

## CRITICAL AREAS SUBMITTAL CHECKLIST

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

### Note:

- Please refer to the [Electronic Submittal Requirements](#) for naming conventions and other electronic file requirements
- We reserve the right to request additional information and documents as needed
- This checklist is not intended to take the place of a formal plan review
- Incomplete applications will not be processed
- Also see Public Works [Environmental, Surface Water and Stormwater](#) webpage
- Please [apply online](#)
  - You will be asked for supplemental information – you will need your biologist’s report
  - [Checklist and Regulations](#)

## SUBMITTAL REQUIREMENTS

### 1. Critical Areas Report

- The project area of the proposed activity
- All critical areas and recommended buffers within 200 feet of the project area
- All shoreline areas, water features, floodplains, and other critical areas, and related buffers within 200 feet of the project area. The location and extent of critical areas existing outside of the project area or subject parcel boundary may be shown in approximation as practical and necessary to provide an assessment of potential project effects

### 2. Wetland Assessment (if applicable)

- A written assessment and accompanying maps of the wetlands and buffers within the project area as well as a 200 foot area surrounding the project area, including the following information at a minimum
  - Wetland delineation and required buffers
  - Existing wetland acreage
  - Wetland Category
  - Vegetative, faunal, and hydrologic characteristics
  - Soil and substrate conditions
  - A discussion of the water sources supplying the wetland and documentation of hydrologic regime (locations and discussion of contributing upstream water sources both within the project area and outside of the project area, discussion of downstream features that could be impacted by changes to wetland hydrologic regime, locations of inlet and outlet features, water depths throughout the wetland, evidence of water depths throughout the year: drift lines, algal layers, moss lines, and sediment deposits, and evidence of recharge or discharge)
  - A description of the proposed stormwater management plan for the development and consideration of impacts to drainage alterations

- A discussion of measures, including avoidance, minimization, and mitigation, proposed to preserve existing wetlands and restore any wetlands that were degraded prior to the current proposed land use activity
- A habitat and native vegetation conservation strategy that addresses methods to protect and enhance on-site habitat and wetland functions
- Functional evaluation for the wetland and adjacent buffer using a local or state agency staff-recognized method and including the reference of the method and all data sheets
- One or more of the following report types
  - Wetland reconnaissance report documenting the existence and general location of wetlands in the vicinity of the project area
  - Wetland delineation report documenting the extent and boundary of a jurisdictional wetland per [RCW 36.70A.175](#)
  - Wetland mitigation report documenting potential wetland impacts and mitigation measures designed to retain or increase the functions and values of wetlands

### 3. Streams Report (if applicable)

- A written assessment and accompanying maps of the streams and buffers within 200 feet of the project area, including the following information at a minimum
  - Stream locations showing the ordinary high water mark(s), and required buffers
  - Stream type
  - Vegetative, faunal, and hydrologic characteristics
  - Soil and substrate conditions
  - A discussion of the water sources draining to the stream
  - A description of the proposed stormwater management plan for the development and consideration of impacts to drainage alterations
- A discussion of measures, including avoidance, minimization, and mitigation, proposed to preserve existing streams and riparian corridors and restore any streams that were degraded prior to the current proposed land use activity
- A detailed description and functional assessment of the stream and stream buffer under existing conditions pertaining to the protection of stream functions, fish habitat and, in particular, potential anadromous fisheries
- A habitat and native vegetation conservation strategy that addresses methods to protect and enhance on-site habitat and functions
- Proposed mitigation, if needed, including a written assessment and accompanying scale maps/drawings of the impacts and mitigation site and adjacent areas consistent with [LMC 17.10.075](#)

**4. Fish & Wildlife Priority Habitat Assessment – prepared by a qualified professional (if applicable)**

- A critical areas report for a fish and wildlife priority habitat area shall be prepared by a qualified professional who is a biologist with experience preparing reports for the relevant type of habitat
- Areas Addressed in Critical Areas Report. The following areas shall be addressed in a critical areas report for fish and wildlife priority habitat areas
  - The project area of the proposed activity
  - All fish and wildlife habitat conservation areas and recommended buffers within 200 feet of the project area
  - All shoreline areas, floodplains, other critical areas, and related buffers within 200 feet of the project area
  - A discussion of the efforts to avoid and minimize potential effects to these resources and the implementation of mitigation/enhancement measures as required
- Habitat Assessment – an investigation of the project area to evaluate the potential presence or absence of designated critical fish or wildlife species or habitat. A critical areas report for a fish and wildlife priority habitat area must contain an assessment of habitats, including the following site and proposal-related information at a minimum
  - Detailed description of vegetation on and adjacent to the project area and its associated buffer
  - Identification of any species of local importance, priority species, or endangered, threatened, sensitive, or candidate species that have a primary association with habitat on or adjacent to the project area, and assessment of potential project impacts to the use of the site by the species
  - A discussion of any federal, state, or local special management recommendations, including Washington Department of Fish and Wildlife habitat management recommendations, that have been developed for species or habitats located on or adjacent to the project area

