

RESIDENTIAL BULKHEAD PERMIT REQUIREMENTS

	Building Permit	Construction Drawings	Site Plan	Mason Environmental Permit with Habitat Management Plan	SEPA	JARPA /SHX	Shoreline Permit	Hearing Required
	Call for Price	4 Sets	3 Copies	\$1,500	\$600	\$300	Call for prices based on market value	\$2,330
*Bulkhead Repair/Replacement	X	X W/ CURRENT PHOTO'S	X		X	X		
*New Bulkhead RESIDENCE ON PROPERTY	X	X	X	X	X	X		
*New Bulkhead NO RESIDENCE ON PROPERTY Fresh & Saltwater Market Value <\$7,047.00	X	X	X	X	X	X		
*New Bulkhead NO RESIDENCE ON PROPERTY Fresh & Saltwater Market Value >\$7,047.00	X	X	X	X	X		X	X



MASON COUNTY COMMUNITY SERVICES

Building, Planning, Environmental Health, Community Health
615 W. Alder Street, Shelton, WA 98584
www.co.mason.wa.us (360) 427-9670 ext. 352

BULKHEADS

Bulkheads are retaining wall-like structures whose primary purpose is to hold or prevent the sliding of soil caused by wave erosion. **Mason County issues bulkhead permits in areas where serious wave erosion threatens an established use or existing buildings on upland property.** In many areas, wave erosion is not a serious threat, and a bulkhead is not truly needed. Often times, property owners spend considerable time and money on constructing bulkheads where they are not necessary.

The Shoreline Master Program states, "Residential development along shorelines should be designed and sited to make shore protection measures unnecessary." In other words, the most long-term, preventative means of shoreline property protection is a construction setback in which the residence is built a safe distance (setback) from the shoreline. An adequate setback will prevent the residence from being threatened by storms and erosion. Setbacks also prevent the interruption of the natural erosion processes that support marine and riparian habitats.

ALTERNATIVES TO BULKHEADING

The modification of shorelines has resulted in adverse impacts to valuable biological, cultural, and social resources. Some types of bulkheads have more deleterious impacts than others and, therefore, are discouraged. Section 17.01.110 (g)(1) of the Mason County Resource Ordinance dictates that **“hard” methods (such as concrete and rock) of bulkheading are only permitted when applicants have adequately shown that “softer” methods are infeasible.** The [softer armoring methods](#) listed below are preferred over concrete because they preserve some of the shoreline’s natural physical and biological processes as well as preserving the shoreline’s natural appearance.

Vegetation: Native plants help to reduce erosion by protecting soils from the erosive forces of the wind, rain, and waves. The roots of plants help to hold soils in place, reduce frost penetration, reduce the force and quantity of precipitation falling on and eroding the soil, reduce surface/storm water volumes by evapotranspiration, and increase the absorptive capacity of the soil. Vegetation also serves as habitat and food for a variety of plant and animal species.

Setback: Another option is to construct a retaining wall at least 6 feet from (upland) the Ordinary High Water Mark of the shore. This minimizes impacts to the natural shoreline while protecting upland improvements and allows the property owner to enjoy a beach where there would have been a bulkhead. Retaining walls generally require less permitting review than shoreline bulkheads.

Beach Nourishment: Beach Nourishment is the placement of sand and/or gravel on the upper portion of a beach where historic supplies have been eliminated or reduced by shoreline bank modifications. Nourishment generally raises beach elevations, which reduces the vulnerability of landward structures to flooding and wave damage as well as enhancing the beach. Call the Planning Department for permitting requirements.

Bioengineering: Bioengineering involves using natural features like plantings and logs in place of, or in addition to, traditional structural protection. Most bioengineering methods are considered bulkheads and require permits. Below are some examples of bioengineering methods:

(Bioengineering continued)

Logs, Stumps/ Root Wads: The placement large logs and stumps or rootwads on the shoreline slows erosion by absorbing wave energy and increasing the deposition of fine sediment. Unique vegetation communities colonize these areas around the large wood, which can add to the stabilization of the shoreline. This method can also provide a refuge for migrating fish that forage upon prey species residing on or around the wood. The large wood is kept in place with cables or by partially burying them.

Live Stakes: Live stakes are often used in bioengineering projects. These are cuttings from plants such as willows and dogwoods that will grow roots when inserted into moist ground.

Fascines: Fascines are long, thin branches tightly bound into a bundle with twine. They are partially buried in trenches parallel to incoming waves and anchored into place with live stakes. Fascines provide structural support, catch sediments, and can root and grow quickly.

Live Revetment: Live revetment is used to stabilize steep banks by using geotextile fabric to hold earth-filled terraces in place. Live stakes are driven through the fabric to provide additional structural support.

MINIMUM REQUIREMENTS

Location

If a bulkhead is necessary to protect upland facilities or is necessary for the operation and location of water dependent and/or water related activities, one may be constructed as close to the toe of the bank as possible. The waterward face of a new bulkhead shall be located at or above the ordinary high water line. Where this is not practicable due to geological, engineering, or safety concerns, the waterward face of the new bulkhead shall be located only as far waterward of the ordinary high water line as necessary to excavate for footings or place base rock for the structure. Under no conditions shall the waterward face of the bulkhead be located more than six feet waterward of the ordinary high water line.

When an existing bulkhead is being replaced, construction shall occur no further waterward of the existing bulkhead than is necessary for construction of the new footing. Replacement of a failed bulkhead shall be permitted in the same location as the original bulkhead, if such replacement is commenced within five years of failure. The burden of proof of location of the original bulkhead shall be on the applicant.

Stairways shall be located landward of bulkheads except where proven not feasible.

Timing

Construction work on a bulkhead project under this section may be subject to the timing restrictions in Washington Administrative Code [WAC 220-110-271](#).

Vegetation Preservation

Removal or destruction of overhanging bankline vegetation shall be limited to that necessary for construction of the bulkhead. A Mason Environmental Permit application along with a Habitat Management Plan (mitigation) shall be submitted for review prior to cutting or topping any tree greater than 6 inches in diameter and prior to clearing any shrubs or groundcover (aside from noxious weeds). For

every tree cut down, the log/trunk shall remain on the ground to serve as nurse log habitat and six native trees shall be planted within the buffer.

Design

Bulkheads are subject to design requirements including, but not limited to, the following:

- 1) Bulkheads shall be designed by a Washington State licensed engineer except *rock* bulkheads less than 6 feet in height and constructed in accordance with [Mason County's prescriptive design](#).
- 2) A [Geological Assessment or Geotechnical Report](#) may be required if steep slopes or other sensitive geological features exist within 300 feet.
- 3) Beach material may not be used for fill behind bulkheads.
- 4) Concrete and rock bulkheads may only be installed or replaced when applicants have adequately shown in a report or letter prepared by an engineer with expertise in shoreline hydraulics explaining why “softer” methods of shoreline stabilization are not feasible.
- 5) Shoreline protection structures must include weep holes to allow ground and surface waters to pass into the main water body.
- 6) Deviations from these requirements will require a Shoreline Conditional Use Permit and or a Shoreline Variance Permit.

PERMITTING

* Before submitting permits for any shoreline development, it is recommended that you submit a [Site Pre-Inspection \(SPI\) Application](#). This allows a Planner to visit the site to evaluate existing conditions and inform you of the requirements for proposed development.

** All shoreline bulkheads require a building permit. Bulkheads shall be designed by a Washington State licensed engineer except *rock* bulkheads less than 6 feet in height and constructed in accordance with Mason County's prescriptive design.

Repairs and Normal Maintenance

The repair of a conforming bulkhead requires the following permits shall be submitted to the County:

- State Environmental Protection Act (SEPA) Checklist
- Shoreline Exemption (JARPA)
- Building Permit**

Emergency Repair

An "emergency" is an unanticipated and imminent threat to public health, safety, or the environment, which requires immediate action within a time too short to allow full compliance with permitting requirements. Emergency construction does not include development of new permanent protective structures where none previously existed. Where new protective structures are deemed by the administrator to be the appropriate means to address the emergency situation, upon abatement of the emergency situation, the new structure shall be removed or any permit which would have been required, absent an emergency shall be obtained. All emergency construction shall be consistent with the policies of chapter 90.58 RCW and the local master program. As a general matter, flooding or other seasonal events that can be anticipated and may occur but that are not imminent are not an emergency.

The following shall be submitted to the County:

- Shoreline Exemption (JARPA)
- Building Permit**

Replacement

The replacement of a failed bulkhead shall be permitted in the same location as the original bulkhead (or landward), if such replacement is commenced within five years of its failure. The burden of proof of location of the original bulkhead shall be on the applicant. The bulkhead shall be in the same footprint (or smaller) as the original. In addition, the original bulkhead may only be replaced with a concrete one when applicants have adequately shown that “softer” methods of shoreline stabilization are infeasible.

The following shall be submitted to the County:

- State Environmental Protection Act (SEPA) Checklist
- Shoreline Exemption (use JARPA form)
- Building Permit**

New Bulkhead to Protect a Residence

If a bulkhead is to protect an existing, legal single-family residence, the following shall be submitted to the County:

- State Environmental Protection Act (SEPA) Checklist
- Shoreline Exemption (use JARPA form)
- Mason Environmental Permit with Habitat Management Plan Building Permit**

New Bulkhead - Without a Residence and Costing Less Than \$7,047

If the proposed bulkhead is on property that does not have a legal single-family residence and the cost of labor and materials is less than \$7,047, the following shall be submitted to the County:

- State Environmental Protection Act (SEPA) Checklist
- Shoreline Exemption (use JARPA form)
- Mason Environmental Permit with Habitat Management Plan Building Permit**

New Bulkhead - Without a Residence and Costing More Than \$7,047

If the proposed bulkhead is on property that does not have a legal single-family residence and the cost of labor and materials is more than \$7,047, the following shall be submitted to the County:

- State Environmental Protection Act (SEPA) Checklist
- Shoreline Substantial Development Permit (use JARPA form) – *A public hearing is required.*
- Mason Environmental Permit with Habitat Management Plan Building Permit**

New Non-Residential Bulkhead

For commercial, multi family, and other bulkhead proposals, the following shall be submitted to the County:

- State Environmental Protection Act (SEPA) Checklist
- Shoreline Substantial Development Permit (use JARPA form) – *A public hearing is required.*
- Mason Environmental Permit with Habitat Management Plan Building Permit**

Bluff Stabilization

Coastal bluffs are sensitive ecological areas and support endangered wildlife species. The natural erosion of coastal bluffs along the Puget Sound and Hood Canal shores provide the primary source of beach sediment, which is essential for maintaining beaches and associated nearshore habitats. Critical habitats

such as coastal forests, spawning beaches for forage fish (such as surf smelt), eelgrass beds, and salt marshes depend on these functioning coastal systems.

Disturbing and artificially stabilizing bluffs is strongly discouraged and must undergo permit review.

Non-Conforming Proposals

A Shoreline Variance application shall be submitted to apply to construct or modify a bulkhead that does not meet the Shoreline Master Program's bulk, dimensional, or performance standards.

A Shoreline Conditional Use application shall be submitted to apply to construct or modify a bulkhead that does not meet the Shoreline Master Program's use requirements.

State and Federal Permits

In addition to submitting permit applications to the County, you should submit a completed JARPA form to the agencies below. **The Army Corps of Engineers' review process could take several months.**

Section 10 or Section 404 Permit

US Army Corps of Engineers
Seattle District Regulatory Branch
PO Box 3755
Seattle WA 98124-3755
(206) 764-3495

Hydraulic Project Approval

WA Dept. of Fish and Wildlife
600 Capitol Way N
Olympia WA 98501-1091
Saltwater - (360) 902-2534
Freshwater - (360) 753-2600

401 Water Quality Certification

WA Dept. of Ecology – Headquarters
Federal Permit Unit
PO Box 47600
Olympia WA 98584-7600
(360) 407-6000

FEES AND VALUATION

See the Mason County Community Development Fee Ordinance and the Mason County Building Department Fees for permit, publication, and review costs. Valuation is determined by the total cost or fair market value of any donated, contributed or found labor, equipment, or materials (WAC 173-27-030 (8)).

TIMELINE

Those requiring SEPA review and a Mason County Building Permit take approximately six weeks.

Those requiring a Substantial Development Permit take approximately three to four months (see attachment A).*

Those requiring a Conditional Use and/or Variance Permit take approximately five months (see attachment A).*

* *State and Federal Approvals may take longer.*

References:

Shoreline Exemptions - Washington Administrative Code [173-27-040](#)

SEPA Categorical Exemptions - Washington Administrative Code [197-11-800](#)

Mason County Shoreline Master Program - Use Regulations [17.50.060](#)

Mason County Comprehensive Plan - [Shoreline Policies – IX-2](#)

Mason County Resource Ordinance - Landslide Hazard Areas [17.01.100](#)

Mason County Resource Ordinance - Fish & Wildlife Habitat Conservation Areas [17.01.110](#)

★★★ The information in this brochure is provided only as a general guideline. You should not rely on the brochure to identify the specific requirements for your project. To identify these requirements, apply for a Site PreInspection (\$300) or contact the Planning Department. ★★★

GENERAL BULKHEAD APPLICATION REQUIREMENTS

Prior to submitting applications, it is recommended that you have a Site Pre-inspection (\$300) performed by a Planner to determine the requirements specific to your property and proposal.

In addition to the above applications, checklists, and/or reports, bulkhead proposals should include, at a minimum, the following:

- Site Plan(s) (on letter, legal, or 11" x 17") that clearly shows:
 - The location of the proposed bulkhead in relation to the property lines and the residence.
 - The dimensions of the proposed bulkhead.
 - The existing improvements (house, existing bulkhead, sidewalk, dock, gravel driveway, etc).
 - The location of the ordinary high water mark.
 - The proposed land contours at 5 foot intervals (height) for areas waterward of the bulkhead and at 10 foot intervals for areas landward of the bulkhead.
 - A delineation of any nearby wetland and/or marsh areas.
 - A general indication of vegetation on the site.
 - Areas proposed to be landscaped with native vegetation, etc (mitigation).
 - Parcel number and address.
 - The North arrow.
 - Scale.

- Cross Section(s) (on letter, legal, or 11" x 17") that clearly shows:
 - The dimensions of the proposed bulkhead, including the footings.
 - The existing bulkhead to be replaced (if applicable).
 - The ordinary high water mark.
 - The existing and proposed ground elevations.
 - Where applicable, a depiction of the existing and proposed impacts to views.
 - Scale.

- Documentation (dated photos, professional reports, etc) showing that the rate of erosion threatens existing upland improvements.

- If proposing a *concrete* or *rip rap* bulkhead: A report or letter prepared by a licensed hydrologist or an engineer with expertise in shoreline hydraulics stating why a 'hard' bulkhead is necessary and alternatives are not feasible.

- Structural Drawings/Engineering

- A Geotechnical Report, if required.

- A Habitat Management Plan (mitigation), if required.

- For Shoreline Substantial Development Permits, Shoreline Variances, or Shoreline Conditional Uses, please provide the names and mailing addresses of all property owners within 300 feet of property where development is proposed. These property owners will be notified of the public hearing.

SUBSTANTIAL DEVELOPMENT PERMIT PROCESS

The following process applies to the shoreline development proposals that require a Shoreline Substantial Development Permit, a Shoreline Conditional Use Permit, or a Shoreline Variance:

- A legal notice is placed in the “Shelton-Mason County Journal” for two consecutive weeks. Publication cost is the responsibility of the applicant. Final permit processing will not occur until advertising fees have been paid to the newspaper.
- A thirty (30) day public comment period begins from the second legal notice publication date; notices are sent to all adjacent property owners within 300 feet of applicant’s property boundary lines. A notice is also posted at the subject property.
- A public hearing is scheduled on the first available (second or fourth) Tuesday following the 30 day public comment period. Hearings are held at 1 PM, but you may have one or more hearing that precedes yours. You are not required to attend the hearing, but it is recommended that you do attend to answer questions that the Hearing Examiner or the public may have.
- The Hearing Examiner issues a Decision within two weeks of the public hearing.
- The County approves, conditionally, approves, or denies the permit based on the Hearing Examiner’s Decision. **However, construction may not proceed until after the Washington Department of Ecology and the public has had 21 days to appeal the permit decision.**
- The County submits the permit and findings to the Department of Ecology, the Attorney General, and the applicant. A twenty-one (21) day comment period for Substantial Development Permits commences when the Department of Ecology receives the permit, during which appeals to local government decisions can be made. The twenty-one day comment period for Conditional Use and Variances commences when the County receives Ecology’s written decision.
- The Department of Ecology will render and transmit to the County and applicant its final decision approving, approving with conditions, or disapproving the permit within thirty (30) days of the date of submittal. Should there be an appeal, the project applied for may not begin until all appeals have been settled by the State of Washington Shorelines Hearings Board.
- If the permit decision has not been appealed, the local government’s approval of the project stands and construction pursuant to the permit can proceed (as long as no other permits are needed).
- No permit authorizing construction shall extend for a term of more than five (5) years. If actual construction of a development, for which a permit has been granted, has not begun within two years after the approval of the permit by the Hearing Examiner, the Hearing Examiner shall, at the expiration of the two year period, review the permit, and upon a showing of good cause, extend the permit for one year. Otherwise, the permit terminates. Provided, that no permit shall be extended unless the applicant has requested in writing such review and extension within two years of the permit approval.



