



SEPA ENVIRONMENTAL CHECKLIST & APPLICATION FORM

DEPARTMENT OF COMMUNITY & ECONOMIC DEVELOPMENT

PURPOSE

The State Environmental Policy Act (SEPA), Chapter 43.21C RCW, requires all governmental agencies to consider the environmental impacts of certain proposals before making permitting decisions.

The purpose of this checklist is to provide information to help you and the agency identify impacts from your proposal (and to reduce or avoid impacts from the proposal, if it can be done) and to help the agency decide whether an Environmental Impact Statement (EIS) is required.

An EIS must be prepared for all proposals with probable significant adverse impacts on the quality of the environment.

CITY HALL CONTACT

4800 South 188th Street
SeaTac, WA, 98188
Ph: 206.973.4750

PACKET MATERIALS

This packet is divided into two (2) sections. Both sections must be completed and submitted for review. An incomplete packet will not be accepted for review.

FORM A: Environmental (SEPA) Application Form

FORM B: Environmental (SEPA) Checklist

INSTRUCTIONS

This Environmental Checklist asks you to describe some basic information about your proposal. Answer the questions briefly, with the most precise information known, or give the best description you can.

You must answer each question accurately and carefully, to the best of your knowledge. In most cases, you should be able to answer the questions from your observation or project plans without the need to hire experts.

If You Don't Know the Answer

If you really do not know the answer, or if a question does not apply to your proposal, write "do not know" or "*does not apply*". Complete answers to the questions may avoid unnecessary delays later. Some questions ask about governmental regulations, such as zoning, shoreline, and landmark designations. Answer these questions to the best of your ability; or if you have difficulty, the City can assist you.

Staged Development

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 City may ask you to explain your answers or provide additional information related to determining if there may be significant adverse impact.

APPLICATION FEE

The application fee is paid at the time of submitting a complete application. This fee is in addition to any other permit related fees.

See SEPA review on fee schedule [CLICK HERE FOR FEE SCHEDULE](#) or find fee schedule at: www.ci.seatac.wa.us/feeschedle

'SIMPLE' LAND USE & SEPA REVIEW PROCESS

Pre Application Meeting

An applicant shall have a Pre-Application Meeting with the City before an application is accepted.

Determination of Completeness (DOC)

Upon the City's acceptance of a permit application, you will receive a "Determination of Completeness" (DOC) within 28 days of the submittal of your application stating whether your permit application is complete, not complete or if additional information is required. Note, this process only pertains to permits that require a comment period.

Notice of Application (NOA)

A "Notice of Application" (NOA) will be published and sent to adjacent property owners within 300ft -1,000 ft of the subject property. The NOA will be issued within 14 days after a DOC is issued. There is a 14 day comment period for a NOA. Note, this process only pertains to permits that require a comment period.

Notice Board Posting:

At this time, you will be required to post a "Notice Board" on the property detailing the proposed land use action. An example of the sign and further instructions will be provided to you as part of your NOA Letter.

SEPA Determination Issued

A SEPA determination will be issued shortly after the NOA comment period ends. Notification of the SEPA determination will be in the same manner as a NOA.

14 day comment period & 10 Day Appeal Period Follows

The determination will be published, posted and sent to all parties of record within 300ft-1,000ft of the subject property and to all "Parties of Record". People will have 14 days to make comment, followed by a 10 day appeal period. If no appeals are recieved, the process is complete.

Removal of Notice Board

The "Notice Board" shall be removed within 30 calendar days of the publication of the SEPA Determination.

FORM A: ENVIRONMENTAL (SEPA) APPLICATION FORM

The following materials are the **minimum** materials that must be submitted to review your application to determine that it is complete or incomplete as provided under RCW 36.70B.060 and RCW 36.70B.090.

Please note additional information may be required after review of your proposal.

This form is provided for your benefit and to aid the City in determining if your application contains the minimum information necessary to review your application.

Incomplete submittals will not be accepted or acted upon.

This application also will not be accepted if you have not had a Pre-Application Meeting with the City.

This checklist must be submitted for your application review.

If you have any questions, contact the Department of Community and Economic Development.

<i>For Office Use Only</i>
Date Reviewed: _____ Date of Pre-App Meeting: _____

PLAN SUBMITTAL		Applicant	Staff
1	<i>Completed Environmental Checklist:</i> Original copy.		
2	A check written to the City of SeaTac for the filing fee of the Environmental Checklist.		
3	A dimension Site Plan, drawn to scale (1 in. = 20, 30, 40 ft.) showing the following: <ul style="list-style-type: none"> a) Dimension and shape of lot with adjacent street names b) A legal description of the subject property is provided. c) Location and dimensions of existing and proposed buildings (engineering scale only) including the building height of proposed buildings d) Adjacent street improvements, ingress and egress, parking layout showing the number of stalls and stall sizes e) Required landscaping areas. A detailed landscape plan is not required, however, the site plan must show the dimensioned 'block' areas of landscape to demonstrate the code required landscaping can be accommodated on site. f) Existing water courses, wetlands, utility lines, structures, rockeries or other relevant manmade or natural features, ordinary high water mark g) The gross floor area of buildings h) Parking calculations and dimensioned parking stalls as per Code i) Existing and finished grades at 5' contours j) Location and dimensions of all easements referenced in the title report with the recording number and type of easement (e.g. access, sewer, etc.) k) Proposed storm drainage, sidewalks, conceptual grading and drainage plan l) The location of any recreation/open space with dimensions m) Proposed public dedication/open space (if any) 		

