design of proposed parking including dimensions of parking stalls, drive aisles, and curb cuts. Include labeled number of stalls
- Location of any electrical vehicle parking stations and ADA parking locations
- Location of any indoor and/or outdoor bicycle parking

- Proposed walkways including widths and materials
- Proposed service areas including trash enclosures and turning radius for delivery vehicles and trash trucks
- Required fire lanes and turning radii for emergency vehicles
- Proposed easements with AFN (Recording Document)
- Proposed right-of-way improvements and dimensions
- Location of any critical areas on or adjacent to the site with any required buffers
- Graphic engineering scale (1" = 20' minimum)

**Conceptual Grading & Drainage Plan**

- Identification of primary soils
- Existing and proposed topography information (2-foot contour)
- Proposed structure(s)
- Driveway location(s)
- Conceptual stormwater management design
- Conceptual flow control

**Conceptual Utility Plan**

- Proposed sewer, water, gas, and power/telecom services
- Proposed fire service (FDC, hydrants, DCVA)
- Proposed FOG structures
- Refuse service location
- Emergency vehicle access plan
- Proposed sewer, water, gas, and power/telecom services
- Proposed fire service (FDC, hydrants, DCVA)

**4. Other Reports and Documents**

- A title report less than 30 days old including Schedule B
- Required land use applications for the proposal (refer to Pre-Development Meeting notes)
- Critical Areas Application, if applicable
- Traffic Study, required for all projects which require SEPA review or generating 50 or more peak hour trips
- Preliminary Geotechnical Report
- Preliminary Storm Drainage Report
- Project Description
  - Existing Condition Summary
  - Proposed Condition Summary
  - Downstream Analysis
  - Preliminary Flow Control
  - Preliminary Water Quality Design