To be completed by Staff:

Application # ____________________________  KIVA # ____________________________

Received by: _______________________  Date: ________________  Processing Fee: _________________________

A.  Staff review determined that project:

___  Meets the categorically exempt criteria.

___  Has no probable significant adverse environmental impact(s) and application should be processed without further consideration of environmental effects.

___  Has probable, significant impact(s) that can be mitigated through conditions. EIS not necessary.

___  Has probable, significant adverse environmental impact(s). An Environmental Impact Statement will be prepared.

___  An Environmental Impact Statement for this project has already been prepared.

______________________________  _________________________
Signature of Responsible Official  Date

B.  Comments:
_____________________________________________________________________________________________
_____________________________________________________________________________________________
_____________________________________________________________________________________________

C.  Type of Permit or Action Requested:
_____________________________________________________________________________________________
_____________________________________________________________________________________________

D.  Zoning District:
_____________________________________________________________________________________________
| **To be completed by Applicant:** |
| **SEPA CONTACTS AND PROFESSIONALS** |
| *Please fill out applicable boxes for all different professionals:*

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<tr>
<th><strong>Applicant</strong></th>
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<tr>
<td><strong>Name:</strong></td>
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<tr>
<td><strong>Company Name:</strong></td>
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<td><strong>Contact Person:</strong></td>
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<thead>
<tr>
<th><strong>Property Owner #1</strong> <em>(if more than 1 property owner, use additional sheets)</em></th>
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<tr>
<td><strong>Owner Name:</strong></td>
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<tr>
<th><strong>Project Contact</strong> <em>(person receiving all project communications if different from applicant)</em></th>
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<td><strong>Name:</strong></td>
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<th><strong>Consultant</strong></th>
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<td><strong>Company Name:</strong></td>
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<td><strong>Engineer Name:</strong></td>
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<th><strong>Contractor</strong></th>
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<td><strong>Company Name:</strong></td>
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<td><strong>Engineer Name:</strong></td>
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To be completed by Applicant:

A. Background Information:

1. Name of Project: ____________________________________________________________

2. Name of Applicant: ________________________________________________________
   Mailing Address: ____________________________________________________________

3. Contact Person: ____________________________________________________________
   Telephone: __________________________________________________________________
   (Note that all correspondence will be mailed to the applicant listed above unless a project contact is designated here
   and on Page 2 of application.)

4. Applicant is (owner, agent, other): ____________________________________________

5. Location. Give general location of proposed project (street address, nearest intersection of streets and section,
   township and range). __________________________________________________________________
   _______________________________________________________________________________
   _______________________________________________________________________________
   _______________________________________________________________________________

6. Legal description and tax identification number
   a. Legal description (If lengthy, attach as separate sheet.):
      _____________________________________________________________________________
      _____________________________________________________________________________
      _____________________________________________________________________________
      _____________________________________________________________________________
      _____________________________________________________________________________
      _____________________________________________________________________________

   b. Tax identification number: ____________________________________________________

7. Existing conditions: Give a general description of the property and existing improvements, size, topography,
   vegetation, soil, drainage, natural features, etc. (If necessary, attach a separate sheet.)
   _______________________________________________________________________________
   _______________________________________________________________________________
   _______________________________________________________________________________
   _______________________________________________________________________________
   _______________________________________________________________________________
   _______________________________________________________________________________

8. Site Area: ___________________________ Site Dimensions: ___________________________

9. Project description: Give a brief, complete description of the intended use of the property or project including
   all proposed uses, days and hours of operation and the size of the project and site. (Attach site plans as described in
   the instructions):
   _______________________________________________________________________________
   _______________________________________________________________________________
   _______________________________________________________________________________
   _______________________________________________________________________________
   _______________________________________________________________________________
   _______________________________________________________________________________
10. **Schedule**: Describe the timing or schedule (include phasing and construction dates, if possible).

_____________________________________________________________________________________________
_____________________________________________________________________________________________
_____________________________________________________________________________________________

11. **Future Plans**: Do you have any plans for future additions, expansion or further activity related to or connected with this proposal? If yes, explain.

_____________________________________________________________________________________________
_____________________________________________________________________________________________
_____________________________________________________________________________________________
_____________________________________________________________________________________________

12. **Permits/Approvals**: List all permits or approvals for this project from local, state, federal, or other agencies for which you have applied or will apply as required for your proposal.

<table>
<thead>
<tr>
<th>Agency</th>
<th>Permit Type</th>
<th>Date Submitted*</th>
<th>Number</th>
<th>Status**</th>
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*Leave blank if not submitted  
**Approved, denied or pending

13. **Environmental Information**: List any environmental information you know about that has been prepared, or will be prepared, directly related to this proposal.