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Phone: (360) 427-9670 Ext. 352 ♦ Fax: (360) 427-7798

Mason County Permit Center Use:

Received:

Permit No. _____ - _____

BUILDING PERMIT APPLICATION

OWNER INFORMATION:

NAME: _____
MAILING ADDRESS: _____
CITY: _____ STATE: _____ ZIP: _____
PHONE: _____ CELL: _____
EMAIL: _____

CONTRACTOR INFORMATION:

NAME: _____
MAILING ADDRESS: _____
CITY: _____ STATE: _____ ZIP: _____
PHONE: _____ CELL: _____
EMAIL: _____
L&I REG # _____ EXP. ____/____/____

PARCEL INFORMATION:

PARCEL NUMBER (12 DIGIT NUMBER) _____ FIRE DISTRICT _____
LEGAL DESCRIPTION (ABBREVIATED): _____
SITE ADDRESS _____ CITY _____
DIRECTIONS TO SITE ADDRESS _____

IS PROPERTY WITHIN 200 FT:

SALTWATER LAKE RIVER/CREEK POND WETLAND SEASONAL RUNOFF STREAM

DOES PROPERTY HAVE SLOPE(S) WITHIN 300 FT OF THE PROJECT- GREATER THAN 14% YES NO

TYPE OF JOB: NEW ADDITION ALTERATION REPAIR OTHER

USE OF STRUCTURE (RESIDENCE, GARAGE ETC.) _____
IS USE: PRIMARY SEASONAL NUMBER OF BEDROOMS _____ NUMBER OF BATHROOMS _____
DESCRIBE WORK _____

SQUARE FOOTAGE:

1ST FLOOR _____ sq. ft. 2ND FLOOR _____ sq. ft. 3RD FLOOR _____ sq. ft. BASEMENT _____ sq. ft.
DECK _____ sq. ft. COVERED DECK _____ sq. ft. STORAGE _____ sq. ft. OTHER _____ sq. ft.
GARAGE _____ sq. ft. ATTACHED DETACHED CARPORT _____ sq. ft. ATTACHED DETACHED

MANUFACTURED HOME INFORMATION:

***4 COPIES OF THE FLOOR PLAN**

MAKE _____ MODEL _____ YEAR _____ LENGTH _____
WIDTH _____ BEDROOMS _____ BATHS _____ SERIAL NUMBER _____

OWNER / BUILDER acknowledges submission of inaccurate information may result in a stop work order or permit revocation. Acknowledgement of such is by signature below. I declare that I am the owner, owners legal representative, or contractor. I further declare that I am entitled to receive this permit and to do the work as proposed. I have obtained permission from all the necessary parties, including any easement holder or parties of interest regarding this project. The owner or authorized agent represents that the information provided is accurate and grants employees of Mason County access to the above described property and structure(s) for review and inspection. This permit/application becomes null & void if work or authorized construction is not commenced within 180 days or if construction work is suspended for a period of 180 days. **PROOF OF CONTINUATION OF WORK IS BY MEANS OF INSPECTION. INACTIVITY OF THIS PERMIT APPLICATION OF 180 DAYS WILL INVALIDATE THE APPLICATION.**

Signature of **Owner**

Date

DEPARTMENTAL REVIEW	APPROVED	DATE	DENIED	DATE	TAGS/NOTES/CONDITIONS
BUILDING DEPARTMENT					
PLANNING DEPARTMENT					
FIRE MARSHAL					

FEE'S		TOTAL VALUATION:	
BUILDING PERMIT FEE		FIRE ACCESS AND GRADE	
PLAN REVIEW		GEO- TECH REVIEW	
PLUMBING & BASE FEE		STORMWATER REVIEW	
MECHANICAL & BASE FEE		TOTAL FEES	
WOOD/GAS/PELLET STOVE		VIOLATION INVESTIGATION FEE	
PLANNING REVIEW FEE		VIOLATION FEE	



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Mason County Permit Center Use:

MEP _____ - _____

Date Rcvd _____

- MASON ENVIRONMENTAL PERMIT: \$115
- MASON ENVIRONMENTAL PERMIT WITH HABITAT MANAGEMENT PLAN: \$1500
- CONDITIONAL USE: \$2000

Mason County Resource Ordinance (Chapter 17.01 MCC)

ENVIRONMENTAL PERMIT APPLICATION

The purpose of the Resource Ordinance is to protect Mason County's natural resource lands and critical areas and is under the authority of Chapters 36.32, 36.70A, 39.34, 58.17, 76.09, 84.33, 84.34 and 90.58 RCW.

PLEASE PRINT

1. PROPERTY OWNER	
Name:	
Mailing Address:	
Work Phone:	Email Address:
Home / Cell Phone:	Fax #:
<i>If an agent is acting for the property owner during the permit process, complete #2.</i>	
2. AUTHORIZED AGENT	
Name:	
Mailing Address:	
Work Phone:	Email Address:
Home / Cell Phone:	Fax #:
3. PROJECT SITE	
Site Address:	
Parcel #: - -	Legal Description:
Directions to Site:	
<p>Attach a site plan showing the following: Lot Dimensions, Flood Zones, Existing Structures, Fences, Water Lines, Driveways, Drainage Plans, Shorelines, Septic System, Topography, Proposed Improvements, Easements, North Arrow, and Scale. Also draw a separate topography diagram.</p>	

4. State which section requires permit:
- | | |
|---|--|
| <input type="checkbox"/> Long Term Commercial Forest, Chapter 17.10.060 | <input type="checkbox"/> Wetlands, Chapter 17.01.070 |
| <input type="checkbox"/> Mineral Resource Lands, Chapter 17.01.066 | <input type="checkbox"/> Frequently Flooded Areas, Chapter 17.01.090 |
| <input type="checkbox"/> Aquifer Recharge Area, Chapter 17.01.080 | <input type="checkbox"/> Landslide Hazard Area, Chapter 17.01.100 |
| <input type="checkbox"/> Erosion Hazard Area, Chapter 17.01.104 | <input type="checkbox"/> Seismic Hazard Areas, Chapter 17.01.102 |
| <input type="checkbox"/> In-Holding Lands, Chapter 17.01.062 | <input type="checkbox"/> Fish & Wildlife Habitat Conservation Areas, Chapter 17.01.110 |

5. Identify current use of the property with existing improvements:

6. Identify and describe the proposed project, including the type of materials to be used, construction methods, principle dimensions, and other pertinent information (attach additional sheets, if needed):

7. Describe why the action requiring this permit cannot be avoided.

8. Will there be an alteration of a wetland and/or wetland vegetation area (circle one)? Yes No

9. Identify any surface water on or adjacent to property (circle one):

Saltwater Lake Stream Pond Wetland Drainage Ditch

10. Identify existing septic/sewer connection (circle one): If septic is located on project site, include records.

Connected to Septic Connected to Community Septic

11. Identify existing water supply (circle one): Public Water Supply Well

11. Type of Job (circle one):

New Add Alteration Repair Demolition Other: _____

Print Name

Signature

Date

SEPA ENVIRONMENTAL CHECKLIST

Purpose of checklist:

Governmental agencies use this checklist to help determine whether the environmental impacts of your proposal are significant. This information is also helpful to determine if available avoidance, minimization or compensatory mitigation measures will address the probable significant impacts or if an environmental impact statement will be prepared to further analyze the proposal.

Instructions for applicants:

This environmental checklist asks you to describe some basic information about your proposal. Please answer each question accurately and carefully, to the best of your knowledge. You may need to consult with an agency specialist or private consultant for some questions. You may use "not applicable" or "does not apply" only when you can explain why it does not apply and not when the answer is unknown. You may also attach or incorporate by reference additional studies reports. Complete and accurate answers to these questions often avoid delays with the SEPA process as well as later in the decision-making process.

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 determining if there may be significant adverse impact.

Instructions for Lead Agencies:

Please adjust the format of this template as needed. Additional information may be necessary to evaluate the existing environment, all interrelated aspects of the proposal and an analysis of adverse impacts. The checklist is considered the first but not necessarily the only source of information needed to make an adequate threshold determination. Once a threshold determination is made, the lead agency is responsible for the completeness and accuracy of the checklist and other supporting documents.

Use of checklist for nonproject proposals: [\[help\]](#)

For nonproject proposals (such as ordinances, regulations, plans and programs), complete the applicable parts of sections A and B plus the [SUPPLEMENTAL SHEET FOR NONPROJECT ACTIONS \(part D\)](#). Please completely answer all questions that apply and note that the words "project," "applicant," and "property or site" should be read as "proposal," "proponent," and "affected geographic area," respectively. The lead agency may exclude (for non-projects) questions in Part B - Environmental Elements –that do not contribute meaningfully to the analysis of the proposal.

A. Background [\[help\]](#)

1. Name of proposed project, if applicable: [\[help\]](#)
2. Name of applicant: [\[help\]](#)
3. Address and phone number of applicant and contact person: [\[help\]](#)
4. Date checklist prepared: [\[help\]](#)

5. Agency requesting checklist: [\[help\]](#)
6. Proposed timing or schedule (including phasing, if applicable): [\[help\]](#)
7. Do you have any plans for future additions, expansion, or further activity related to or connected with this proposal? If yes, explain. [\[help\]](#)
8. List any environmental information you know about that has been prepared, or will be prepared, directly related to this proposal. [\[help\]](#)
9. Do you know whether applications are pending for governmental approvals of other proposals directly affecting the property covered by your proposal? If yes, explain. [\[help\]](#)
10. List any government approvals or permits that will be needed for your proposal, if known. [\[help\]](#)
11. 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. (Lead agencies may modify this form to include additional specific information on project description.) [\[help\]](#)
12. 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. [\[help\]](#)

B. ENVIRONMENTAL ELEMENTS [\[help\]](#)

1. Earth [\[help\]](#)

- a. General description of the site: [\[help\]](#)

(circle one): Flat, rolling, hilly, steep slopes, mountainous, other _____

- b. What is the steepest slope on the site (approximate percent slope)? [\[help\]](#)
- 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 commercial significance and whether the proposal results in removing any of these soils. [\[help\]](#)

- d. Are there surface indications or history of unstable soils in the immediate vicinity? If so, describe. [\[help\]](#)
- e. Describe the purpose, type, total area, and approximate quantities and total affected area of any filling, excavation, and grading proposed. Indicate source of fill. [\[help\]](#)
- f. Could erosion occur as a result of clearing, construction, or use? If so, generally describe. [\[help\]](#)
- g. About what percent of the site will be covered with impervious surfaces after project construction (for example, asphalt or buildings)? [\[help\]](#)
- h. Proposed measures to reduce or control erosion, or other impacts to the earth, if any: [\[help\]](#)

2. Air [\[help\]](#)

- a. What types of emissions to the air would result from the proposal during construction, operation, and maintenance when the project is completed? If any, generally describe and give approximate quantities if known. [\[help\]](#)
- b. Are there any off-site sources of emissions or odor that may affect your proposal? If so, generally describe. [\[help\]](#)
- c. Proposed measures to reduce or control emissions or other impacts to air, if any: [\[help\]](#)

3. Water [\[help\]](#)

a. Surface Water:

- 1) Is there any surface water body on or in the immediate vicinity of the site (including year-round and seasonal streams, saltwater, lakes, ponds, wetlands)? If yes, describe type and provide names. If appropriate, state what stream or river it flows into. [\[help\]](#)
- 2) 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. [\[help\]](#)
- 3) 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. [\[help\]](#)
- 4) Will the proposal require surface water withdrawals or diversions? Give general description, purpose, and approximate quantities if known. [\[help\]](#)

5) Does the proposal lie within a 100-year floodplain? If so, note location on the site plan. [\[help\]](#)

6) Does the proposal involve any discharges of waste materials to surface waters? If so, describe the type of waste and anticipated volume of discharge. [\[help\]](#)

b. Ground Water:

1) Will groundwater be withdrawn from a well for drinking water 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 groundwater? Give general description, purpose, and approximate quantities if known. [\[help\]](#)

2) 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. [\[help\]](#)

c. Water runoff (including stormwater):

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. [\[help\]](#)

2) Could waste materials enter ground or surface waters? If so, generally describe. [\[help\]](#)

3) Does the proposal alter or otherwise affect drainage patterns in the vicinity of the site? If so, describe. [\[help\]](#)

d. Proposed measures to reduce or control surface, ground, and runoff water, and drainage pattern impacts, if any: [\[help\]](#)

4. **Plants** [\[help\]](#)

a. Check the types of vegetation found on the site: [\[help\]](#)

____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, bullrush, 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? [\[help\]](#)

c. List threatened and endangered species known to be on or near the site. [\[help\]](#)

d. Proposed landscaping, use of native plants, or other measures to preserve or enhance vegetation on the site, if any: [\[help\]](#)

e. List all noxious weeds and invasive species known to be on or near the site. [\[help\]](#)

5. **Animals** [\[help\]](#)

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. [\[help\]](#)

Examples include:

birds: hawk, heron, eagle, songbirds, other:

mammals: deer, bear, elk, beaver, other:

fish: bass, salmon, trout, herring, shellfish, other _____

b. List any threatened and endangered species known to be on or near the site. [\[help\]](#)

c. Is the site part of a migration route? If so, explain. [\[help\]](#)

d. Proposed measures to preserve or enhance wildlife, if any: [\[help\]](#)

e. List any invasive animal species known to be on or near the site. [\[help\]](#)

6. Energy and Natural Resources [\[help\]](#)

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. [\[help\]](#)

b. Would your project affect the potential use of solar energy by adjacent properties? If so, generally describe. [\[help\]](#)

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: [\[help\]](#)

7. Environmental Health [\[help\]](#)

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. [\[help\]](#)

1) Describe any known or possible contamination at the site from present or past uses. [\[help\]](#)

2) Describe existing hazardous chemicals/conditions that might affect project development and design. This includes underground hazardous liquid and gas transmission pipelines located within the project area and in the vicinity. [\[help\]](#)

3) 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. [\[help\]](#)

4) Describe special emergency services that might be required. [\[help\]](#)

5) Proposed measures to reduce or control environmental health hazards, if any: [\[help\]](#)

b. Noise [\[help\]](#)

1) What types of noise exist in the area which may affect your project (for example: traffic, equipment, operation, other)? [\[help\]](#)

2) 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. [\[help\]](#)

3) Proposed measures to reduce or control noise impacts, if any: [\[help\]](#)

8. Land and Shoreline Use [\[help\]](#)

- 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. [\[help\]](#)
- b. Has the project site been used as 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 been designated, how many acres in farmland or forest land tax status will be converted to nonfarm or nonforest use? [\[help\]](#)
- 1) 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: [\[help\]](#)
- c. Describe any structures on the site. [\[help\]](#)
- d. Will any structures be demolished? If so, what? [\[help\]](#)
- e. What is the current zoning classification of the site? [\[help\]](#)
- f. What is the current comprehensive plan designation of the site? [\[help\]](#)
- g. If applicable, what is the current shoreline master program designation of the site? [\[help\]](#)
- h. Has any part of the site been classified as a critical area by the city or county? If so, specify. [\[help\]](#)
- i. Approximately how many people would reside or work in the completed project? [\[help\]](#)

- j. Approximately how many people would the completed project displace? [\[help\]](#)

- k. Proposed measures to avoid or reduce displacement impacts, if any: [\[help\]](#)

- l. Proposed measures to ensure the proposal is compatible with existing and projected land uses and plans, if any: [\[help\]](#)

- m. Proposed measures to reduce or control impacts to agricultural and forest lands of long-term commercial significance, if any: [\[help\]](#)

9. Housing [\[help\]](#)

- a. Approximately how many units would be provided, if any? Indicate whether high, middle, or low-income housing. [\[help\]](#)

- b. Approximately how many units, if any, would be eliminated? Indicate whether high, middle, or low-income housing. [\[help\]](#)

- c. Proposed measures to reduce or control housing impacts, if any: [\[help\]](#)

10. Aesthetics [\[help\]](#)

- a. What is the tallest height of any proposed structure(s), not including antennas; what is the principal exterior building material(s) proposed? [\[help\]](#)

- b. What views in the immediate vicinity would be altered or obstructed? [\[help\]](#)

- b. Proposed measures to reduce or control aesthetic impacts, if any: [\[help\]](#)

11. Light and Glare [\[help\]](#)

- a. What type of light or glare will the proposal produce? What time of day would it mainly occur? [\[help\]](#)

- b. Could light or glare from the finished project be a safety hazard or interfere with views? [\[help\]](#)

- c. What existing off-site sources of light or glare may affect your proposal? [\[help\]](#)
- d. Proposed measures to reduce or control light and glare impacts, if any: [\[help\]](#)

12. Recreation [\[help\]](#)

- a. What designated and informal recreational opportunities are in the immediate vicinity? [\[help\]](#)
- b. Would the proposed project displace any existing recreational uses? If so, describe. [\[help\]](#)
- c. Proposed measures to reduce or control impacts on recreation, including recreation opportunities to be provided by the project or applicant, if any: [\[help\]](#)

13. Historic and cultural preservation [\[help\]](#)

- 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 ? If so, specifically describe. [\[help\]](#)
- 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. [\[help\]](#)
- 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. [\[help\]](#)
- 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. [\[help\]](#)

14. Transportation [\[help\]](#)

- 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. [\[help\]](#)

- 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 stop? [\[help\]](#)
- c. How many additional parking spaces would the completed project or non-project proposal have? How many would the project or proposal eliminate? [\[help\]](#)
- d. 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). [\[help\]](#)
- e. Will the project or proposal use (or occur in the immediate vicinity of) water, rail, or air transportation? If so, generally describe. [\[help\]](#)
- 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 nonpassenger vehicles). What data or transportation models were used to make these estimates? [\[help\]](#)
- g. Will the proposal interfere with, affect or be affected by the movement of agricultural and forest products on roads or streets in the area? If so, generally describe. [\[help\]](#)
- h. Proposed measures to reduce or control transportation impacts, if any: [\[help\]](#)

15. Public Services [\[help\]](#)

- 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. [\[help\]](#)
- b. Proposed measures to reduce or control direct impacts on public services, if any. [\[help\]](#)

16. Utilities [\[help\]](#)

- a. Circle utilities currently available at the site: [\[help\]](#)
 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. [\[help\]](#)

C. Signature [\[help\]](#)

The above answers are true and complete to the best of my knowledge. I understand that the lead agency is relying on them to make its decision.