4	<p>Two (2) sets of plans:</p> <ul style="list-style-type: none"> • 24" x 36"; and • 8 1/2" x 11" (reduced version of above plan) <p>Note: All oversized plans folded to 8 1/2" x 14".</p>		
5	<p>Building elevations of the proposal showing two facades at 1"=50', 1"=100' or 1"=200' (<i>engineering scale only</i>)</p>		
6	<p>Drawing and/or text describing the scale, bulk and architectural character of the proposed structure</p>		
7	<p>A text describing conditions or features which cannot be adequately displayed on maps or drawings</p>		
8	<p>A description of plans for covenants, uses and continuous maintenance provisions for the project</p>		
9	<p>Proposed phasing identified</p>		
10	<p>Vehicular and pedestrian circulation and any special engineering features and traffic regulating devices needed to facilitate or insure the safety of this circulation pattern.</p>		

FORM B: ENVIRONMENTAL (SEPA) CHECKLIST

Date Checklist Prepared: _____ Parcel No. _____

A. BACKGROUND

1. Name of proposed project: _____

2. Applicant:

Name: _____

Mailing Address: _____

City State Zip

Phone: _____ Fax: _____

Alt. Phone: _____ Email: _____

Status: (Owner, Lessee, Agent, Etc.) _____

3. Designated Contact Person: (The person who will receive and disseminate all correspondence from the City)

Name: _____

Mailing Address: _____

City State Zip

Phone: _____ Fax: _____

Alt. Phone: _____ Email: _____

4. Agency requesting checklist: _____

5. Proposed timing or schedule (including phasing): _____

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

7. List any environmental information you know about that has been prepared, or will be prepared, directly related to this proposal.

8. Do you know whether applications are pending for governmental approvals of other proposals directly affecting the property covered by your proposal?

Explain:

9. List any government approvals or permits that will be needed for your proposal.

10. Give a brief, complete description of your proposal, including the proposed uses and the size, with square footage, 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.

11. Location of the proposal. Give sufficient information for a person to understand the precise location of your proposed project, including a street address, and section, township, and range. 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. 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.

B. ENVIRONMENTAL ELEMENTS

1. Earth:

- a) General description of the site (article one): Flat, rolling, hilly steep slopes, mountainous, other _____

- b) What is the steepest slope on the site (approximate percent slope?)

- c) What general types of soils are found on the site (for example, clay, sand, gravel, peat, muck)? If you know the classification of agricultural soils, specify them and note any agricultural land of long -term commercial significance and whether the proposal results in removing any of these soils.

- d) Are there surface indications or history of unstable soils in the immediate vicinity? Describe:

- e) Describe the purpose, type and approximate quantities of any filling or grading proposed. Indicate source of fill:

- f) Could erosion occur as a result of clearing, construction, or use? Generally describe:

- g) About what percent of the site will be covered with impervious surfaces after project construction (e.g. asphalt and buildings)?

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

2. Air:

- a) What types of emissions to the air would result from the proposal (i.e. dust, automobile, odors, industrial wood smoke) during construction and when the project is completed? Generally describe and give approximate quantities if known:

- b) Are there any off-site sources of emissions or odor that may affect your proposal? Generally describe:

- c) Proposed measures to reduce or control emissions or other impacts to the air:

3. Water:

a) Surface

- 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, or wetlands)? Describe type and provide names. If appropriate, state what stream or river it flows into.

- 2) Will the project require any work over, in, or adjacent to (within 200 feet) the described waters. Please describe and attach available plans.

- 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.

- 4) Will the proposal require surface water withdrawals or diversions? Give general description, purpose, and approximate quantities if known.

- 5) Does the proposal lie within a 100-year floodplain? Note location on the site plan.

- 6) Does the proposal involve any discharges of waste materials to surface waters? Describe the type of waste and anticipated volume of discharge.

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.

- 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; toxic or non-toxic, 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.

c) Water Runoff (including storm water)

- 1) Describe the source of runoff (including storm water) and method of collection and disposal. (include quantities). Where will this water flow? Will this water flow into other waters? Describe:

- 2) Could waste materials enter ground or surface waters? Generally describe.

- 3) Does the proposal alter or otherwise affect drainage patterns in the vicinity of the site? If so, describe.

- 4) Proposed measures to reduce or control surface, ground, and runoff impacts, if any.

4. Plants:

- a) **Check the types of vegetation found on the site:**

- Deciduous tree:** Alder Maple Aspen Other_____
- Evergreen tree:** Fir Cedar Pine Other_____
- Shrubs**
- Grass**
- Pasture**
- Crop or grain**
- Wet soil plants:** Water Lily Eelgrass Milfoil Other_____
- Other types of vegetation:** _____

- b) What kind and amount of vegetation will be removed or altered?