_____________________________________________________________________________________________
_____________________________________________________________________________________________
_____________________________________________________________________________________________
_____________________________________________________________________________________________
_____________________________________________________________________________________________
_____________________________________________________________________________________________

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

_____________________________________________________________________________________________
_____________________________________________________________________________________________
_____________________________________________________________________________________________
_____________________________________________________________________________________________
_____________________________________________________________________________________________
_____________________________________________________________________________________________
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 agricultural land of long term
significance and whether the proposal results in removing any of these soils.

   d. Are there surface indications or history of unstable soils in the
immediate vicinity? If so, describe. ____________________________________________

   e. Describe the purpose, type, total affected area, and approximate quantities of
any filling, excavation or grading proposed. Indicate source of fill. ______________

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

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

   h. Proposed measures to reduce or control erosion, or other impacts to the earth, if
any. _______________________________________________________________________

   __________________________________________________________________________
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, operations, and maintenance when the project is completed? If any, generally describe and give approximate quantities if known.

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

c. Proposed measures to reduce or control emissions or other impacts to air, if any.

3. Water

a. Surface Water:

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

ii. 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.

iii. 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.
iv. Will the proposal require surface water withdrawals or diversions? Give general description, purpose, and approximate quantities, if known. _____________________________________________________
____________________________________________________________
____________________________________________________________
____________________________________________________________

v. Does the proposal lie within a 100-year floodplain? If so, note location on the site plan. __________________________________________________
____________________________________________________________
____________________________________________________________
____________________________________________________________

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 Water:

i. Will ground water be withdrawn from a well for drinking or other purposes? If so, give a general description of the well, proposed uses and approximate quantities withdrawn from the well. 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):

i. 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.__________
____________________________________________________________
____________________________________________________________
____________________________________________________________
ii. Could waste materials enter ground or surface waters? If so, generally describe. _____________________________________________________ 
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

iii. Does the proposal alter or otherwise effect drainage patterns in the vicinity of the site? If so, describe. ________________________________________ 
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

iv. Proposed measures to reduce or control surface, ground, and runoff water, and drainage pattern impacts, if any: ______________________________________ 
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

4. Plants
a. Check or circle types of vegetation found on the site:
   - Deciduous tree: alder, maple aspen, other
   - Evergreen tree: fir, cedar, pine, other
   - Shrubs
   - Grass
   - Pasture
   - Crop or grain
   - Orchards, vineyards or other permanent crops
   - Wet soil plants: cattail, buttercup, bulrush, 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?
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

b. List threatened or endangered species known to be on or near the site.
d. Proposed landscaping, use of native plants, or other measures to preserve or enhance vegetation on the site, if any:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

e. List all noxious weeds and invasive species known to be on or near the site.
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

5. Animals
a. List any birds and other animals which have been observed on or near the site or are known to be on or near the site:
   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. ___
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

b. Is the site part of a migration route? If so, explain. _______________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

d. Proposed measures to preserve or enhance wildlife, if any:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

e. List any invasive animal species known to be on or near the site.
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

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

____________________________________________________________________________________________________________________

____________________________________________________________________________________________________________________

____________________________________________________________________________________________________________________

____________________________________________________________________________________________________________________

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:

____________________________________________________________________________________________________________________

____________________________________________________________________________________________________________________

____________________________________________________________________________________________________________________

____________________________________________________________________________________________________________________

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.

____________________________________________________________________________________________________________________

____________________________________________________________________________________________________________________

____________________________________________________________________________________________________________________

____________________________________________________________________________________________________________________

i. Describe any known or possible contamination at the site from present or past uses.

____________________________________________________________________________________________________________________

____________________________________________________________________________________________________________________

____________________________________________________________________________________________________________________

____________________________________________________________________________________________________________________

ii. Describe existing hazardous chemical conditions that might affect project development and design. This includes underground liquid and gas transmission pipelines located within the project area and in the vicinity.

____________________________________________________________________________________________________________________

____________________________________________________________________________________________________________________

____________________________________________________________________________________________________________________

____________________________________________________________________________________________________________________

iii. Describe any toxic or hazardous chemicals that might be stored, used, or produced during the project's development or construction, or at any time during the operating life of the project.

____________________________________________________________________________________________________________________

____________________________________________________________________________________________________________________

____________________________________________________________________________________________________________________

____________________________________________________________________________________________________________________
iv. Describe special emergency services that might be required.

