

# Environmental Review (SEPA)

File Name:

File Number:

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A Land Use Application for a State Environmental Policy Act (SEPA) review is deemed complete when it is accompanied by the required items identified below. Please be advised that additional information may be required during the review process in order to respond to or resolve particular issues. No application shall be considered complete if any of the required information is missing. Additional copies of certain items will be required later in the process.

## 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.

## Use of the Checklist for Non-Project Proposals

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). 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.

**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"/> Landscaping (not with PDR app) | <input type="checkbox"/> Wireless Communication Facility        |
| <input type="checkbox"/> Appeal                              | <input type="checkbox"/> Project Design Review (PDR)    | <input type="checkbox"/> Other (please specify):                |
| <input type="checkbox"/> Binding Site Plan                   | <input type="checkbox"/> Rezone/PUD                     |   |
| <input type="checkbox"/> Boundary Line Adjustment/ Lot Comb. | <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"/> Environmental Review (SEPA)         | <input type="checkbox"/> Variance                       | <input type="checkbox"/> Comprehensive Plan Amendment           |

**Please Print or Type Legibly**

<b>Applicant:</b>			Phone:
Address:			Cell:
City:	State:	Zip:	Fax:
E-Mail:			
<b>Contact Person, if different:</b>			Phone:
Address:			Cell:
City:	State:	Zip:	Fax:
E-Mail:			
<b>Property Owner(s), if different:</b>			Phone:
Address:			Cell:
City:	State:	Zip:	Fax:
E-Mail:			
<b>Site Address(es):</b>			Zoning:
Assessor Parcel Number(s) – (APNs):			Comp. Plan Designation:
<b>Description of Proposal:</b>			
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: _____

**REQUIRED SUBMITTALS – ALL MATERIALS SHALL BE ELECTRONIC (PDF) UNLESS OTHERWISE NOTED**

- 1. Land Use Application Cover Sheet, with original signature(s).
- 2. A completed [Environmental Checklist](https://ecology.wa.gov/Regulations-Permits/SEPA/Environmental-review/SEPA-document-templates). (Download and complete the current template from the Department of Ecology website: <https://ecology.wa.gov/Regulations-Permits/SEPA/Environmental-review/SEPA-document-templates>).
- 3. A completed [Supplemental Environmental Checklist](https://ecology.wa.gov/Regulations-Permits/SEPA/Environmental-review/SEPA-document-templates), if applicable. (Download and complete the current template from the Department of Ecology website: <https://ecology.wa.gov/Regulations-Permits/SEPA/Environmental-review/SEPA-document-templates>).
- 4. Each of the following plans and reports as applicable to your proposal, unless already provided with another application:
  - A. Site Plan;
  - B. Building Elevations and Floor Plans;
  - C. Conceptual Stormwater Drainage and Grading Plan showing how stormwater runoff quantity and quality will be managed, including a drainage report. Also show environmentally sensitive areas if applicable;
  - D. Landscape Plan identifying species, size, number and location of plant material to be installed.
- 5. Existing and new PM peak hour trips generated by the proposal, prepared by a qualified, Washington State-licensed professional engineer.
- 6. Critical Areas Study, if required by LMC 17.10.
- 7. All site and development plans.
- 8. A complete, notarized Affidavit of Ownership for all property owner(s) of the involved property, with original signatures.
- 9. Application fee(s).

For Staff Use ONLY	
Verified	Waived

**FEES** See LMC 3.104 or contact our office for current fee information.

- NOTES**
- 1. The issuance of an Environmental Determination does not in any way replace, modify or waive any requirement for the compliance of the proposal with other applicable codes, standards, or regulations including, but not necessarily limited to, those of the Building, Fire or Public Works Departments. You are advised to contact these departments concerning such requirements.
  - 2. It is the responsibility of the owners, applicants and agents to become aware of the requirements of Title 21-Zoning of the Lynnwood Municipal Code. It is strongly encouraged that a pre-application conference with the City staff be scheduled prior to submittal of an application.
  - 3. An application may be amended only in writing.
  - 4. Submittal of this application grants the appropriate city officials the right of entry to the project site during a reasonable hour and, upon proper identification, to the building, structure and/or premise, which is directly related to this application.
  - 5. In each application the burden of proof rests with the applicant, petitioner or proponent.
  - 6. Items with any typewritten information must be 10-point font or larger to ensure legibility of scanned documents.

**File Name:** \_\_\_\_\_

**File Number:** \_\_\_\_\_

**Property Owner:** \_\_\_\_\_

**Contact Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

Any person with a verifiable interest in the subject property must complete this form. If the above property owner has an express interest in additional parcels involved in the listed project than there is space provided for below, those parcel numbers and associated legal descriptions must be provided on further copies of this form.

**Site Address:** \_\_\_\_\_

**APN:** \_\_\_\_\_

**Legal Description:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Site Address:** \_\_\_\_\_

**APN:** \_\_\_\_\_

**Legal Description:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

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**AFFIDAVIT OF OWNERSHIP – To Be Completed in the Presence of a Notary Public**

I, \_\_\_\_\_, being duly sworn, depose and say that I am the owner of record of that certain real property identified as Snohomish County Parcel Number(s) \_\_\_\_\_, and that the information provided in this application, including all submittals and attachments, is true and correct to the best of my knowledge.

Signature of Owner: \_\_\_\_\_

Date: \_\_\_\_\_

Please print name: \_\_\_\_\_

STATE OF \_\_\_\_\_ )  
 ) ss.  
 COUNTY OF \_\_\_\_\_ )

I certify that I know or have satisfactory evidence that \_\_\_\_\_ is the person who appeared before me, and said person acknowledged that he signed this instrument and acknowledged it to be his free and voluntary act for the uses and purposes mentioned in the instrument.

**SUBSCRIBED AND SWORN TO** before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_.

NAME (print): \_\_\_\_\_

NAME (sign): \_\_\_\_\_

Notary Public in and for the State of \_\_\_\_\_

Commission Expires: \_\_\_\_\_