



Environmental Checklist (SEPA)

State Environmental Policy Act, required if project is not exempt in [WAC 197-11-800](#) and [PCC Title 18D](#).

- This form is to be used when environmental review is required for the following projects.
- **Instructions** for each item listed on this checklist are included **on the next page of this form**.

Parcel Number(s): _____

Application Checklist	Addendum to SEPA Threshold Determination	Agricultural / Commercial / Industrial Buildings	Shoreline Accessory Structure	Site Development	Storage Tank Above & Under Ground	Received
An "X" in the box means you must submit this item electronically for a complete application.						
SEPA Checklist	X ¹	X	X	X	X	
Site Plan	X ²	X	X	X	X	
Letter of Authorization	X	X	X	X	X	
Request Letter	X					

¹ A new Environmental Checklist is not required for an Addendum application when amending traffic mitigation in an existing MDNS.
² A Site Plan is not required when amending traffic mitigation in an existing MDNS.

For Office Use Only	
App Type	
Planning Fee Code	
Accepted as complete by	

Instructions for the Environmental Checklist

SEPA Checklist: The signed form must be submitted with the application.

Site Plan: Draw to scale, show all property corners, existing and proposed structures, adjacent roads, open space, trail systems, and utilities. Also include on the site plan:

- North Arrow**
- Lot Dimensions** – Identify street names and show location of all driveways.
- Building Footprint** – Include porches, walks, decks, rooflines, overhangs, projections and floor cantilevers of all proposed and existing structures.
- Setback Measurement** – Specify the distance between property lines and between buildings.
- Septic System** – Include tanks, pump, tightline, primary and reserve drainfields.
- Easements** – Such as, natural buffer areas, open space, green belts, utilities, roads.
- Infiltration Trenches** – Check your plat for specific drywell requirements.
- Off Street Parking and Circulation** – Show required distances for emergency vehicle turn around/access and accommodations for bicycle parking.
- Pedestrian Amenities** – Include all identified pathways and their connections with type of material specified. Show location and size of any required benches.
- Hard Surfaces** – Identify the location and percentage of all existing and proposed hard surfaces (impervious and pervious).
- Lighting** - Show all exterior lighting, to include building, parking lot, and pedestrian amenity illumination.

Letter of Authorization: The landowner must provide a signed letter of authorization for the applicant/agent in the event the applicant/agent is not the landowner. Letter may be typed or printed in ink and must have signature of landowner.

Request Letter: Provide a written description of either:

1. The current project proposal; or
2. The proposed revisions to traffic mitigation in an existing MDNS.