____________________________________________________________
____________________________________________________________
____________________________________________________________
____________________________________________________________

v. Proposed measures to reduce or control environmental health hazards, if any:

____________________________________________________________
____________________________________________________________
____________________________________________________________
____________________________________________________________

b. Noise

i. What types of noise exist in the area which may affect your project (for example: traffic, equipment operation, other)?

____________________________________________________________
____________________________________________________________
____________________________________________________________
____________________________________________________________

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? Will the proposal affect current land uses on nearby or adjacent properties? If so, describe.

____________________________________________________________
____________________________________________________________
____________________________________________________________

b. Has the project site been used or working farmlands or working forest lands? If so, describe.

____________________________________________________________
____________________________________________________________
____________________________________________________________

How much agricultural or forest land of long-term commercial significance will be converted to other uses as a result of the proposal, if any? If resource lands have not yet been designated, how many acres in farmland or forest land tax status will be converted to nonfarm or nonforest use?
i. Will the proposal affect or be affected by surrounding working farm or forest land normal business operations, such as oversize equipment access, the application of pesticides, tilling and harvesting? If so, how:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

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 a critical area by the city or county? 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: ________________________________
_______________________________________________________________
_______________________________________________________________
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_______________________________________________________________

m. Proposed measures to ensure the proposal is compatible with nearby 
agricultural and forest lands of long term commercial significance, 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.
      _____________________________________________________________
      _____________________________________________________________
      _____________________________________________________________
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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? __________________________________________________________________
   ____________________________________________________________________
   ____________________________________________________________________
   ____________________________________________________________________

b. 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
13. Historic and Cultural Preservation

a. Are there any buildings, structures, or sites, located on or near the site that are over 45 years old listed in or eligible for listing in national, state, or local preservation registers located on or near the site? If so, specifically describe.

b. Are there any landmarks, features, or other evidence of Indian or historic use or occupation? This may include human burials or old cemeteries. Are there any material evidence, artifacts, or areas of cultural importance on or near the site? Please list any professional studies conducted at the site to identify such resources.

c. Describe the methods used to assess the potential impacts to cultural and historic resources on or near the project site. Examples include consultation with tribes and the department of archeology and historic preservation, archaeological surveys, historic maps, GIS data, etc.

d. Proposed measures to avoid, minimize, or compensate for loss, changes to, and disturbance to resources. Please include plans for the above and any permits that may be required.

14. Transportation

a. Identify public streets and highways serving the site or affected geographic area, and describe proposed access to the existing street system. Show on site plans, if any.

b. Is the site or affected geographic area currently served by public transit? If so, generally describe. If not, what is the approximate distance to the nearest transit station?
Evaluation for
Agency Use Only

15. Public Services

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

stop? ___________________________________________________________
                                                                 ___________________________________________________________
                                                                 ___________________________________________________________
                                                                 ___________________________________________________________

b. How many additional parking spaces would the completed project or non-project proposal have? How many would the project or proposal eliminate?

_________________________________________________________________
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________

c. Will the proposal require any new or improvements to existing roads, streets, pedestrian, bicycle, or state transportation facilities, not including driveways? If so, generally describe (indicate whether public or private).

_________________________________________________________________
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________

d. Will the project or proposal use (or occur in the immediate vicinity of) water, rail, or air transportation? If so, generally describe.

_________________________________________________________________
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________

e. Will the proposal interfere with, affect or be affected by the movement or agricultural and forest products on roads or streets in the area? If so, generally describe?

_________________________________________________________________
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________

f. How many vehicular trips per day would be generated by the completed project or proposal? If known, indicate when peak volumes would occur and what percentage of the volume would be trucks (such as commercial and non-passerenger vehicles). What data or transportation models were used to make these estimates?

_________________________________________________________________
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________

g. Proposed measures to reduce or control transportation impacts, if any.

_________________________________________________________________
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________

h. Proposed measures to reduce or control transportation impacts, if any.

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

16. Utilities

a. Circle utilities currently available at the site: 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.

C. Signature

I swear under penalty of perjury that all information provided on this document is true and correct to the best of my knowledge.

Signature: __________________________

Printed Name: _______________________

Position and Agency/Organization

Date: ______________________________
D. Supplemental Sheet for Nonproject 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.

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.
_______________________________________________________________
_______________________________________________________________
_______________________________________________________________
_______________________________________________________________
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_______________________________________________________________
SEPA Submittal Requirements Checklist

SUBMIT THE FOLLOWING INFORMATION FOR A COMPLETE APPLICATION:

☐ A. Submit the environmental application checklist form with original signature and three (3) copies (for a total of four (4)) along with four (4) copies of each of the following:

1. Vicinity map clearly showing the location of the project with respect to public street and other parcels and development.