Signature: _____

Name of signee _____

Position and Agency/Organization _____

Date Submitted: _____

D. supplemental sheet for nonproject actions [\[help\]](#)

(IT IS NOT NECESSARY to use this sheet for project 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.

ESA LISTED SALMONIDS CHECKLIST

Applicant Information

Name _____
Phone _____

Project Information

Name _____
Location _____
Description _____

This worksheet was designed to help project proponents and government agencies identify when a project needs further analysis regarding adverse effects on ESA (Endangered Species Act) listed salmonids. Salmonids are salmon, trout and chars, e.g. bull trout. For our purposes, "ESA listed salmonids" is defined as fish species listed as endangered, threatened or being considered for listing.

If ESA listed species are present or ever were present in the watershed where your project will be located, your project has the potential for affecting them, and you need to comply with the ESA. The questions in this section will help determine if the ESA listings will impact your project.

The Fish Program Manager at the appropriate Department of Fish and Wildlife (DFW) regional office can provide information for the following two questions

1. Are ESA listed salmonids currently present in the watershed in which your project will be located?

Yes___ No___

Please describe.

2. Has there ever been an ESA listed salmonid stock present in this watershed? Yes___ No___ Uncertain___

Please describe.

If you answered "yes" to either of the above questions, you should complete the remainder of this checklist.

PROJECT SPECIFICS: The questions in this section are specific to the project and vicinity.

1. Name of watershed: _____

2. Name of nearest waterbody: _____

3. What is the distance from this project to the nearest body of water? _____

Often a buffer between the project and a stream can reduce the chance of a negative impact to fish.

4. What is the current land use between the project and the potentially affected water body (*parking lots, farmland, etc*)?

5. Is the project above a:

- natural permanent barrier (waterfall) Yes___ No___
- natural temporary barrier (beaver pond) Yes___ No___
- man-made barrier (culvert, dam) Yes___ No___
- other (explain):

6. If yes, are there any resident salmonid populations above the blockage? Yes___ No___ Don't know___

7. What percent of the project will be impervious surface (including pavement & roof area)?

FISH MIGRATION: The following questions will help determine if this project could interfere with migration of adult and juvenile fish.

Both increases and decreases in water flows can affect fish migration.

1. Does the project require the withdrawal of:
- i. Surface water? Yes ___ No ___
Amount _____
Name of surface water body _____

 - ii. Ground water? Yes ___ No ___
Amount _____
From where _____
Depth of well _____

2. Will any water be rerouted? Yes ___ No ___
If yes, will this require a channel change?

3. Will there be retention or detention ponds? Yes ___ No ___
If yes, will this be an infiltration pond or a surface discharge to either a municipal storm water system or a surface water body?

If to a surface water discharge, please give the name of the waterbody.

4. Will this project require the building of new roads?
Yes ___ No ___ *Increased road mileage may affect the timing of water reaching a stream and may impact fish habitat.*

5. Are culverts proposed as part of this project? Yes ___ No ___

6. Will topography changes affect the duration/direction of runoff flows? Yes ___ No ___ If yes, describe the changes.

7. Will the project involve any reduction of the floodway or floodplain by filling or other partial blockage of flows?
Yes ___ No ___
If yes, how will the loss of flood storage be mitigated by your project?

WATER QUALITY: The following questions will help determine if this project could adversely impact water quality. Such impacts can cause problems for listed species.

Water quality can be made worse by runoff from impervious surfaces, altering water temperature, discharging contaminants, etc.

1. Do you know of any problems with water quality in any of the streams within this watershed? Yes___ No___
If yes, describe.

2. Will your project either reduce or increase shade along or over a waterbody? Yes___ No___
Removal of shading vegetation or the building of structures such as docks or floats often result in a change in shade.

3. Will the project increase nutrient loading or have the potential to increase nutrient loading or contaminants (fertilizers, other waste discharges, or runoff) to the waterbody? Yes___ No___

4. Will turbidity be increased because of construction of the project or during operation of the project? Yes___ No___
In-water or near water work will often increase turbidity.

5. Will your project require long term maintenance, i.e. bridge cleaning, highway salting, chemical sprays for vegetation management, clearing of parking lots?
Yes___ No___ If yes, please describe.

VEGETATION: The following questions are designed to determine if the project will affect riparian vegetation, thereby, adversely impacting salmon.

1. Will the project involve the removal of any vegetation from the stream banks? Yes___ No___

If yes, please describe the existing conditions, and the amount and type of vegetation to be removed.

2. If any vegetation is removed, do you plan to re-plant?
Yes___ No___ If yes, what types of plants will you use?

RESOURCES

Washington Department of Fish and Wildlife Website

www.wdfw.wa.gov

This site has useful information on fish habitat.

Washington Department of Ecology Website

www.ecy.wa.gov

Click on the Water Quality button on the left side of this page.

National Marine Fisheries Services Website

Evolutionarily Significant Unit (ESU) maps can be found at

www.nwr.noaa.gov

Click on the Endangered Species Act (ESA) links to view the ESU maps and other information.

NOTE: Most applicants should have the information necessary to answer most of the questions in this checklist. Additional information will need to be obtained by local and state agencies if it appears that the project is likely to affect ESA listed species.



WASHINGTON STATE Joint Aquatic Resources Permit Application (JARPA) Form



Instruction A: Completing JARPA

I. Purpose of the JARPA

Joint Aquatic Resource Permit Application (JARPA) -- To streamline the environmental permitting process, multiple regulatory agencies joined forces to create one application people can use to apply for more than one permit at a time. The JARPA form can be found at www.epermitting.wa.gov and can be used to apply for the following permits and approvals:

Federal

- U.S. Army Corps of Engineers (Corps) Section 10 Permit
- U.S. Army Corps of Engineers (Corps) Section 404 Permit
- U.S. Coast Guard (USCG) Private Aids to Navigation Permit

State

- Washington Department of Ecology (Ecology) 401 Water Quality Certifications
- Washington Department of Fish and Wildlife (WDFW) Hydraulic Project Approval
- Washington Department of Natural Resources (DNR) Aquatic Use Authorizations for State-Owned Aquatic Land

Local (City or County)

- Shoreline Conditional Use Permit
- Shoreline Substantial Development Permit
- Shoreline Variance
- Shoreline Exemption
- Shoreline Revision

II. Preparing and Submitting JARPA

A. Before You Start →

1. Make sure you have a clear plan for your project.
2. Contact your local city or county government. Not all cities and counties accept JARPA for their local shoreline permits. Use the "[Questions to Ask Local Government](#)" on page 3 of this document to help save you from making multiple phone calls to your local government.
3. Contact your local planning department. Find out if your project falls under the jurisdiction of the Critical Areas Ordinances and the National Flood Insurance Program. This can impact whether or not **you** may be able to use JARPA.
4. If you plan to carry out habitat restoration or compensatory habitat mitigation projects on state-owned aquatic lands, go to <http://www.dnr.wa.gov/programs-and-services/aquatics/restoring-washingtons-waterways>.
5. Use the most current application being accepted by your local jurisdiction. It can be found at <http://www.epermitting.wa.gov> or by calling (800) 917-0043 or emailing help@oria.wa.gov.
6. A State Environmental Policy Act (SEPA) Checklist will be required for most projects. SEPA analyzes the environmental impacts of a project, and must be completed before state and federal permits can be issued.

7. Contact each agency making permitting decisions. Most agencies will require more information or materials not specifically noted in JARPA. Early coordination with all of the regulatory agencies may prevent delays in processing of your application.

B. When You Fill in JARPA →

1. Make sure to check the box next to each permit you think you will need. You will need to send at least one signed copy of the application to all the agencies associated with the boxes you check.
2. If you need help determining which permit(s) you need, see Section F, "[Get Help.](#)"
3. Be very detailed and specific about your project proposal; more information is better than less.
4. Make sure your site maps and drawings are consistent with the written description you give on the application.
5. Please select "**N/A**" for any questions that do not apply to your project. Do not just leave it blank.
6. If you have access to the Internet, use the "help" screens available to clarify any questions. If you do not have access to the internet, you can request a printed version of the help by calling (800) 917-0043 or emailing help@oria.wa.gov.
7. Use the Pre-Submittal Checklist in section VI of this document to make sure you have everything you need to submit a complete application package.
8. Understand that when you sign the application, you give the permitting agencies the right to enter the property where your project is located. This is to inspect the proposed, in-progress, or completed work. You also agree to start work **ONLY** after you get all the necessary permits.

C. What To Expect After You Submit Your Application →

1. Most agencies will need more information than required on the application. When the review process starts, they will find out what other information they need to make a decision about your permit.
2. If you get a letter from an agency requesting more information, respond with an email or a letter of acknowledgement as soon as possible. This will help prevent project delays.
3. If you make changes to the project or site plans during the permitting process, send the updated information to each permitting agency. If you do not send this, it may delay your permits and project construction, or you may receive a penalty.
4. Contact the Governor's Office for Regulatory Innovation and Assistance (ORIA) at (800) 917-0043 or help@oria.wa.gov if you have any questions or concerns. We are here to help you.

D. JARPA Help Feature →

JARPA has a great help screen feature for each question. Each screen will give you instructions to help you create a complete application package. You must have an Internet connection to use this feature. If you need a printed version of the help, call (800) 917-0043 or email help@oria.wa.gov.

E. Submitting Copies Of JARPA →

Carefully determine all agencies you should submit a copy of your completed JARPA to (all those you have checked in section 10 of JARPA) and determine the correct agency mailing location for your project from the list provided. Mailing information is available at:

http://www.epermitting.wa.gov/site/alias_resourcecenter/jarpa_jarpa_contacts/2489/jarpa_contacts.aspx.

F. Get Help

If you have a question about the application or additional documents, contact the Governor’s Office for Regulatory Innovation and Assistance (ORIA) at (800) 917-0043 or help@oria.wa.gov.

You may also find helpful information at these locations:

1. **Online Permit Assistance System (OPAS):** <http://apps.oria.wa.gov/opas/>
Fill out an online questionnaire to find out what permits you may need for your project.
2. **Regulatory Handbook:** <http://apps.oria.wa.gov/permithandbook/>
Look here for the most current permit information.

III. Questions to Ask Your Local Government or Planning Department

Use the spaces below to make note of the date, the person you spoke with, and their answers.

A. **Do they accept JARPA?** Not all cities and counties accept JARPA form for their local shoreline permits.

B. **Does your project fall under the jurisdiction of the Critical Areas Ordinances and the National Flood Insurance Program? If so, can you use JARPA?** If your project does fall under either of these laws, you may not be able to use JARPA.

C. **What is the ¼ Section, Section, Township, Range, Government Lot, Latitude, Longitude and the Tax Parcel number for the property?** Ask your local planning department for information required for part 5 on JARPA. This information may also be located on the property deed, or you can determine the section, township, and range through the Water Resource Inventory Area (WRIA) at: <http://www.ecy.wa.gov/water/wria/index.html> or at: <https://myasadata.larc.nasa.gov/latitudelongitude-finder/>.

D. **What is the Shoreline Designation of the proposed activity location?** These are assigned by local governments and listed in their local Shoreline Master Programs. Find your local government contact information at: <http://www.ecy.wa.gov/programs/sea/shorelines/smp/status.html>. Also, ask about public notice requirements for shoreline management compliance.

- E. **What is the zoning designation of the property?** Examples include Residential, Rural, Agricultural, and General Commercial. Find your zoning location at MRSC custom search of Washington city/county website at: <http://mrsc.org/Home/Research-Tools/Search-Resources/MRSC-Custom-Search-of-Washington-City-County-Websi.aspx>.

IV. Site Maps and Drawings

- A. You must include site maps and drawings for an application package to be considered complete.
- B. The U.S. Army Corps of Engineers (Corps) requires 8 ½” x 11” black and white drawings for fax and public notice purposes.
- C. Drawings have to be clear and legible, so reductions of larger versions may not be suitable.
- D. You may submit larger drawings in addition to the 8 ½” x 11 that are more legible and easier to discern. This could speed up the review process.
- E. Follow the Guidance for Completion of Drawings at the Corps’ website: <http://www.nws.usace.army.mil/Missions/Civil-Works/Regulatory/Permit-Guidebook/Permit-Processing/Sample-Drawings/>.
- F. See the Washington Department of Fish and Wildlife (WDFW) guidance for a complete application here: http://wdfw.wa.gov/licensing/hpa/hpa_criteria.html.
- G. Remember there are at least three types of illustrations required:
 - 1. Vicinity map
 - 2. Plan view (bird’s eye view)
 - 3. Cross-sectional view
- H. Include photographs of the site if possible. Aerial photos and photos looking toward the shoreline from the water are especially helpful.
- I. Show upland features of the project site, in addition to the work waterward of the Ordinary High Water Mark (OHWM).
- J. Consider creating the drawings so the vertical skew or exaggeration is scaled to the horizontal (e.g. vertical exaggeration to horizontal is 1:10), and skewing the scale to the cross-section profiles.
- K. For joint-use structures (structures to be used by more than one property owner), provide a site map showing the location of the different joint-use properties.
- L. The Washington Department of Fish and Wildlife (WDFW) requires general plans for the overall project, complete plans and specifications for the proposed construction, and complete plans and specifications for the proper protection of fish life. For the specific plans, WDFW typically requires “plan profile (bird’s eye view) and section” views. They limit the size to 11” x 17”. Go to http://wdfw.wa.gov/licensing/hpa/hpa_criteria.html for a brief discussion of what WDFW needs for “complete plans and specifications for proper protection of fish life.”
- M. The Washington State Department of Natural Resources (DNR) requires 8.5” x 11” vicinity maps with specific information for mooring buoy and boatlift applications. Contact your aquatics district land manager for more information: http://file.dnr.wa.gov/publications/agr_land_manager_map_071416.pdf.

V. Sample Wetland Mitigation Table

If wetlands are present, consider including a Mitigation Table like the one below.

The table should include:

- A. Area (sq. ft.)
- B. [Cowardin / Wetlands Classification](#)¹
- C. [Ecology rating](#)²
- D. Impacts (sq. ft.)
- E. Compensation
 - o Reestablishment or Creation (Areas and Ratios)
- F. Rehabilitation
 - o Areas and Ratios
- G. Enhancement
 - o Areas and Ratios

Wetland	Area (sq. ft.)	Cowardin Classification ¹	Ecology Rating ²	Impacts (sq. ft.)	Compensation					
					Reestablishment or Creation		Rehabilitation		Enhancement	
					Area	Ratio	Area	Ratio	Area	Ratio
A	43,662	PSS	II	18,654	18,654	1:1			74,616	4:1
B	10,378	PFO	II	1,078	3,234	3:1				
C	8,374	PEM	IV	8,374			25,122	3:1		
Total	54,040			19,732	21,888		25,122		74,616	

¹ The Cowardin classification system categorizes wetlands by hydrologic regime, vegetation type, and substrate. See <http://www.fws.gov/wetlands/data/wetland-codes.html>.

² The Washington State Wetland Rating System categorizes wetlands based on specific attributes such as rarity, sensitivity to disturbance, and functions. Western Washington, see <https://fortress.wa.gov/ecy/publications/summarypages/0406025.html>. For Eastern Washington, see <https://fortress.wa.gov/ecy/publications/summarypages/0406015.html>.

VI. Pre-submittal Checklist

Review the checklist below to ensure you have a complete application package to submit to each agency.

- In Part 10 of the application, did you indicate which permits you are applying for?
- Have you included JARPA Attachments A-E as necessary?
- Did you locate the correct mailing addresses for the agencies?
- Have you included complete construction drawings and specifications along with any maps and photos to support your project description? (Attachments must be in 8 ½ x 11 format for the Corps, and no greater than 11" x 17" for WDFW.)
- Did you include your SEPA decision letter?
- If you are applying for an HPA from the Department of Fish and Wildlife by submitting paper copies of your application materials, and your completed application (with attachments, photos, etc.) contains more than 30 pages, did you include digital files of all application documents on a CD or other digital storage media in formats compatible with Microsoft Word, Microsoft Excel, or Microsoft Access programs, or in PDF, TIFF, JPEG, or GIF formats?

