



SEPA REVIEW APPLICATION REQUIREMENTS

The checklist below identifies elements and information necessary for the City to accept an application for SEPA review at the counter for further processing.

If you think an item is not applicable to your project, please bring this to the attention of the planner prior to application submittal. Submittals without all items on this checklist – other than pre-approved exceptions – cannot be accepted at the counter for further processing. Please ensure all items are addressed prior to application submittal.

In most cases, submittals must be made in person. Submittals by mail or email will be accepted only by prior arrangement. The City is not responsible for material mailed or emailed without prior arrangement.

The information on this checklist is not meant to be all-inclusive. Additional materials may be required as the review proceeds to establish the full scope of the project under review, identify environmental impacts associated with the project and develop mitigation strategies to address environmental impacts, if any. These may include, but are not limited to, such things as a wetland, stream or shoreline delineation and categorization report, geotechnical report, wildlife and plant inventory, traffic study, hazardous materials assessment and noise and light studies.

Submittal Requirements

- A completed Master Land-Use Application, including all required signatures (three copies).
- Affidavit or letter of agency, signed by the property owner(s), for any agent(s) authorized to act on behalf of the property owner (one copy).
- Application fee: \$650, due at application in the exact amount.
- Completed “SEPA Review Application Submittal Requirements” checklist (three copies).
- Completed “SEPA Environmental Checklist” (three copies).
- Written narrative detailing the scope of the project in its entirety (three copies).
- Site and other plans necessary to establish the scope of the project in its entirety (three copies).
- Scaled project vicinity map.
- Plans of existing conditions, including boundary and topographic information for the entire project area (three copies).
- Legal description of the affected property, with original surveyor’s stamp. This may be included on plans (three copies if not on site plan).
- PDF copies of all documents on this checklist on a CD or flash drive.

The following public notice materials are required if the SEPA review is not associated with an active Design Review or Land Use application:

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- A numbered list of the names and addresses of the owners of all properties within 500 feet of the proposed development site. The county assessor's office is the appropriate place to find property owners' names.
- One set of plain envelopes (no peel-and-stick) stamped with first-class postage (not metered) and labeled with mailing labels and numbers corresponding to the list of property owners above. If neces-

sary, the City may require additional sets of stamped, addressed envelopes.

- A map highlighting all the parcels within 500 feet of the project.

Contact the Department of Public Works and Community Development at (425) 413-6659 with any questions.

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