2. Site plan
   The site plan must show north arrow and engineering scale; any significant or natural features such as creeks, wetlands, steep slopes; dimensions and shape of the lot; location and size of existing and proposed buildings and development, including parking and landscape areas, adjacent streets and points of ingress and egress, and adjacent uses (see City of Kent Development Assistance Brochure #2, Site Plans, for all information required on site plans).

3. Reduced Site plan (8.5 x 11 or 8.5 x 14 inches).

4. Conceptual building elevations

5. Conceptual vehicle maneuvering diagram (see City of Kent Development Assistance Brochure #6-4).

☐ B. Submit the following when appropriate:

1. Two (2) copies of the Wetland Delineation Report (see City of Kent Development Assistance Brochure #9)

2. Two (2) copies of the Geotechnical and Geological Report (See City of Kent Development Assistance Brochure #7).

3. Two (2) copies of a biological evaluation, if applicable.

All maps must be folded to fit into an 8½ x 14-inch mailing envelope.

☐ C. CD-Rom with all documents listed above in PDF format.

☐ D. Fees

See Planning Fee Schedule for application fees. Make checks payable to the City of Kent.
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. The purpose of this checklist is to provide information to help you and the City of Kent identify impacts from your proposal; to reduce or avoid impacts from the proposal, if possible; and to help the agency decide whether an EIS is required. In addition to RCW 43.21C and WAC 197-11, the city follows the requirements of the Washington State Local Project Review Act (ESHB 1724).

Instructions for Applicant
This environmental checklist asks you to describe some basic information about your proposal. Answer all of the questions descriptively, briefly, but accurately and carefully, with the most precise information known and 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” and explain why a question does not apply. Complete answers to the questions now may avoid unnecessary delays later. Note that some questions are two-part questions.

Some questions ask about governmental regulations, such as zoning, shoreline, comprehensive plan designation and landmark designation. If you need information, contact the Kent Permit Center at 253-856-5302.
Fees

See Fee Schedule for application fees. Make checks payable to the City of Kent.

Public Notice on Property

The applicant will be required to place one or more public notice boards on the property as part of the city's notice of application on the proposed project. The public notice board must be installed as directed by Planning Services, and no later than 14 days after a determination that your project permit application is complete. The public notice board is required to be removed from the property within seven (7) days after the end of the comment notice period or the conclusion of the public hearing(s). Posting information and notice boards are available at the Kent Permit Center counter (253-856-5302). The fee for each public notice board listed on the fee schedule.

SEPA Exempt Determinations

Projects that meet the thresholds for categorical exemptions of the Kent City Code Chapter 11.03 are exempt from filing an environmental checklist. All other project and non-project actions require a completed environmental checklist and a project permit application to be submitted. If an applicant feels that their proposal should be considered to be SEPA-exempt, the applicant can submit a letter requesting a SEPA exempt determination with the environmental checklist and fee. The Planning Manager will review the request and if the application is determined to be SEPA exempt, a letter will be issued confirming the SEPA exempt status. The environmental checklist fee, minus $200 for the SEPA exempt determination fee, will then be refunded to the applicant.

SEPA Modifications

If the applicant wishes to amend the final SEPA Determination of Nonsignificance (DNS) conditions or make other changes to the project that would require modification of the SEPA DNS, the applicant must submit a SEPA Modification application, all supporting materials and the applicable fee.

Project Phasing

The checklist questions apply to all parts of your proposal, even if you plan to phase the project over a period of time. You must include any additional information that helps describe your proposal or its environmental effects. You may be asked to explain your answers or provide additional information reasonably related to determining if there may be significant adverse impact(s).

SEPA Appeals

Any agency or person may appeal a Determination of Non Significance (DNS) or Determination of Significance (DS) by completing and submitting an appeal form to the Hearing Examiner within fourteen (14) calendar days of the date the determination is final. Such appeals must be filed with the Hearing Examiner Secretary at Planning Services. Appeals of environmental determination under SEPA, including administrative appeals of a threshold determination, shall be heard by the Hearing Examiner and shall proceed pursuant to Kent City Code Chapters 11.03, 12.01 and 2.32.

Any person requiring a disability accommodation should contact the city in advance for more information. For TDD relay service for Braille, call 1-800-833-6385, For TDD relay service for the hearing impaired, call 1-800-833-6388, or call the City of Kent at (253) 856-5725.