If you are emailing your application materials to the Washington Department of Fish and Wildlife, did you save all of your materials in only those formats? Other formats cannot be accepted and may result in processing delays.

If you qualify for the agriculture and farm land exemption, have you provided proof of the current land use classification?

- Did you sign and date the application (sign each one you will send to a reviewing agency) and any other necessary forms?
- Did you make copies of your completed form and any attachments to send to the agencies you are applying to for permits?
- Did you keep a copy of all documents submitted and a list of the agencies you submitted them to?

You may also need to include:

- Wetland delineation report and copies of delineation data sheets.
- Wetland rating forms, including figures.
- Mitigation plan.
- Other information agencies have requested.

Keep in mind that agencies may ask for additional information to complete your application.

VII. Submittal Addresses and Contact Information

Mailing location for Shoreline permits

Send to: Appropriate city or county planning, building, or community development department.

- To find your city, go to: <http://mrsc.org/Home/Research-Tools/Washington-City-and-Town-Profiles.aspx>
- To find your county, go to: <http://mrsc.org/Home/Research-Tools/Washington-County-Profiles.aspx>

Mailing location for Hydraulic Project Approvals (HPA)

Send to: Washington State Department of Fish and Wildlife

The Washington Department of Fish and Wildlife accepts applications for Hydraulic Project Approvals (HPAs) through their new online Aquatic Protection Permitting System (APPS). Using APPS, you may submit and pay for your HPA application, view the status of your submitted applications, and receive HPAs issued to you. A link to APPS is available at: <http://wdfw.wa.gov/licensing/hpa/>.

You may use APPS to apply for a Hydraulic Project Approval only. JARPA is still used to apply for permits from other agencies.

If you prefer to use JARPA to apply for a HPA, follow the directions below:

- Submit your application to the headquarters office in Olympia unless you are requesting emergency processing.
- You should request emergency HPAs verbally from the local Habitat Biologist. Coverage areas and contact information for Habitat Biologists are available at: <http://wdfw.wa.gov/conservation/habitat/ahb/>. After business hours, contact the emergency hotline at (360) 902-2537.
- Requests for modifications of issued non-emergency HPAs must be submitted in writing to the headquarters in Olympia. Requests for modifications of emergency HPAs may be made verbally to the Habitat Biologist that issued it.
- Application documents may not exceed 11" x 17".
- If your application package (including JARPA, plans, photos, etc.) contains more than 30 pages, also include digital files of all application documents on a CD, DVD, or other electronic storage media in formats compatible with Microsoft Word, Microsoft Excel, or Microsoft Access programs or in PDF, TIFF, JPEG, or GIF formats.
- You may submit your application package by email. The subject line of each email must state "JARPA for HPA". Your application materials may only be in the formats identified above. JARPA must include your signature. The combined size of the attachments to any single email must be less than 30 megabytes. Submit several emails with fewer attachments to avoid exceeding this size limit. When Washington Department of Fish and Wildlife receives your email it will send notification of receipt to the sending email address. If you do not receive this notification, your application has not been received and you should resubmit it with fewer or smaller attachments and double-check your spelling of the email address.
- Application packages submitted by email or FAX must contain all application materials you are submitting for consideration.
- Do not additionally submit paper copies to supplement your emailed application.

Headquarters - Receives all new applications and written requests for modifications to issue HPA's when emergency processing is <u>NOT</u> being requested.	Washington Department of Fish and Wildlife PO BOX 43234 Olympia, Washington 98504-3234 HPAapplications@dfw.wa.gov	Tel (360) 902-2534 TDD (360) 902-2207 Fax (360) 902-2946
Area Habitat Biologists - Receives verbal requests for emergency HPAs. Also receive questions about hydraulic projects prior to application submittal.	Coverage areas and contact information for Area Habitat Biologists are available at http://wdfw.wa.gov/conservation/habitat/ahb/	<u>For emergencies only:</u> After business hours, contact the hydraulic emergency hotline at (360) 902-2537.

<p>Mailing location for 401 Water Quality Certification</p> <p>Send to: Washington State Department of Ecology - Headquarters</p> <p>For questions, email ecyrefedpermits@ecy.wa.gov</p>		
Washington State Department of Ecology – Headquarters, Federal Permit Unit	Attention: Federal Permit Unit P.O. Box 47600 Olympia, WA 98504-7600	Tel (360) 407-6000

<p>Mailing location for Aquatic Resources Use Authorizations</p> <p>Send to: Department of Natural Resources</p> <ul style="list-style-type: none"> ▪ Use the address below for the District where your project is located. ▪ For a map of DNR regional offices, go to: http://www.dnr.wa.gov/programs-and-services/aquatics/aquatic-districts-and-land-managers-map ▪ For questions contact DNR headquarters at (360) 902-1100 or your local aquatics land manager: http://www.dnr.wa.gov/programs-and-services/aquatics/aquatic-districts-and-land-managers-map 		
Orca Straits District	919 N Township Street Sedro Woolley, WA 98284-9384	Tel (360) 856-3500
Shoreline District	950 Farman Avenue N Enumclaw, WA 98022-9282	Tel (360) 825-1631
Rivers District	601 Bond Road P.O. Box 280 Castle Rock, WA 98611-0280	Tel (360) 577-2025

<p>Mailing location for Mooring Buoy Applications</p> <p>Send to: Department of Natural Resources</p> <p>For questions, email bouy@dnr.wa.gov</p>		
Department of Natural Resources, Aquatic Resources Division	DNR Aquatic Resources Division Attention: Mooring Buoy Program 1111 Washington St. SE, MS 47027 Olympia, WA 98504-7027	Tel (360) 902-1074

Mailing location for Department of the Army Permits (U.S. Army Corps of Engineers)

Send to: U.S. Army Corps of Engineers

To find a list of Project Managers assigned to your county, region or project please visit:

<http://www.nws.usace.army.mil/Missions/CivilWorks/Regulatory/ContactUs.aspx>

U.S. Army Corps of Engineers	Seattle District Regulatory Branch P.O. Box 3755 Seattle, WA 98124-3755	Tel (206) 764-3495 Fax (206) 764-6602
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Mailing location for Private Aids to Navigation (for non-bridge projects)

Send to: United States Coast Guard

Private Aids to Navigation	Commander 13th Coast Guard District (OAN) Attention: PATON Manager 915 Second Avenue, Room 3510 Seattle, WA 98174-1067	Tel (206) 220-7285 Fax (206) 220-7265
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VIII. Resources and Helpful Information

Online and Other Resources

- **Washington Environmental Permitting Information:** www.epermitting.wa.gov. This Web site has the most up-to-date JARPA forms, guidance documents and contact information.
- **Online Permit Assistance System (OPAS):** <http://apps.oria.wa.gov/opas/>. OPAS is an online questionnaire that asks a series of 'yes' or 'no' questions to help determine which permits and approvals may be required for your project.
- **Regulatory Handbook:** <http://apps.oria.wa.gov/permithandbook/>. The Regulatory Handbook provides an overview for each environmental permit, including contacts and resources for more detailed information. You can view the handbook online or download a copy. Links to descriptions of common environmental permits in JARPA are listed below
 - Shoreline permit and local permits:
 - Substantial Development: <http://apps.oria.wa.gov/permithandbook/permitdetail/38>
 - Conditional Use: <http://apps.oria.wa.gov/permithandbook/permitdetail/44>
 - Variance: <http://apps.oria.wa.gov/permithandbook/permitdetail/45>
 - Floodplain Development Permit: <http://apps.oria.wa.gov/permithandbook/permitdetail/47>
 - WA Department of Fish & Wildlife Hydraulic Project Approval: <http://apps.oria.wa.gov/permithandbook/permitdetail/25>
 - WA Department of Ecology Section 401 Water Quality Certification: <http://apps.oria.wa.gov/permithandbook/permitdetail/43>
 - WA Department of Natural Resources Aquatic Resources Use Authorization: <http://apps.oria.wa.gov/permithandbook/permitdetail/31>
 - Department of the Army permits :
 - Section 404 (discharges into waters of the US): <http://apps.oria.wa.gov/permithandbook/permitdetail/37>
 - Section 10 (work in navigable waters): <http://apps.oria.wa.gov/permithandbook/permitdetail/36>
 - United States Coast Guard permits

- Private Aids to Navigation (for non-bridge projects):
<http://apps.oria.wa.gov/permithandbook/permitdetail/98>
- **Governor's Office for Regulatory Innovation and Assistance Information Center** - The Governor's Office for Regulatory Innovation and Assistance (ORIA) is a great resource when you have questions about the JARPA form or process. ORIA can answer questions about the permits your project may need and provide you with the contact information for staff at local, state, and federal offices that can help you. ORIA is open Monday through Friday from 8:00 am to 5:00 pm. Staff can be reached at (800) 917-0043 or by email at help@oria.wa.gov.

Helpful Hints

- A. Give yourself plenty of time.
- B. It will take some time to gather the information you need to complete the application.
- C. Find out if you can use JARPA to apply for local Shoreline permits. Not all cities and counties accept JARPA for their local Shoreline permits. If you think you will need a local Shoreline permit, contact the local city or county government to make sure they will accept JARPA. Local government contact information can be found at <http://mrsc.org/Home/Research-Tools/Washington-City-and-Town-Profiles.aspx>, for cities, or <http://mrsc.org/Home/Research-Tools/Washington-County-Profiles.aspx>, for counties.
- D. Find out if your project falls under your county or city Critical Areas Ordinance or Flood Management program. You should contact your local city or county government to find out if your project falls under the jurisdiction of the local Critical Areas Ordinance or Flood Management program. If the project is within one or both of these jurisdictions you may not be able to use JARPA to apply for a permit or approval. Local government contact information can be found at <http://mrsc.org/Home/Research-Tools/Washington-City-and-Town-Profiles.aspx>, for cities, or <http://mrsc.org/Home/Research-Tools/Washington-County-Profiles.aspx>, for counties.
- E. Make sure you fill out the most current version of JARPA. The most current version is available at <http://www.epermitting.wa.gov>. You can also find up-to-date guidance documents and contact information at this website.
- F. Make sure you have a clear plan in mind for your project.
- G. Just like when you apply for a building permit, you should know what you plan to do before you start to fill out the application. This could include site drawings with dimensions, and information on impacts and mitigation.
- H. Contact and coordinate with each reviewing agency. Early coordination with all of the reviewing agencies can prevent delays in processing your application. Most agencies will require more information or materials than what is asked for in JARPA. Early coordination could help agencies identify additional application materials you need to submit for a more efficient project review.

If you require this document in another format, contact the Governor's Office for Regulatory Innovation and Assistance (ORIA) at (800) 917-0043. People with hearing loss can call 711 for Washington Relay Service. People with a speech disability can call (877) 833-6341. ORIA publication number: ORIA-16-017 rev. 07/2017



WASHINGTON STATE

Joint Aquatic Resources Permit Application (JARPA)

Instruction B: Cell-by-Cell Technical Help



US Army Corps
of Engineers®
Seattle District

Part 1 – Project Identification

1. Project Name

The Project Name is a name for your project that you define to allow you to easily communicate with regulatory agencies about your project.

Definition(s):

- **Project:** A set of activities designed to achieve a desired endpoint or a list of activities to be completed on a certain property.

Part 2 – Applicant

Provide the applicant's contact information. Usually the "applicant" is the person filling out the application, but in circumstances where a consultant is filling out the application, the applicant is the party responsible for the project.

Definition(s):

- **Applicant:** The person or entity applying for a permit and/or responsible for the project.

Part 3 – Authorized Agent or Contact

Provide information for the authorized agent or contact.

Applicants may have an authorized agent complete the JARPA form on their behalf. Examples of authorized agents include an environmental consultant or lawyer. A contact is anyone else who can serve as a point of contact instead of the applicant or an authorized agent.

If this is not applicable, write N/A in the space provided.

Definition(s):

- **Authorized Agent or Contact:** The person or entity completing the application on behalf of the applicant or owner or who can be contacted with questions about the project.

Part 4 – Property Owner(s)

Provide contact information for the property owner, but only if different from the applicant.

If owner and applicant are the same, check the box next to "Same as Applicant" at the beginning of Part 4.

If there are multiple property owners, provide the information requested for each property owner. Use JARPA Attachment A for additional property owners.

Part 5 – Project Location(s)

As a first step, you should determine if your project will take place on Department of Natural Resources (DNR)-managed aquatic land. For help in making this determination, please contact DNR at (360) 902-1100.

5a. Indicate the type of ownership of the property.

Indicate the type of ownership of the property. This information is used to confirm which regulatory agencies have jurisdiction and what rules and laws may apply.

Definition(s):

- **Private:** Owned by an individual or company.
- **Federal:** Lands owned by the Federal Government, such as national parks, national wildlife refuges or military reservations
- **Publicly Owned:** Owned by the state, county or city governments, ports or schools.
- **Tribal:** Owned by a Native American Government.
- **Department of Natural Resources (DNR) – managed aquatic lands:** State owned aquatic lands include all tidelands, shorelands, harbor areas, the beds of navigable waters, and waterways owned by the State and administered by the Washington State Department of Natural Resources.

5b. Street Address

Provide the address of the project location. If there is no address, provide another description such as, highway segment, mileposts, or river mile. Use JARPA Attachment B for additional property locations.

5c. City, State, Zip

Provide the nearest city or town.

5d. County

Provide the county or counties where the project is located.

5e. Provide the section, township, and range for the project location.

This information may be located on your property deed. You may also be able to get this information from your county assessor's office. If your project crosses multiple sections, townships, or ranges, list them all. This information is needed to help the permit reviewers and site inspectors to locate the project.

Local government contact information can be found at <http://www.mrsc.org>. To find your local government contact information select the link for your [city](#) or [county](#).

If you know which Watershed Resource Inventory Area (WRIA) your project is located in, you can locate the section, township, and range using the WA Department of Ecology's WRIA maps, located at <http://www.ecy.wa.gov/water/wria/index.html>.

5f. Provide the latitude and longitude of the project location.

You can get your project's latitude and longitude using a Global Positioning Service (GPS) device, a topographic map, or by entering your address at: <https://mynasadata.larc.nasa.gov/latitudelongitude-finder/>. If applicable, report the latitude and longitude for the 'center point' of your project location.

Please specify which North American Datum (NAD) you use on your JARPA form. It is strongly recommended you use the "NAD 83" datum when determining the GPS coordinates of your project

Permitting agencies prefer latitude and longitude in the decimal format (e.g., 47.05061°, -122.84465°), though most will also accept the degrees, minutes, and seconds format (e.g., 47° 03' 02", -122° 50' 41").

5g. List the tax parcel number(s) for the project location.

Identify the tax parcel number(s) for the project location. If the project location does not have a tax parcel number, for example: a right-of-way, put “N/A” in the box.

If you do not know the tax parcel number, call the local county assessor’s office. Local government contact information can be found at <http://www.mrsc.org>. To find your local government contact information select the link for your [city](#) or [county](#).

5h. Contact information for all adjoining property owners.

Identify the name and mailing address for owners of properties located next to or bordering the project location. Use JARPA Attachment C for additional adjoining property owners.

Definition(s):

- **Adjoining Property Owners:** All property owners whose properties directly connect to the project property.

5i. List all wetlands on or adjacent to the project area.

Definition(s):

- **Adjacent:** Something bordering, next to, or neighboring.
- **Wetland:** An area that is inundated or saturated by surface or ground water at a frequency and duration sufficient to support, and that under normal circumstances does support, a prevalence of vegetation adapted for life in saturated soil conditions. Wetlands generally include swamps, marshes, bogs, and similar areas.

5j. List all waterbodies (other than wetlands) on or adjacent to the project area.

Definition(s):

- **Adjacent:** Something bordering, next to, or neighboring.
- **Waterbody:** A river, creek, stream, lake, pool, bay, wetland, marsh, swamp, tidal flat, ocean or other water area.

5k. Is any part of the project area within a 100-year flood plain?

Floodplain maps can be located at the Federal Emergency Management Agency’s (FEMA’s) map center at, <http://msc.fema.gov/>.

You can also get this information by contacting your city or county government or contacting the Governor’s Office for Regulatory Innovation and Assistance at (800) 917-0043 or help@oria.wa.gov.

Local government contact information can be found at <http://www.mrsc.org>. To find your local government contact information select the link for your [city](#) or [county](#).

Definition(s):

- **100 Year Floodplain:** Lands in the floodplain subject to a one percent chance or greater of flooding in any given year.

5l. Briefly describe the vegetation and habitat conditions on the property.

Provide a brief description of the types of vegetation and habitat on the property (for example: fields, forests, prairie, grass lawn, streams, or wetland buffers), specifically the area in and around the project location.

Detailed information on the project and potential impacts will be asked for in Parts 6, 7, and 8.

Definition(s):

- **Habitat:** What plants and animals call ‘home’, including all the things they need to live. Some of these things are: water, soil, sunlight, protection from danger, and food.

