



# SEPA Environmental Checklist

## Application Checklist

Required if project is not exempt in [WAC 197-11-800](#) and [PCC Title 18D](#).

- Use this form 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.

Application Checklist	Addendum to SEPA Threshold Determination	Agricultural / Commercial / Industrial Buildings	Shoreline Accessory Structure	Site Development	Storage Tank Above & Under Ground
<a href="#">Applicant Attestation</a>	X	X	X	X	X
<a href="#">SEPA Checklist</a>	X <sup>1</sup>	X	X	X	X
Site Plan	X <sup>2</sup>	X	X	X	X
Request Letter	X				

**Items marked with an “X” must be submitted to be considered a complete application.**

<sup>1</sup> A new Environmental Checklist is not required for an Addendum application when amending traffic mitigation in an existing MDNS.

<sup>2</sup> A Site Plan is not required when amending traffic mitigation in an existing MDNS.

## Instructions for the Environmental Checklist

### Applicant Attestation

Applicants must confirm they have a legal right to begin the permitting process for the proposed development project. Complete the [online form](#) and upload it and the required supporting documentation using the online permit center.

### 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.

### 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.