- c) List threatened or endangered species known to be on or near the site.

- d) Proposed landscaping, use of native plants, or other measures to preserve or enhance vegetation on the site.

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

5. Animals:

a) Check any birds and animals which have been observed on or near the site or are known to be on or near the site:

Birds: Hawk Heron Eagle Songbirds Other_____

Mammals: Deer Bear Elk Beaver Other_____

Fish: Bass Salmon Trout Herring Shellfish Other_____

b) List any threatened or endangered species known to be on or near the site:

c) Is the site part of a migration route? Explain:

d) Proposed measures to preserve or enhance wildlife:

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

6. Energy and Natural Resources:

a) What kinds of energy (electric, natural gas, oil, wood stove, solar) will be used to meet the completed project's energy needs? Describe whether it will be used for heating, manufacturing, etc.

- b) Would your project affect the potential use of solar energy by adjacent properties?
Generally describe:

- c) What kinds of energy conservation features are included in the plans of this proposal? List other proposed measures to reduce or control energy impacts:

7. Environmental Health:

- a) Are there any environmental health hazards, including exposure to toxic chemicals, risk of fire and explosion, spill, or hazardous waste that could occur as a result of this proposal? Describe:

- 1) Describe any known or possible contamination at the site from present or past uses

- 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

- 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.

4) Describe special emergency services that might be required

5) Proposed measures to reduce or control environmental health hazards, if any:

b) Noise:

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

2) What types and levels of noise would be created by or associated with the project on a short time or a long-term basis (for example: traffic, construction, operation, other)? Indicate what hours noise would come from the site.

3) Proposed measures to reduce or control noise impacts:

8. Land and Shoreline Use:

a) What is the current use of the site and adjacent properties? Will the proposal affect current land uses on nearby or adjacent properties? If so, describe

Site _____
North _____
South _____
East _____
West _____

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?

c) 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:

d) Describe any structures on the site:

e) Will any structures be demolished?

g) What is the current zoning classification of the site?

h) What is the current Comprehensive Plan designation of the site?

i) If applicable, what is the current Shoreline Master Program designation of the site?

j) Has any part of the site been classified as an “environmentally sensitive” area?
Specify:

k) Approximately how many people would reside or work in the completed project?

l) Approximately how many people would the completed project displace? _____

m) Proposed measures to avoid or reduce displacement impacts:

n) Proposed measures to ensure the proposal is compatible with existing and projected land uses and plans, if any:

9. Housing:

a) Approximately how many units would be provided? Indicate whether high, middle, or low-income housing.

b) Approximately how many units, if any, would be eliminated? Indicate whether high, middle, or low-income housing.

c) Proposed measures to reduce or control housing impacts.

10. Aesthetics:

- a) What is the tallest height of any proposed structure(s), not including antennas; what is/are the principal exterior building material(s) proposed?

- b) What views in the immediate vicinity would be altered or obstructed?

- c) Proposed measures to reduce or control aesthetic impacts:

11. Light and Glare:

- a) What type of light or glare will the proposal produce? What time of day would it mainly occur?

- b) Could light or glare from the finished project be a safety hazard or interfere with views?

- c) What existing off-site sources of light or glare may affect your proposal?

- d) Proposed measure to reduce or control light and glare impacts, if any:

12. Recreation:

- a) Would the proposed project displace any existing recreational uses? Describe:

- b) Proposed measures to reduce or control impacts on recreation, including recreation opportunities to be provided by the project or applicant:

- c) What designated and informal recreational opportunities are in the immediate vicinity?

13. Historic and Cultural Preservation:

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

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

- c) Describe the methods used to assess the potential impacts to cultural and historic resources on or near the project site. Examples include consultation with tribes and

the department of archeology and historic preservation, archaeological surveys, historic maps, GIS data, etc

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

14. Transportation:

- a) Identify public streets and highways serving the site, and describe proposed access to the existing street system. Show on site plans.

- b) Is the site currently served by public transit? If not, what is the approximate distance to the nearest transit stop?

- c) How many parking spaces would the completed project have? How many would the project eliminate?

- d) Will the proposal require any new roads or streets, or improvements to existing roads or streets, not including driveways? Generally describe (indicate whether public or private):

- e) Will the project use (or occur in the immediate vicinity of) water, rail, or air transportation? Generally describe:

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

- g) Proposed measures to reduce or control transportation impacts:

- h) 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

15. Public Services:

- a) Would the project result in an increased need for public services (for example: fire protection, police protection, health care, schools, other)? Generally describe:

- b) Proposed measures to reduce or control direct impacts on public services:

16. Utilities:

- a) Check utilities currently available at the site:

Electricity Natural Gas Water Refuse Service Telephone
Sanitary Sewer Septic System Other_____

b) Describe the utilities that are proposed for the project, the utility providing the service, and the general construction activities on the site or in the immediate vicinity which might be needed:

C. SIGNATURE

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	_____ Printed Name	_____ Date Submitted
_____ Printed Name	_____ Position and Agency/Organization	_____ Date Submitted