5m. Describe how the property is currently used.

Describe how the property is currently used (for example: houses, shopping center, farming, or undeveloped). If you know how long the current use has been in place, include that information.

5n. Describe how the adjacent properties are currently used.

Describe the current use(s) of the adjacent properties (for example: houses, shopping center, farming, or undeveloped). If you know how long the current use(s) have been in place, include that information.

Definition(s):

- **Adjacent:** Something bordering, next to, or neighboring.

5o. Describe the structures (above and below ground) on the property, including their purpose(s).

Identify any man-made structures on the property. For example: parking lots, buildings, storage tanks, debris, concrete foundations, culverts, or roadways (gravel or asphalt), bridges, docks, or piers.

5p. Provide driving directions from the closest highway to the project location, and attach a map.

Provide driving directions to the project location from the closest major highway. Attach a map of the project location to your application.

Part 6 – Project Description

6a. Briefly summarize the overall project. You can provide more detail in 6b.

Provide a brief summary of your project proposal.

6b. Describe the purpose of the project and why you want to perform it.

This is an opportunity for you to discuss the needs and/or challenges of the project described in this application. Describe any project alternatives that were considered, and any project modifications that may have resulted from discussions with resource agency staff.

6c. Indicate the project category.

Check the box(es) that best describe your project.

6d. Indicate the major elements of your project.

Indicate the major elements of your project. Check all elements that apply and list any additional major elements under “Other.”

Definition(s):

- **Aquaculture:** The cultivation of aquatic organisms (such as fish or shellfish) especially for food.
- **Bank Stabilization:** The placement of materials (such as native plants) to protect a streambank from erosion.
- **Boat House:** A building to house and protect boats, typically over water.
- **Boat Launch:** An established location along a waterbody where watercrafts can be placed in the water.
- **Boat Lift:** A device fixed in place or floating, used to hoist and moor a watercraft elevating it above water.
- **Bridge:** A structure carrying a pathway or roadway over a depression or obstacle (often over water).
- **Bulkhead:** A retaining wall along a waterfront; a structure or partition built to prevent land sliding behind it. It is normally vertical and built parallel, or nearly parallel, to the shoreline.
- **Buoy:** A floating object anchored to the bottom of a waterbody that provides a watercraft a place to tie up and stay away from the shore. Buoys are also used as navigational markers.
- **Channel Modification:** A change to the location and/or configuration of an existing channel. A channel may be natural or artificial, periodically or continuously contain moving water or form a connecting link between two bodies of water.
- **Culvert:** A man-made structure, generally a pipe, placed to convey water from one location to another.
- **Dam / Weir:** A barrier preventing the flow of water or loose, solid materials.
- **Dike / Levee / Jetty:** Dike; a wall or mound built around a low-lying area to control flooding. Levee; an embankment built to control flooding. Jetty; a structure extending into a body of water designed to prevent reduction of a waterway through a sediment buildup and to direct or confine stream and tidal flow.
- **Ditch:** A trench or a long, narrow excavation of earth.
- **Dock / Pier:** A platform built out from the shore into the water and supported by piles. It provides access to ships and boats from the shoreline.
- **Dredging:** The removal of material from a waterbody.
- **Fence:** A barrier used to enclose an area.
- **Ferry Terminal:** Facility built to receive, house and dock ferry boats.
- **Fishway:** A structure allowing fish to pass around a waterfall or dam in a stream. Also, a device designed to enable fish to effectively pass around or through an obstruction.
- **Float:** An anchored offshore platform used for water-related recreation.
- **Geotechnical Survey:** A professional assessment of the land and soils in an area. A geotechnical survey investigates the soils, rock, fault distributions, and bedrock properties on and below a site.
- **Land Clearing:** The removal of vegetation and/or structures from an area.
- **Marina / Moorage:** A facility, area or structure used to receive, dock, and store watercraft.
- **Mining:** The removal of minerals from the earth.
- **Outfall Structure:** A structure extending into a body of water for the purpose of discharging an effluent such as sewage, storm runoff or cooling water.
- **Piling:** Long heavy timbers or sections of concrete or metal driven into the ground or seabed for support or protection.
- **Raft:** A flat structure, typically made of planks, logs, barrels, or other buoyant materials that floats on water.

- **Retaining Wall (upland):** A wall built to keep earth from sliding from its location. Also to keep water from flooding an area (such as a home).
- **Road:** A structure for driving vehicles on. A narrow strip of land made suitable for travel between places.
- **Scientific Measurement Device:** Equipment or instrument used to collect data.
- **Stairs:** A set of steps connecting two locations.
- **Stormwater Facility:** A facility that retains water for a period of time to control and/or improve the quality of stormwater runoff.
- **Swimming Pool:** A man-made basin, chamber, or tank containing water for swimming, diving, or recreational bathing.
- **Upland:** The dry land area above and landward of the ordinary high water mark.
- **Utility Line:** Cables and pipes used to transfer resources such as electric, oil, natural gas, water, and sewage.

6e. Describe how you plan to construct each project element checked in 6c. Include specific construction methods and equipment that will be used.

For each of the major elements that you checked in 6c, provide detail about how you propose to construct them. Include detail about how the proposed construction methods and techniques (for example: silt fences, tarps, water diversion, or bubble curtains) will reduce impacts to the environment. List any staging areas and equipment that will be used. Be as specific as possible.

Make sure to identify where each element will occur in relation to the nearest waterbody. Also indicate whether each activity is within the 100-year floodplain.

If your activities will occur at different times or in phases, describe which activities will occur during which timeframes.

Definition(s):

- **100 Year Floodplain:** Lands in the floodplain subject to a one percent chance or greater of flooding in any given year.
- **Waterbody:** A river, creek, stream, lake, pool, bay, wetland, marsh, swamp, tidal flat, ocean or other water area.

6f. What are the start and end dates for project construction?

Provide your best estimates of the overall start and end dates for the project. If the project activities will be conducted in phases, provide the start and end of each phase and which activities are included.

6g. Fair market value of the project, including materials, labor, machine rentals, etc.

Provide the estimated cost of your project including materials, value of paid or volunteer labor, and equipment.

Definition(s):

- **Fair Market Value:** The fair market value is the open market bid price for doing the work, using the equipment and facilities, and purchasing the goods, services, and materials necessary to accomplish the project. This would normally include the cost of hiring a contractor to do the work from start to finish, including the cost of labor, materials, equipment and facility usage, transportation and contractor overhead, and profit. The fair market value should include the fair market value of any donated, contributed, or found labor, equipment, or materials. (Definition from Washington Administrative Code (WAC) 173-27-030 (8), can be found at <http://apps.leg.wa.gov/WAC/default.aspx?cite=173-27-030>).

6h. Will any portion of the project receive federal funding?

If any portion of the project, including planning and design, is funded by federal money, check “yes.” This could include direct funding, grants or loans. If yes, list the federal agencies or programs providing the funding.

This information is used to determine the federal agency that is responsible for compliance with the Endangered Species Act, Section 106 of the National Historic Preservation Act, and other federal laws.

Definition(s):

- **Endangered Species Act:** The Endangered Species Act of 1973 provides protection for endangered or threatened plants and animals and the habitats in which they are found. Species include birds, insects, fish, reptiles, mammals, crustaceans, flowers, grasses, and trees. Additional information on the Endangered Species Act can be found at <http://www.nmfs.noaa.gov/pr/laws/esa/>.

Part 7 – Wetlands: Impacts and Mitigation

Definition(s):

- **Adjacent:** Something bordering, next to, or neighboring.
- **Wetland:** An area that is inundated or saturated by surface or ground water at a frequency and duration sufficient to support, and that under normal circumstances does support, a prevalence of vegetation adapted for life in saturated soil conditions. Wetlands generally include swamps, marshes, bogs, and similar areas.
- **Wetland Buffer:** A protective area of land surrounding a wetland.
- **Mitigation:** Actions taken to avoid, minimize, and compensate for adverse environmental impacts.

7a. Describe how the project has been designed to avoid and minimize adverse impacts to wetlands.

Describe how your project is designed to avoid or reduce impacts to wetlands. Include whether the project location was selected to reduce impacts and how construction techniques would help reduce or avoid impacts.

Definition(s):

- **Impact:** For the purposes of this JARPA any activity in or adjacent to a wetland should be considered an impact; impacts may be temporary or permanent
- **Mitigation:** Actions taken to avoid, minimize, and compensate for adverse or negative effects on the environment.
- **Wetland:** An area that is inundated or saturated by surface or ground water at a frequency and duration sufficient to support, and that under normal circumstances does support, a prevalence of vegetation adapted for life in saturated soil conditions. Wetlands generally include swamps, marshes, bogs, and similar areas.

7b. Will the project impact wetlands?

Indicate whether your project will or could impact wetlands. Impacts to wetlands can happen from activities that occur within a wetland or some distance away (for example: filling, excavating, draining, or clearing vegetation). If you have wetland impacts, describe the impacts, including type, amount, and duration in Question 7h.

For more information about wetland regulations and the Clean Water Act go to:
<http://water.epa.gov/type/wetlands/index.cfm>.

Definition(s):

- **Impact:** For the purposes of this JARPA any activity in or adjacent to a wetland should be considered an impact; impacts may be temporary or permanent
- **Wetland:** An area that is inundated or saturated by surface or ground water at a frequency and duration sufficient to support, and that under normal circumstances does support, a prevalence of vegetation adapted for life in saturated soil conditions. Wetlands generally include swamps, marshes, bogs, and similar areas.

7c. Will the project impact wetland buffers?

Indicate whether your project will or could impact wetland buffers. Impacts to buffers can happen from activities occurring within a wetland or some distance away (for example: filling, excavating, draining, or clearing vegetation). If you will or could have wetland buffer impacts, describe the impacts, including type, amount, and duration in Question 7h.

For more information about wetland regulations and the Clean Water Act go to:

<http://water.epa.gov/type/wetlands/index.cfm>.

Definition(s):

- **Impact:** For the purposes of this JARPA any activity in or adjacent to a wetland should be considered an impact; impacts may be temporary or permanent
- **Wetland:** An area that is inundated or saturated by surface or ground water at a frequency and duration sufficient to support, and that under normal circumstances does support, a prevalence of vegetation adapted for life in saturated soil conditions. Wetlands generally include swamps, marshes, bogs, and similar areas.
- **Wetland Buffer:** A protective area of land surrounding a wetland.

7d. Has a wetland delineation report been prepared?

Wetland delineation is a process for identifying the presence of wetlands and determining their boundaries.

For more information on wetland delineation reports, go to the Washington State Wetlands Delineation Website at: <http://www.ecy.wa.gov/programs/sea/wetlands/delineation.html> and US Army Corps of Engineer's Wetlands Delineation Manual at: <http://www.nws.usace.army.mil/Missions/Civil-Works/Regulatory/Permit-Guidebook/Wetlands/>.

Definition(s):

- **Wetland:** An area that is inundated or saturated by surface or ground water at a frequency and duration sufficient to support, and that under normal circumstances does support, a prevalence of vegetation adapted for life in saturated soil conditions. Wetlands generally include swamps, marshes, bogs, and similar areas.

7e. Have the wetlands been rated using the Western or Eastern Washington Wetland Rating System?

The rating system categorizes wetlands into four categories based on wetland functions, sensitivity to disturbance, rarity, and the ability to replace them. There are separate rating systems for wetlands located in Eastern Washington and Western Washington.

For more information about rating wetlands, go to:

<http://www.ecy.wa.gov/programs/sea/wetlands/ratingsystems/index.html>.

Definition(s):

- **Wetland:** An area that is inundated or saturated by surface or ground water at a frequency and duration sufficient to support, and that under normal circumstances does support, a prevalence of vegetation adapted for life in saturated soil conditions. Wetlands generally include swamps, marshes, bogs, and similar areas.

7f. Have you prepared a mitigation plan to compensate for any adverse impacts to wetlands?

A mitigation plan is a description of additional activities you propose to compensate for a project's likely adverse impacts to wetlands. These activities may occur on-site or off-site and include creating new wetlands or restoring, enhancing, or preserving existing wetlands.

For guidance on creating a mitigation plan, refer to Wetland Mitigation in Washington State Part 1&2 Guidance located at: <http://www.ecy.wa.gov/programs/sea/wetlands/mitigation/guidance/index.html>.

If you have a draft mitigation plan, attach it to your application.

Definition(s):

- **Mitigation Plan:** A detailed document describing the restoration, establishment, enhancement, or preservation of aquatic resources to compensate for unavoidable adverse impacts that remain after all appropriate and practical avoidance and minimization has been achieved.
- **Mitigation:** Actions taken to avoid, minimize, and compensate for adverse or negative effects on the environment.
- **Wetland:** An area that is inundated or saturated by surface or ground water at a frequency and duration sufficient to support, and that under normal circumstances does support, a prevalence of vegetation adapted for life in saturated soil conditions. Wetlands generally include swamps, marshes, bogs, and similar areas.

7g. Summarize what the mitigation plan is meant to accomplish, and describe how a watershed approach was used to design the plan.

Provide a brief summary of how the activities you are proposing would adequately compensate for the project's likely adverse impacts to wetlands and how a watershed approach was used to design the plan.

Definition(s):

- **Mitigation:** Actions taken to avoid, minimize, and compensate for adverse or negative effects on the environment.

7h. Use the table below to list the type and rating of each wetland that will be impacted; the extent and duration of the impact; and the type and amount of mitigation you propose. If you are submitting a mitigation plan that includes a similar table, you may simply state (below) where we can find this information in the mitigation plan.

List the proposed activities causing impacts and mitigation for those impacts in the summary table. Include information on the activity causing impact (for example: excavation or fill), and wetland type separately for each wetland (based on the Western Washington/Eastern Washington wetland rating system). State how much area of each wetland (square feet or acres) will be impacted, duration of impact for each wetland (temporary or permanent), and what type of mitigation is proposed (for example: creation or restoration), and how many acres of mitigation will be provided.

If a table or chart containing this information is available by wetland in your mitigation plan, you can list the page number where the table or chart can be found.

Definition(s):

- **Wetland:** An area that is inundated or saturated by surface or ground water at a frequency and duration sufficient to support, and that under normal circumstances does support, a prevalence of vegetation adapted for life in saturated soil conditions. Wetlands generally include swamps, marshes, bogs, and similar areas.
- **Impact:** For the purposes of this JARPA any activity in or adjacent to a wetland should be considered an impact; impacts may be temporary or permanent
- **Mitigation:** Actions are taken to avoid, minimize, and compensate for adverse or negative effects on the environment.
- **Mitigation Bank:** A mitigation bank is a wetland, stream, or other aquatic resource area that has been restored, established, enhanced, or (in certain circumstances) preserved for the purpose of providing compensation for unavoidable impacts to aquatic resources permitted under a federal, state or local regulation. A mitigation bank may be created when a government agency, corporation, nonprofit organization, or other entity undertakes these activities under a formal agreement with a regulatory agency.
- **In Lieu Fee:** An approach to compensatory mitigation that allows permit applicants to pay a fee to a third party such as a government agency or conservation organization. These fees are then used to restore, create, enhance, or preserve wetlands. Generally, in-lieu fee contributions are collected in advance of wetland losses. These funds are accumulated until they are sufficient to design and implement a wetland compensation project.
- **Creation:** The manipulation of the physical, chemical, or biological characteristics present to develop a wetland on an upland or deepwater site where a wetland did not previously exist. Establishment results in a gain in wetland acreage and function.
- **Re-establishment:** The manipulation of the physical, chemical, or biological characteristics of a site with the goal of returning natural or historic functions to a former wetland. Re-establishment results in rebuilding a former wetland and results in a gain in wetland acres and functions.
- **Rehabilitation:** The manipulation of the physical, chemical, or biological characteristics of a site with the goal of repairing natural or historic functions and processes of a degraded wetland. Rehabilitation results in a gain in wetland function but does not result in a gain in wetland acres.
- **Enhancement:** The manipulation of the physical, chemical, or biological characteristics of a wetland to heighten, intensify or improve specific function(s) or to change the growth stage or composition of the vegetation present. Enhancement is undertaken for specified purposes such as water quality improvement, flood water retention, or wildlife habitat. Enhancement results in a change in wetland function(s) and can lead to a decline in other wetland functions, but does not result in a gain in wetland acres.
- **Preservation:** The removal of a threat to, or preventing the decline of, wetland conditions by an action in or near a wetland. This term includes the purchase of land or easements, repairing water control structures or fences, or structural protection. Preservation does not result in a gain of wetland acres but may result in a gain in functions over the long term.

7i. For all filling activities identified in 7h, describe the source and nature of the fill material, the amount in cubic yards that will be used, and how and where it will be placed into the wetland.

If you have any activities that involve placing fill material in wetlands, describe the material that would be used, including the type, source, and amount of material (for example: three cubic yards of dirt from the upland staging area). Indicate where and how it will be placed in the wetland (for example: fill placed in the western edge using a backhoe).