**5. Geologically Hazardous Areas Report – prepared & stamped by a geotechnical engineer or engineering geologist licensed by the State of Washington (if applicable)**

- Geotechnical reports may be subject to independent (third party) review when determined necessary. Based on the characteristics of the site, we may require any or all of the following items to be addressed in the geotechnical report
  - A site development plan drawn to scale which shows the boundary lines and dimensions of the subject property, the geologically hazardous areas, the location, size, and type of any existing or proposed structures, impervious surfaces, wells, drain fields, drain field reserve areas, roads, easements, and utilities located on site
  - A site map identifying the location of springs, seeps, or other surface expressions of ground water, the location of surface water or evidence of seasonal surface water runoff or ground water, and the location of any subsurface explorations such as test pits or borings
  - A discussion of the geological properties of the soils, including any fill, sediment layers, and/or rocks on the subject property and adjacent properties and their effect on the stability of the slope
  - The extent and type of vegetative cover prior to development activity or site disturbance

- The proposed method of drainage and locations of all existing and proposed surface and subsurface drainage facilities and patterns, and the locations and methods for erosion control
- A description of the soils in accordance with the Unified Soil Classification System
- Identification of all existing fill areas
- Evidence showing faults, significant geologic contacts, landslides, or downslope soil movement on the subject property and adjacent properties
- Slope stability analyses in areas with potential risk of land sliding
- Site seismic response evaluation in areas with the potential risk of soil liquefaction (potential seismic hazard areas)
- A vegetation management and restoration plan, or other means necessary for maintaining long-term stability of slopes

**6. Critical Aquifer Recharge Areas Report – prepared by an experienced hydrologist, geologist or engineer who is licensed in the State of Washington (if applicable)**

In addition to the general critical area report requirements of [LMC 17.10.040](#), critical area reports for critical aquifer recharge areas must meet the requirements of this section

- For all proposed activities to be located in a critical aquifer recharge area, a critical area report shall contain a level one hydrogeological assessment. A level two hydrogeologic assessment shall be required for any of the following proposed activities:
  - Activities that result in more than five percent or 2,900 square feet total site impervious surface area
  - Activities that divert, alter, or reduce the flow of surface or ground waters, or otherwise reduce the recharging of the aquifer
  - The use of hazardous substances, other than household chemicals used according to the directions specified on the packaging for domestic applications
  - The use of injection wells proposed as part of a stormwater management system
  - Any other activity determined by the director likely to have an adverse impact on ground water quality or quantity or on the recharge of the aquifer
- Level One Hydrogeologic Assessment. A level one hydrogeologic assessment shall include the following site- and proposal-related information at a minimum:
  - Available information regarding geologic and hydrogeologic characteristics of the site including the surface location of all critical aquifer recharge areas located on site or immediately adjacent to the site, and permeability of the unsaturated zone
  - Ground water depth, flow direction, and gradient based on available information
  - Currently available data on wells and springs within 1,300 feet of the project area
  - Location of other critical areas, including surface waters, within 1,300 feet of the project area
  - Available historic water quality data for the area to be affected by the proposed activity
  - Best management practices proposed to be utilized

- Level Two Hydrogeologic Assessment. A level two hydrogeologic assessment shall include the following site- and proposal-related information at a minimum, in addition to the requirements for a level one hydrogeological assessment:
- Historic water quality data for the area to be affected by the proposed activity compiled for at least the previous five-year period
  - Ground water monitoring plan provisions
  - Discussion of the effects of the proposed project on the ground water quality and quantity, including:
    - Predictive evaluation of ground water withdrawal effects on nearby wells and surface water features
    - Predictive evaluation of contaminant transport based on potential releases to ground water
  - A spill plan that identifies equipment and/or structures that could fail, resulting in an impact. Spill plans shall include provisions for regular inspection, repair, and replacement of structures and equipment that could fail

## 7. Frequently Flooded Areas

Flood hazard areas are those areas of Lynnwood subject to inundation by the one percent chance annual flood, defined as areas of special flood hazard by Chapter [16.46](#) LMC.

Areas of special flood hazard are identified by the Federal Insurance Administration in a scientific and engineering report entitled "[The Flood Insurance Study for Snohomish County, Washington and Incorporated Areas](#)," dated November 9, 1999, as amended, with accompanying flood insurance rate maps, as amended.

Activities in frequently flooded areas must be in compliance with floodplain regulations as described in Chapter [16.46](#) LMC. (Ord. 3193 § 2, 2016)