Definition(s):

- **Cubic Yards:** A measure of volume calculated by measuring length by width by depth (one yard x one yard x one yard). One cubic yard = 27 cubic feet.
- **Fill Material:** Any material that will change the bottom elevation of an aquatic area, wetland or waterbody.
- **Nature of the Fill Material:** What the fill material is made of (for example: rocks, sand, soil, or woody debris).
- **Wetland:** An area that is inundated or saturated by surface or ground water at a frequency and duration sufficient to support, and that under normal circumstances does support, a prevalence of vegetation adapted for life in saturated soil conditions. Wetlands generally include swamps, marshes, bogs, and similar areas.

7j. For all excavating activities identified in 7h, describe the excavation method, type and amount of material in cubic yards you will remove, and where the material will be disposed.

If you have any activities that involve excavating in a wetland, describe the type of material you will be removing, the method and equipment for removing it, how much you will be removing, and where you will place the removed material. (For example: using a backhoe to remove approximately two cubic yards of dirt and vegetation and placing it along the access road).

Definition(s):

- **Cubic Yards:** A measure of volume calculated by measuring length by width by depth (one yard x one yard x one yard). One cubic yard = 27 cubic feet.

Part 8 – Waterbodies (other than wetlands): Impacts and Mitigation

Definition(s):

- **Adjacent:** Something bordering, next to, or neighboring.
- **Impact:** For purposes of this JARPA, any activity in or adjacent to a waterbody should be considered an impact; impacts may be temporary or permanent.
- **Mitigation:** Actions taken to avoid, minimize, and compensate for adverse or negative effects on the environment.
- **Waterbody:** A river, creek, stream, lake, pool, bay, wetland, marsh, swamp, tidal flat, ocean or other water area.
- **Wetland:** An area that is inundated or saturated by surface or ground water at a frequency and duration sufficient to support, and that under normal circumstances does support, a prevalence of vegetation adapted for life in saturated soil conditions. Wetlands generally include swamps, marshes, bogs, and similar areas.

8a. Describe how the project has been designed to avoid and minimize adverse impacts to the aquatic environment.

Describe how your project is designed to avoid or reduce impacts to the aquatic environment. Include whether placement of the project was selected to reduce impacts, and how construction was modified to reduce or avoid impacts.

Attach plans and specifications for activities designed to protect fish life (for example: fish-rearing pools, creating spawning areas, or adding large woody debris).

8b. Will your project impact a waterbody or the area around a waterbody?

Waterbodies include rivers, lakes, streams, creeks, seasonally dry river beds, ponds, bays, and ditches. Impacts could occur from activities that take place in these waterbodies or some distance away.

If you are unsure whether your activities could impact waterbodies, please contact the Governor's Office for Regulatory Innovation and Assistance at (800) 917-0043 or help@oria.wa.gov.

Definition(s):

- **Impact:** For purposes of this JARPA, an activity in or adjacent to a waterbody should be considered an impact; impacts may be temporary or permanent.
- **Waterbody:** A river, creek, stream, lake, pool, bay, wetland, marsh, swamp, tidal flat, ocean or other water area.

8c. Have you prepared a mitigation plan to compensate for the project's adverse impacts to non-wetland waterbodies?

A mitigation plan is a description of additional activities you propose to compensate for a project's likely adverse impacts to the aquatic environment. These activities may occur on-site or off-site and include creating new aquatic resources or restoring, enhancing, or preserving existing aquatic resources.

If you have a draft mitigation plan, attach it to your application.

Definition(s):

- **Mitigation:** Actions taken to avoid, minimize, and compensate for adverse or negative effects on the environment.
- **Wetland:** An area that is inundated or saturated by surface or ground water at a frequency and duration sufficient to support, and that under normal circumstances does support, a prevalence of vegetation adapted for life in saturated soil conditions. Wetlands generally include swamps, marshes, bogs, and similar areas.

8d. Summarize what the mitigation plan is meant to accomplish. Describe how a watershed approach was used to design the plan.

Provide a brief summary of how the activities you are proposing would compensate for the project's likely adverse impacts to non-wetland waterbodies and how a watershed approach was used to design the plan.

Definition(s):

- **Mitigation:** Actions taken to avoid, minimize, and compensate for adverse or negative effects on the environment.

8e. Summarize impact(s) to each waterbody in the table below.

List each activity causing an impact, the waterbody, and the details of the impact, including duration, location, amount of impact (for example: material placed or removed), and the portion of the waterbody that will be affected.

Definition(s):

- **Dredging:** Removing material built up on the bottom of a waterbody.
- **Waterbody:** A river, creek, stream, lake, pool, bay, wetland, marsh, swamp, tidal flat, ocean or other water area.
- **Impact:** For the purposes of this JARPA any activity in or adjacent to a waterbody should be considered an impact; impacts may be temporary or permanent

8f. For all activities identified in 8e., describe the source and nature of the fill material, amount (in cubic yards) you will use, and how and where it will be placed into the waterbody.

If you have any activities that involve placing fill material in non-wetland waterbodies, describe the material you will use, including the type, source, and the amount of material (for example: three cubic yards of dirt from the upland staging area). Indicate where and how it will be placed in the waterbody (for example: fill placed on the western bank using a backhoe).

Definition(s):

- **Cubic Yards:** A measure of volume calculated by measuring length by width by depth (one yard x one yard x one yard). One cubic yard = 27 cubic feet.
- **Fill Material:** Any material that will change the bottom elevation of an aquatic area, wetland or waterbody.

8g. For all excavating or dredging activities identified in 8e., describe the method for excavating or dredging, the type and amount of material that will be removed, and where the material will be disposed.

If the project would involve excavating or dredging in a waterbody, describe what type of material you will be removing, what method and equipment will be used for removing it, how much you will be removing, and where you will place the removed material. (For example: I will use a backhoe to remove approximately two cubic yards of sand and rocks and placing it along the access road.)

Definition(s):

- **Dredging:** The removal of material built up on the bottom of a waterbody.

Part 9 – Additional Information

9a. If you have already worked with any government agencies on this project, list them below.

List any contacts you have had with city, county, state, and federal agencies as part of preparing your application or determining your site and construction activities.

9b. Are any of the wetlands or waterbodies identified in Part 7 or Part 8 on the Washington Department of Ecology’s 303(d) List?

If you know whether the waterbodies you propose to impact are on the current 303(d) list, indicate that and provide the parameters of the 303(d) list. The 303(d) list is a designation of the current conditions of a waterbody including existing problems and pollutants the waterbody may contain.

You can find out whether the waterbodies are on the 303d list by going to:

<http://www.ecy.wa.gov/programs/wq/303d/>.

Definition(s):

- **303(d) list:** A list of all surface waters in the state where pollutants impair beneficial uses of the water (such as drinking, recreation, aquatic habitat, and industrial use).
- **Wetland:** An area that is inundated or saturated by surface or ground water at a frequency and duration sufficient to support, and that under normal circumstances does support, a prevalence of vegetation adapted for life in saturated soil conditions. Wetlands generally include swamps, marshes, bogs, and similar areas.

9c. What U.S. Geological Survey Hydrological Unit Code (HUC) is the project in?

These codes are part of a national system for identifying specific watersheds.

For more information and to determine your HUC, visit <http://cfpub.epa.gov/surf/locate/index.cfm>.

Definition(s):

- **Hydrological Unit Code:** A unit or watershed classified at four levels; regions, sub-regions, accounting units, and cataloging units. The hydrologic units are arranged within each other, from the smallest to the largest. Each hydrologic unit is identified by a unique hydrologic unit code consisting of two to eight digits based on the four levels of classification in the hydrologic unit system. This classification system was developed by the U.S. Geologic Survey.

9d. What Water Resource Inventory Area Number (WRIA #) is the project in?

The WRIA number is a Washington State-based system for identifying watersheds and helps determine the important resources in the project area.

You can find out what your WRIA number is by going to: <http://www.ecy.wa.gov/water/wria/index.html>.

9e. Will the in-water construction work comply with the State of Washington water quality standards for turbidity?

If you know whether your project impacts will comply with the State of Washington water quality standards for turbidity (suspended sediments in water) you can note it here. The Water Quality Standards, Washington Administrative Code (WAC) 173-201A, can be found at <http://www.ecy.wa.gov/programs/wq/swqs/criteria.html>.

You can also read more about these standards by going to:

<http://www.ecy.wa.gov/programs/wq/swqs/index.html>.

Definition(s):

- **Water Quality Standards:** The basis for protecting and regulating the quality of surface waters in Washington State. The standards also contain policies to protect high quality waters.
- **Turbidity:** Muddiness created by stirring up sediment or having foreign particles suspended in the water.

9f. If the project is within the jurisdiction of the Shoreline Management Act, what is the local shoreline environment designation?

If you know your project location is within jurisdiction of the Shoreline Management Act, indicate the local shoreline designation. This usually occurs when your project is within 200 feet of a waterbody or within the 100-year flood plain.

You can find the information by contacting your city or county planning department. Local government contact information can be found at <http://www.mrsc.org>. To find your local government contact information select the link for your [city](#) or [county](#).

9g. What is the Washington Department of Natural Resources Water Type?

You can find out more about water types and get the water type for the waterbodies your project may be impacting by visiting: <http://www.dnr.wa.gov/forest-practices-water-typing>

9h. Will this project be designed to meet the Washington Department of Ecology's most current stormwater manual?

The stormwater manual provides guidance on how to design and maintain stormwater controls, including the control of runoff, and stormwater holding ponds. If you are not using the standards in this manual, indicate whether you are following a different manual approved by the Department of Ecology.

For more information on Ecology's stormwater manual, visit <http://www.ecy.wa.gov/programs/wq/stormwater/tech.html>.

9i Does the project site have known contaminated sediment?

Use the Department of Ecology Cleanup Site Search located at: <https://fortress.wa.gov/ecy/gsp/SiteSearchPage.aspx>.

9j. If you know what the property was used for in the past, describe below.

If you have any historical knowledge of the property, you can describe its past uses here. Include any previous land uses or previous states of the natural environment (for example: used to be a dairy farm, a gas station was here 20 years ago, or it was forested until 30 years ago).

9k. Has a cultural resource (archaeological) survey been performed on the project area?

If a cultural resource or archaeological survey has been conducted on the project area, include a copy of the report with your application.

For more information on cultural resource surveys, contact the Washington Department of Archaeology and Historic Preservation (<http://www.dahp.wa.gov>) at (360) 586-3065 or your local government. Local government contact information can be found at <http://www.mrsc.org>. To find your local government contact information select the link for your [city](#) or [county](#).

9l. Name each species listed under the federal Endangered Species Act that occurs in the vicinity of the project area or might be affected by the proposed work.

The Endangered Species Act of 1973 provides protection for endangered or threatened plants and animals and the habitats where they are found. Species include birds, insects, fish, reptiles, mammals, crustaceans, flowers, grasses, and trees. Additional information on the Endangered Species Act can be found at <http://www.nmfs.noaa.gov/pr/laws/esa/>.

A list of species considered endangered or threatened in Washington can be found at http://ecos.fws.gov/tess_public/pub/stateListing.jsp?status=listed&state=WA.

9m. Name each species or habitat on the Washington Department of Fish and Wildlife's Priority Habitats and Species List that might be affected by the proposed work.

The Washington Department of Fish and Wildlife (WDFW) publishes a catalog of habitats and species considered priorities for conservation and management. This catalog is called the Priority Habitats and Species List. More information on the List, including the most recent edition, can be found at <http://wdfw.wa.gov/conservation/phs/list/>. Contact the WDFW area habitat biologist to determine the habitats and species for your area: <http://wdfw.wa.gov/conservation/habitat/ahb/>.

Definition(s):

- **Habitat:** What plants and animals call 'home', including all the things they need to live. Some of these things are: water, soil, sunlight, protection from danger, and food.

Part 10 – SEPA Compliance and Permits

10a. Compliance with the State Environmental Policy Act (SEPA)

The State Environmental Policy Act (SEPA) environmental review is usually started early in the application process. This review involves filling out an environmental checklist to help you determine if significant impacts may be caused by your proposal.

Usually county or city government staff can work with you to make an initial evaluation of whether the impacts are significant or not.

If your project has a National Environmental Policy Act (NEPA) document that has been adopted by the lead agency for SEPA compliance, please mark the box to indicate a SEPA decision letter (or SEPA determination) is attached, and attach the Notice of Adoption letter to your application.

If you have not started the SEPA review process, please contact your local government or go to <http://www.ecy.wa.gov/programs/sea/sepa/e-review.html> for more information about this process, the checklist, and forms.

If your project is designed to enhance fish habitat and meets specific requirements, you may qualify for the streamlined Hydraulic Project Approval (HPA) process, exemption from the State Environmental Policy Act (SEPA), and exemption from all local government permits and fees. State and federal permits and fees still apply.

Submit the Fish Habitat Enhancement Project form with this application. The form can be found at: http://www.epermitting.wa.gov/Portals/JarpaResourceCenter/VersionedDocuments/JARPA_Documents/JARPA_supplement_fish_enhancement%202014.pdf.

10b. Indicate the permits you are applying for:

Online Permit Assistance System (OPAS): This online questionnaire asks a series of 'yes' or 'no' questions to help you determine which permits and approvals may be required for your project. This tool is available at <http://apps.oria.wa.gov/opas>.

Regulatory Handbook: The Regulatory Handbook provides an overview for each environmental permit, including contacts and resources for more detailed information. You can view the handbook online or download a copy at <http://apps.oria.wa.gov/permithandbook>.

Shoreline permits: (Verify that your local city or county will accept the JARPA for these permits.)

Substantial Development: <http://apps.oria.wa.gov/permithandbook/permitdetail/38>.

Conditional Use: <http://apps.oria.wa.gov/permithandbook/permitdetail/44>.

Variance: <http://apps.oria.wa.gov/permithandbook/permitdetail/45>.

Other city/county permits: (Verify that your local city or county will accept the JARPA for these permits.)

Floodplain Development Permit: <http://apps.oria.wa.gov/permithandbook/permitdetail/47>.

Washington Department of Fish & Wildlife

Hydraulic Project Approval: <http://apps.oria.wa.gov/permithandbook/permitdetail/25>.

Washington Department of Natural Resources

Aquatic Use Authorization: <http://apps.oria.wa.gov/permithandbook/permitdetail/31>.

Washington Department of Ecology

Section 401 Water Quality Certification: <http://apps.oria.wa.gov/permithandbook/permitdetail/43>.

Department of the Army (U.S. Army Corps of Engineers) permits

Section 404 (discharges into waters of the US): <http://apps.oria.wa.gov/permithandbook/permitdetail/37>.

Section 10 (work in navigable waters): <http://apps.oria.wa.gov/permithandbook/permitdetail/36>.

United States Coast Guard permits (Please call 206-220-7285 for information and clarification on required Coast Guard permitting.)

General Bridge Act Permit: <http://apps.oria.wa.gov/permithandbook/permitdetail.asp?id=106>

Private Aids to Navigation (for non-bridge projects): <http://apps.oria.wa.gov/permithandbook/permitdetail/98>.

Part 11 – Authorizing Signatures

Application documents may not exceed 11" x 17". If your application package (including the JARPA form, plans, photos, etc.) contains more than 30 pages, also include digital files of all application documents on a CD, DVD, or other electronic storage media in formats compatible with Microsoft Word, Microsoft Excel, or Microsoft Access programs or in PDF, TIFF, JPEG, or GIF formats.

11a. Applicant Signature

The applicant, identified in Part 2, must sign the application before submitting the JARPA package to the reviewing agencies. Each JARPA you are mailing requires an original signature from the applicant.

If applicable, the applicant must also initial the statement granting authority to his or her designated agent in Part 3. The applicant must also initial the statement granting the authority to access the property. If the applicant identified in Part 2 is not the property owner, the owner's signature is required in question 11c.

11b. Authorized Agent Signature

If an authorized agent is identified in Part 3, they must sign the application before submitting the JARPA package to the reviewing agencies.

11c. Property Owner Signature (if not applicant)

If the applicant identified in Part 2 is not the property owner, the owner's signature is required. This signature provides authorization for the permitting agencies to access the property for inspections of the project site and work.

If you require this document in another format, contact the Governor's Office for Regulatory Innovation and Assistance (ORIA) at (800) 917-0043. People with hearing loss can call 711 for Washington Relay Service. People with a speech disability can call (877) 833-6341. ORIA publication number: ORIA-16-018 rev. 10/2016



WASHINGTON STATE

Joint Aquatic Resources Permit Application (JARPA) Form^{1,2} [\[help\]](#)

USE BLACK OR BLUE INK TO ENTER ANSWERS IN THE WHITE SPACES BELOW.



US Army Corps of Engineers®
Seattle District

AGENCY USE ONLY

Date received:

Agency reference #:

Tax Parcel #(s):

Part 1—Project Identification

1. Project Name (A name for your project that you create. Examples: Smith's Dock or Seabrook Lane Development) [\[help\]](#)

Part 2—Applicant

The person and/or organization responsible for the project. [\[help\]](#)

2a. Name (Last, First, Middle)

2b. Organization (If applicable)

2c. Mailing Address (Street or PO Box)

2d. City, State, Zip

2e. Phone (1)

2f. Phone (2)

2g. Fax

2h. E-mail

¹Additional forms may be required for the following permits:

- If your project may qualify for Department of the Army authorization through a Regional General Permit (RGP), contact the U.S. Army Corps of Engineers for application information (206) 764-3495.
- If your project might affect species listed under the Endangered Species Act, you will need to fill out a Specific Project Information Form (SPIF) or prepare a Biological Evaluation. Forms can be found at <http://www.nws.usace.army.mil/Missions/CivilWorks/Regulatory/PermitGuidebook/EndangeredSpecies.aspx>.
- Not all cities and counties accept the JARPA for their local Shoreline permits. If you need a Shoreline permit, contact the appropriate city or county government to make sure they accept the JARPA.

²To access an online JARPA form with [\[help\]](#) screens, go to

http://www.epermitting.wa.gov/site/alias_resourcecenter/jarpa_jarpa_form/9984/jarpa_form.aspx.

For other help, contact the Governor's Office for Regulatory Innovation and Assistance at (800) 917-0043 or help@oria.wa.gov.

Part 3—Authorized Agent or Contact

Person authorized to represent the applicant about the project. (Note: Authorized agent(s) must sign 11b of this application.) [\[help\]](#)

3a. Name (Last, First, Middle)			
3b. Organization (If applicable)			
3c. Mailing Address (Street or PO Box)			
3d. City, State, Zip			
3e. Phone (1)	3f. Phone (2)	3g. Fax	3h. E-mail

Part 4—Property Owner(s)

Contact information for people or organizations owning the property(ies) where the project will occur. Consider both **upland and aquatic** ownership because the upland owners may not own the adjacent aquatic land. [\[help\]](#)

- Same as applicant. (Skip to Part 5.)
- Repair or maintenance activities on existing rights-of-way or easements. (Skip to Part 5.)
- There are multiple upland property owners. Complete the section below and fill out [JARPA Attachment A](#) for each additional property owner.
- Your project is on Department of Natural Resources (DNR)-managed aquatic lands. If you don't know, contact the DNR at (360) 902-1100 to determine aquatic land ownership. If yes, complete [JARPA Attachment E](#) to apply for the Aquatic Use Authorization.

4a. Name (Last, First, Middle)			
4b. Organization (If applicable)			
4c. Mailing Address (Street or PO Box)			
4d. City, State, Zip			
4e. Phone (1)	4f. Phone (2)	4g. Fax	4h. E-mail

Part 5–Project Location(s)

Identifying information about the property or properties where the project will occur. [\[help\]](#)

- There are multiple project locations (e.g. linear projects). Complete the section below and use [JARPA Attachment B](#) for each additional project location.

5a. Indicate the type of ownership of the property. (Check all that apply.) [help]			
<input type="checkbox"/> Private <input type="checkbox"/> Federal <input type="checkbox"/> Publicly owned (state, county, city, special districts like schools, ports, etc.) <input type="checkbox"/> Tribal <input type="checkbox"/> Department of Natural Resources (DNR) – managed aquatic lands (Complete JARPA Attachment E)			
5b. Street Address (Cannot be a PO Box. If there is no address, provide other location information in 5p.) [help]			
5c. City, State, Zip (If the project is not in a city or town, provide the name of the nearest city or town.) [help]			
5d. County [help]			
5e. Provide the section, township, and range for the project location. [help]			
¼ Section	Section	Township	Range
5f. Provide the latitude and longitude of the project location. [help]			
<ul style="list-style-type: none"> Example: 47.03922 N lat. / -122.89142 W long. (Use decimal degrees - NAD 83) 			
5g. List the tax parcel number(s) for the project location. [help]			
<ul style="list-style-type: none"> The local county assessor's office can provide this information. 			
5h. Contact information for all adjoining property owners. (If you need more space, use JARPA Attachment C.) [help]			
Name	Mailing Address	Tax Parcel # (if known)	

5i. List all wetlands on or adjacent to the project location. [\[help\]](#)

5j. List all waterbodies (other than wetlands) on or adjacent to the project location. [\[help\]](#)

5k. Is any part of the project area within a 100-year floodplain? [\[help\]](#)

Yes No Don't know

5l. Briefly describe the vegetation and habitat conditions on the property. [\[help\]](#)

5m. Describe how the property is currently used. [\[help\]](#)

5n. Describe how the adjacent properties are currently used. [\[help\]](#)

5o. Describe the structures (above and below ground) on the property, including their purpose(s) and current condition. [\[help\]](#)

5p. Provide driving directions from the closest highway to the project location, and attach a map. [\[help\]](#)

Part 6–Project Description

6a. Briefly summarize the overall project. You can provide more detail in 6b. [\[help\]](#)

6b. Describe the purpose of the project and why you want or need to perform it. [\[help\]](#)

6c. Indicate the project category. (Check all that apply) [\[help\]](#)

- Commercial
 Residential
 Institutional
 Transportation
 Recreational
 Maintenance
 Environmental Enhancement

6d. Indicate the major elements of your project. (Check all that apply) [\[help\]](#)

- | | | | |
|---|---|--|--|
| <input type="checkbox"/> Aquaculture | <input type="checkbox"/> Culvert | <input type="checkbox"/> Float | <input type="checkbox"/> Retaining Wall (upland) |
| <input type="checkbox"/> Bank Stabilization | <input type="checkbox"/> Dam / Weir | <input type="checkbox"/> Floating Home | <input type="checkbox"/> Road |
| <input type="checkbox"/> Boat House | <input type="checkbox"/> Dike / Levee / Jetty | <input type="checkbox"/> Geotechnical Survey | <input type="checkbox"/> Scientific Measurement Device |
| <input type="checkbox"/> Boat Launch | <input type="checkbox"/> Ditch | <input type="checkbox"/> Land Clearing | <input type="checkbox"/> Stairs |
| <input type="checkbox"/> Boat Lift | <input type="checkbox"/> Dock / Pier | <input type="checkbox"/> Marina / Moorage | <input type="checkbox"/> Stormwater facility |
| <input type="checkbox"/> Bridge | <input type="checkbox"/> Dredging | <input type="checkbox"/> Mining | <input type="checkbox"/> Swimming Pool |
| <input type="checkbox"/> Bulkhead | <input type="checkbox"/> Fence | <input type="checkbox"/> Outfall Structure | <input type="checkbox"/> Utility Line |
| <input type="checkbox"/> Buoy | <input type="checkbox"/> Ferry Terminal | <input type="checkbox"/> Piling/Dolphin | |
| <input type="checkbox"/> Channel Modification | <input type="checkbox"/> Fishway | <input type="checkbox"/> Raft | |

Other:

6e. Describe how you plan to construct each project element checked in 6d. Include specific construction methods and equipment to be used. [\[help\]](#)

- Identify where each element will occur in relation to the nearest waterbody.
- Indicate which activities are within the 100-year floodplain.

6f. What are the anticipated start and end dates for project construction? (Month/Year) [\[help\]](#)

- If the project will be constructed in phases or stages, use [JARPA Attachment D](#) to list the start and end dates of each phase or stage.

Start Date: _____ End Date: _____ See JARPA Attachment D

6g. Fair market value of the project, including materials, labor, machine rentals, etc. [\[help\]](#)

6h. Will any portion of the project receive federal funding? [\[help\]](#)

- If **yes**, list each agency providing funds.

Yes No Don't know

Part 7–Wetlands: Impacts and Mitigation

- Check here if there are wetlands or wetland buffers on or adjacent to the project area.
(If there are none, skip to Part 8.) [\[help\]](#)

7a. Describe how the project has been designed to avoid and minimize adverse impacts to wetlands. [\[help\]](#)

Not applicable

7b. Will the project impact wetlands? [\[help\]](#)

Yes No Don't know

7c. Will the project impact wetland buffers? [\[help\]](#)

Yes No Don't know

7d. Has a wetland delineation report been prepared? [\[help\]](#)

- If Yes, submit the report, including data sheets, with the JARPA package.

Yes No

7e. Have the wetlands been rated using the Western Washington or Eastern Washington Wetland Rating System? [\[help\]](#)

- If Yes, submit the wetland rating forms and figures with the JARPA package.

Yes No Don't know

7f. Have you prepared a mitigation plan to compensate for any adverse impacts to wetlands? [\[help\]](#)

- If Yes, submit the plan with the JARPA package and answer 7g.
- If No, or Not applicable, explain below why a mitigation plan should not be required.

Yes No Don't know

7g. Summarize what the mitigation plan is meant to accomplish, and describe how a watershed approach was used to design the plan. [\[help\]](#)

7h. Use the table below to list the type and rating of each wetland impacted, the extent and duration of the impact, and the type and amount of mitigation proposed. Or if you are submitting a mitigation plan with a similar table, you can state (below) where we can find this information in the plan. [\[help\]](#)

Activity (fill, drain, excavate, flood, etc.)	Wetland Name ¹	Wetland type and rating category ²	Impact area (sq. ft. or Acres)	Duration of impact ³	Proposed mitigation type ⁴	Wetland mitigation area (sq. ft. or acres)

¹ If no official name for the wetland exists, create a unique name (such as "Wetland 1"). The name should be consistent with other project documents, such as a wetland delineation report.

² Ecology wetland category based on current Western Washington or Eastern Washington Wetland Rating System. Provide the wetland rating forms with the JARPA package.

³ Indicate the days, months or years the wetland will be measurably impacted by the activity. Enter "permanent" if applicable.

⁴ Creation (C), Re-establishment/Rehabilitation (R), Enhancement (E), Preservation (P), Mitigation Bank/In-lieu fee (B)

Page number(s) for similar information in the mitigation plan, if available: _____

7i. For all filling activities identified in 7h, describe the source and nature of the fill material, the amount in cubic yards that will be used, and how and where it will be placed into the wetland. [\[help\]](#)

7j. For all excavating activities identified in 7h, describe the excavation method, type and amount of material in cubic yards you will remove, and where the material will be disposed. [\[help\]](#)

Part 8–Waterbodies (other than wetlands): Impacts and Mitigation

In Part 8, “waterbodies” refers to non-wetland waterbodies. (See Part 7 for information related to wetlands.) [\[help\]](#)

Check here if there are waterbodies on or adjacent to the project area. (If there are none, skip to Part 9.)

8a. Describe how the project is designed to avoid and minimize adverse impacts to the aquatic environment. [\[help\]](#)

Not applicable

8b. Will your project impact a waterbody or the area around a waterbody? [\[help\]](#)

Yes No

8c. Have you prepared a mitigation plan to compensate for the project’s adverse impacts to non-wetland waterbodies? [\[help\]](#)

- **If Yes**, submit the plan with the JARPA package and answer 8d.
- **If No, or Not applicable**, explain below why a mitigation plan should not be required.

Yes No Don't know

8d. Summarize what the mitigation plan is meant to accomplish. Describe how a watershed approach was used to design the plan.

- If you already completed 7g you do not need to restate your answer here. [\[help\]](#)

8e. Summarize impact(s) to each waterbody in the table below. [\[help\]](#)

Activity (clear, dredge, fill, pile drive, etc.)	Waterbody name ¹	Impact location ²	Duration of impact ³	Amount of material (cubic yards) to be placed in or removed from waterbody	Area (sq. ft. or linear ft.) of waterbody directly affected

¹ If no official name for the waterbody exists, create a unique name (such as “Stream 1”) The name should be consistent with other documents provided.

² Indicate whether the impact will occur in or adjacent to the waterbody. If adjacent, provide the distance between the impact and the waterbody and indicate whether the impact will occur within the 100-year flood plain.

³ Indicate the days, months or years the waterbody will be measurably impacted by the work. Enter “permanent” if applicable.

8f. For all activities identified in 8e, describe the source and nature of the fill material, amount (in cubic yards) you will use, and how and where it will be placed into the waterbody. [\[help\]](#)

8g. For all excavating or dredging activities identified in 8e, describe the method for excavating or dredging, type and amount of material you will remove, and where the material will be disposed. [\[help\]](#)

Part 9–Additional Information

Any additional information you can provide helps the reviewer(s) understand your project. Complete as much of this section as you can. It is ok if you cannot answer a question.

9a. If you have already worked with any government agencies on this project, list them below. [\[help\]](#)

Agency Name	Contact Name	Phone	Most Recent Date of Contact

9b. Are any of the wetlands or waterbodies identified in Part 7 or Part 8 of this JARPA on the Washington Department of Ecology’s 303(d) List? [\[help\]](#)

- If **Yes**, list the parameter(s) below.
- If you don’t know, use Washington Department of Ecology’s Water Quality Assessment tools at: <http://www.ecy.wa.gov/programs/wq/303d/>.

Yes No

9c. What U.S. Geological Survey Hydrological Unit Code (HUC) is the project in? [\[help\]](#)

- Go to <http://cfpub.epa.gov/surf/locate/index.cfm> to help identify the HUC.

9d. What Water Resource Inventory Area Number (WRIA #) is the project in? [\[help\]](#)

- Go to <http://www.ecy.wa.gov/water/wria/index.html> to find the WRIA #.

9e. Will the in-water construction work comply with the State of Washington water quality standards for turbidity? [\[help\]](#)

- Go to <http://www.ecy.wa.gov/programs/wq/swqs/criteria.html> for the standards.

Yes No Not applicable

9f. If the project is within the jurisdiction of the Shoreline Management Act, what is the local shoreline environment designation? [\[help\]](#)

- If you don't know, contact the local planning department.
- For more information, go to: http://www.ecy.wa.gov/programs/sea/sma/laws_rules/173-26/211_designations.html.

Urban Natural Aquatic Conservancy Other: _____

9g. What is the Washington Department of Natural Resources Water Type? [\[help\]](#)

- Go to <http://www.dnr.wa.gov/forest-practices-water-typing> for the Forest Practices Water Typing System.

Shoreline Fish Non-Fish Perennial Non-Fish Seasonal

9h. Will this project be designed to meet the Washington Department of Ecology's most current stormwater manual? [\[help\]](#)

- **If No**, provide the name of the manual your project is designed to meet.

Yes No

Name of manual: _____

9i. Does the project site have known contaminated sediment? [\[help\]](#)

- **If Yes**, please describe below.

Yes No

9j. If you know what the property was used for in the past, describe below. [\[help\]](#)

9k. Has a cultural resource (archaeological) survey been performed on the project area? [\[help\]](#)

- **If Yes**, attach it to your JARPA package.

Yes No

9l. Name each species listed under the federal Endangered Species Act that occurs in the vicinity of the project area or might be affected by the proposed work. [\[help\]](#)

9m. Name each species or habitat on the Washington Department of Fish and Wildlife's Priority Habitats and Species List that might be affected by the proposed work. [\[help\]](#)

Part 11—Authorizing Signatures

Signatures are required before submitting the JARPA package. The JARPA package includes the JARPA form, project plans, photos, etc. [\[help\]](#)

11a. Applicant Signature (required) [\[help\]](#)

I certify that to the best of my knowledge and belief, the information provided in this application is true, complete, and accurate. I also certify that I have the authority to carry out the proposed activities, and I agree to start work only after I have received all necessary permits.

I hereby authorize the agent named in Part 3 of this application to act on my behalf in matters related to this application. _____ (initial)

By initialing here, I state that I have the authority to grant access to the property. I also give my consent to the permitting agencies entering the property where the project is located to inspect the project site or any work related to the project. _____ (initial)

Applicant Printed Name

Applicant Signature

Date

11b. Authorized Agent Signature [\[help\]](#)

I certify that to the best of my knowledge and belief, the information provided in this application is true, complete, and accurate. I also certify that I have the authority to carry out the proposed activities and I agree to start work only after all necessary permits have been issued.

Authorized Agent Printed Name

Authorized Agent Signature

Date

11c. Property Owner Signature (if not applicant) [\[help\]](#)

Not required if project is on existing rights-of-way or easements (provide copy of easement with JARPA).

I consent to the permitting agencies entering the property where the project is located to inspect the project site or any work. These inspections shall occur at reasonable times and, if practical, with prior notice to the landowner.

Property Owner Printed Name

Property Owner Signature

Date

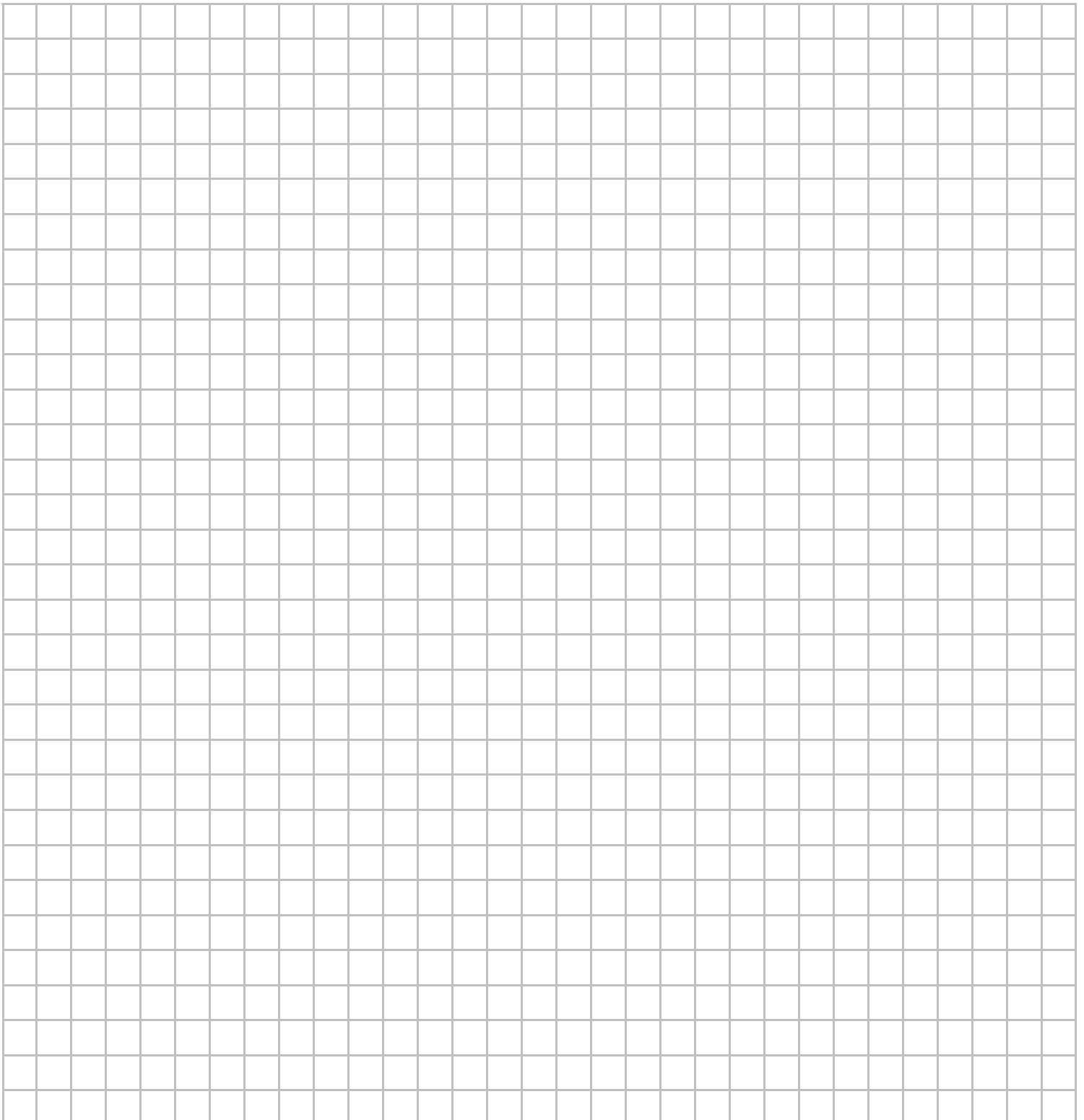
18 U.S.C §1001 provides that: Whoever, in any manner within the jurisdiction of any department or agency of the United States knowingly falsifies, conceals, or covers up by any trick, scheme, or device a material fact or makes any false, fictitious, or fraudulent statements or representations or makes or uses any false writing or document knowing same to contain any false, fictitious, or fraudulent statement or entry, shall be fined not more than \$10,000 or imprisoned not more than 5 years or both.

If you require this document in another format, contact the Governor's Office for Regulatory Innovation and Assistance (ORIA) at (800) 917-0043. People with hearing loss can call 711 for Washington Relay Service. People with a speech disability can call (877) 833-6341. ORIA publication number: ORIA-16-011 rev. 07/2017

SITE PLAN CHECKLIST

A COMPLETE, ACCURATE AND DETAILED SITE PLAN IS IMPORTANT TO AVOID DELAYS IN THE REVIEW AND APPROVAL OF YOUR PROJECT. USE THE CHECKLIST BELOW AS A TOOL TO HELP YOU COMPLETE THE SITE PLAN.

	Scale: A scale of 1"=20', is typical but other scales such as 1"=10' or 1"=40' are also acceptable. Do not exceed 1"=60
	North arrow
	Property line location and dimensions.
	Label abutting streets
	Shoreline/Surface water: Indicate creeks, streams, lakes, ponds, wetlands and other bodies of water within 300 ft of the proposed project
	Wetlands and Seasonal Drainage: Show setback distances from wetlands or seasonal drainage.
	Easements: Indicate location and size of road, utility, and private easements.
	Show All Existing Development: Identify existing and proposed structures. Include porches, decks, roof overhangs, cantilevers, and structures that will be demolished.
	Proposed Building Footprint: Use scale to show distances to property lines, existing structures, septic tank and drainfield. Stake or flag footprint of proposed structure.
	Sewage Disposal System: Identify septic tank location and drainfield.
	Existing/proposed Buffers: Include open space, fences, sidewalks and parking areas.
	Retaining walls: Proposed and existing.
	Slopes/Site contours (Topography): Identify any slopes greater than 15%, fills or cuts greater than 4ft. that are located within 300 ft of the proposed project. Use Contour lines or arrows to show the direction of the slope
	Wells: Show existing/ proposed.
	Waterfront projects: Show all structures on adjacent property.
	Driveway/ Site Access
	Stormwater Run-off Path: Identify stormwater path and direction of flow.



TOPOGRAPHY PROFILE:

Building Permit number: _____ Owner/Applicant: _____ Parcel Number: _____	Direction:	Scale: Date of application:	Approval: <i>for office use</i> Building: _____ Planning: _____ Env. Health: _____
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SUBMITTAL SPECIFICATIONS AND INFORMATION

Site Plan: Site plans must be drawn to scale and at least 8 ½" x 11". Scale not less than 1"=60'. Checklist indicating information required on the site plan is listed on the site plan application. Incomplete site plans may cause a delay in the review and approval of your project.

Construction Plans: Plans must be drawn to scale, preferred ¼" = 1'. Dimensions must be noted on the plans. A complete set of plans shall include foundation plan, framing plans, floor plans, cross sections, and elevations. A complete building plan will give the building department enough information on how you plan to construct your project. If you plan to construct a log home, pole building greater than 864 square feet, or a metal, masonry, or concrete structure, calculations and plans, stamped by a Washington State licensed engineer may be required. The building official may require additional drawings, details, sections, or stamped-engineered calculations and/or details.

Directions to Site: Provide accurate directions to your project site. This information will be used by staff when they review the project and by building inspectors

Structural Engineered Calculations: Will be required if the proposed structure does not meet conventional construction standards. Include 2 sets of calculations with your permit application.

Driveway Access Permit: May be required if accessing a public road or right of way. Contact Mason County Public Works at (360) 427-9670, ext. 450

Washington State Energy Code: WSEC Energy envelope calculations and air quality compliance.

Existing On-Site Sewage System: Documentation of approved on-site sewage system and satisfactory operation and maintenance report within last 3 years.

Septic Approval or Sewer Permit: Septic design application must be approved by the Mason County Public Health prior to permit issuance for all development with septic systems. If sewer is available, sewer permits can be obtained by calling Mason County Utilities.

Water Availability: The water system manager must complete a Water Adequacy application if the project will be connected to a public/community water system. Private wells systems require a water well report, or capacity test, and bacteriological test within last 12 months.

RLC/Pre-Inspection: Pre- site inspection may be necessary for application. A site visit completed by a planner to identify critical areas and setback on the site.

Aquifer Recharge Areas: Areas where water infiltrates the soil, and percolates through it and surface rocks, to the groundwater table. These areas are mapped with Mason County Community Development.

Critical Area: Critical areas include shorelines, flood plains, streams, wetlands, important wildlife habitat areas and landslide hazard areas (such as steep slopes and marine bluffs). The planner may need to visit your site to decide whether a buffer zone is required between the critical area and the proposed structures. Please mark the corners of the proposed structure with flags or stakes.

Geotechnical Study: A geotechnical assessment or report will be required if the development is within 300 ft of a slope 14% or greater. Additionally if the parcel is located within a mapped Landslide/Erosion Hazard Area

Wetland: Areas that are inundated or saturated by surface water or ground water at a frequency and duration sufficient to support, and that under normal circumstances do support a prevalence of vegetation typically adapted for life in saturated soil conditions. Wetlands generally include swamps, marshes, bogs, and similar areas.

Buffer: An area of land or designated for the purpose of insulating or separating a structure or land use from a critical area or resource land in such a manner as to reduce or mitigate any adverse impacts of the developed area.

Parcel Number: a 12-digit tax assessment number assigned to each parcel by the Assessor's Office.

Legal Description: This describes the parcel of land identified by the 12-digit tax identification number. It is acceptable to submit a legal description of the parcel as it appears on deeds, real estate contracts, and statutory warranty deed, or in records at the Assessor's office. Legal descriptions are used to check the dimensions of a parcel and any underlying restrictions (such as setbacks from property lines or easements, lot coverage, or height of buildings).

Address: Site addresses are assigned through the Mason County Department of Community Development; call (360) 427-9670 ext. 352 for more information.

Contractor Registration Number: Contractors must be licensed with the state. The contractor license number can be obtained from the general contractor that will be performing the work or through the Labor & Industries website at: <https://wws2.wa.gov/lni/bbip/contractor.asp> an owner can be an owner-contractor when building on his or her own property.

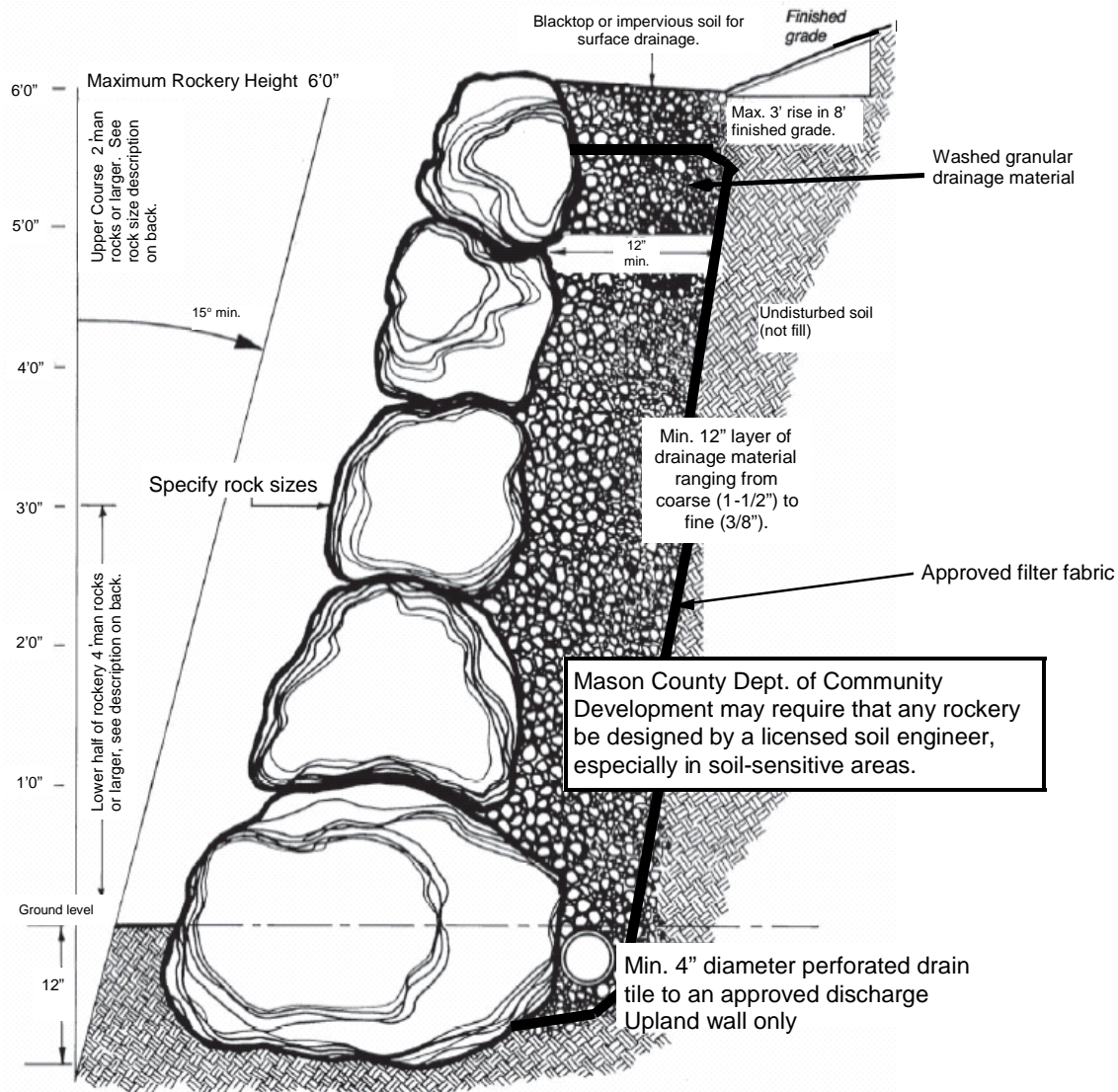
SEPA: The State Environmental Policy Act, 43.21c RCW and implementing State and County administrative rules.



MASON COUNTY COMMUNITY SERVICES

Building, Planning, Environmental Health, Community Health
615 W. Alder Street – Bldg. 8, Shelton, Wa 98584
Phone: (360) 427-9670 Ext. 352 ♦ Fax: (360) 427-7798

UPLAND ROCKERY and SHORELINE BULKHEAD Prescriptive Design and Installation Standard



Permits Required

A building permit is required for all upland rockeries over four feet in height. Rockeries less than four feet in height do not require a permit unless: 1) Located on a site containing an Environmentally Critical Area (See Mason County Critical Area Ordinance. 2) There is a surcharge such as a driveway, building footing, etc, 3) impoundment of Class I, II, or III-A liquids (IBC 105.2) OR #4) Possible failure that could cause damage to adjoining properties or structures.

Even when rockeries do not require a permit, rockery installers are advised to follow the rockery design principles outlined in this publication. Permit applications for rockeries must include a site plan showing the location of the rockery and a cross section of the rockery showing the proposed design details. Rockery designs must either be prepared by a Washington State licensed engineer or comply with the Prescriptive Rockery Installation Design.

Rockeries over 6-feet in height must be designed by a Washington State licensed engineer or architect to ensure stability against overturning, sliding, excessive foundation pressure and water uplift. Upland rockery retaining walls shall be designed for a safety factor of 1.5 against lateral sliding and overturning IBC 1806.

Rockery and Shoreline Bulkhead

Height: Maximum Six Feet

Rockeries installed in accordance with the prescriptive installation design standards described here and reflected in the diagram need not be designed by an engineer unless the Mason County Building Dept. determines special conditions exist. Any rockery exceeding six feet in height or varying from the prescriptive design requires an engineered design.

Location of Rockery

Rockeries must only be placed against stable slopes, consisting of firm, undisturbed soil. The face of the slope needs to be able to support the rockery. Drainage must be provided as shown. Rockeries must not be placed against fill. No surcharge load, such as a building or driveway, may be placed on the rockery or within a distance equal to the vertical height of the rockery.

Ground Surface Above Rockery

The ground surface above the rockery should be relatively level. A maximum three foot rise over eight feet from the rockery surface is allowed for the slope above the rockery. After installation of the rockery, the ground surface above the rockery should be finished with an impervious material, such as asphalt, starting at the top of the rockery and extending at least far enough back to cover the drainage material plus one foot of the stable, supporting slope.

Angle of the Rockery Face

The face of the rockery shall be at least 15 degrees from the vertical. Maximum slope of the face of the rockery is one horizontal to four vertical.

Rock Sizes

For a rockery between four and six feet in height, the prescriptive standards requires that the lower half be constructed of four-man or larger rocks (defined below). For the upper half, progressively smaller rocks may be used in the installation.

ROCK SIZE DESCRIPTION		
Rock Size	Rock Weight	Average Dimension
1-man	50-200 lbs.	12"-18"
2-man	200-700 lbs.	18"-28"
3-man	700-2,000 lbs.	28"-36"
4-man	2,000-4,000 lbs.	36"-48"
5-man	4,000-6,000 lbs.	48"-54"
6-man	6,000-8,000 lbs.	54"-72"

Rock Placement

The base course of rocks must be embedded into firm undisturbed earth to a minimum depth of 12 inches to provide a secure footing for the rockery. The long dimension of the rocks must extend into the slope behind the rockery to provide maximum stability. Subsequent courses of rocks must be placed to lock into the rocks in the lower course or tier.

Drainage

A minimum of 12 inches of washed granular drainage material shall be placed between the undisturbed soil and the rockery. The drainage materials must be composed of gravel with particle sizes ranging from 1-1/2 inch to 3/8 inch. At the base of the rockery, a perforated drain tile, with at least a four-inch diameter, shall be installed within the drainage materials. The drain tile must drain to a point of discharge, approved by Mason County.

Inspections

The rockery installer must schedule an inspection prior to placement of the base course so the Mason County Inspector may verify the rockery height, soil condition, rock size, and provisions for drainage, A final inspection is also required once all work is complete. To schedule an inspection call the Mason County 24-hour recorded inspection request line at (360)427-7262. Inspections can also be requested online at: www.co.mason.wa.us or by fax at (360) 427-7798. When requesting an inspection please provide the following information:

- 1) Name on permit
- 2) type of inspection
- 3) Permit number
- 4) Site Address
- 5) Type of permit
- 6) Date inspection requested and
- 7) Name and phone number of caller.