



Environmental Checklist
Application Form

Public Notice Board and
Application Fee...See Fee Schedule

Please print in black ink only.

To be completed by Staff:

Application # _____ KIVA # _____

Received by: _____ Date: _____ Processing Fee: _____

A. Staff review determined that project:

- Meets the categorically exempt criteria.
Has no probable significant adverse environmental impact(s) and application should be processed without further consideration of environmental effects.
Has probable, significant impact(s) that can be mitigated through conditions. EIS not necessary.
Has probable, significant adverse environmental impact(s). An Environmental Impact Statement will be prepared.
An Environmental Impact Statement for this project has already been prepared.

Signature of Responsible Official

Date

B. Comments:

C. Type of Permit or Action Requested:

D. Zoning District:

To be completed by Applicant:

SEPA CONTACTS AND PROFESSIONALS

Please fill out applicable boxes for all different professionals:

Applicant		
Name:		
Company Name:		
Contact Person:		
Address:		
City:	State:	Zip:
Phone(s):	Fax:	
Email:		

Architect		
Company Name:		
Engineer Name:		
ID#:	Exp. Date:	
Address:		
City:	State:	Zip:
Phone(s):	Fax:	
Email:		

Property Owner #1 <i>(if more than 1 property owner, use additional sheets)</i>		
Owner Name:		
Company Name:		
Contact Person:		
Address:		
City:	State:	Zip:
Phone(s):	Fax:	
Email:		

Engineer		
Company Name:		
Engineer Name:		
ID#:	Exp. Date:	
Address:		
City:	State:	Zip:
Phone(s):	Fax:	
Email:		

Project Contact <i>(person receiving all project communications if different from applicant)</i>		
Name:		
Company Name:		
Contact Person:		
Address:		
City:	State:	Zip:
Phone(s):	Fax:	
Email:		

Consultant		
Company Name:		
Engineer Name:		
Contact Person:		
Address:		
City:	State:	Zip:
Phone(s):	Fax:	
Email:		

Contractor		
Company Name:		
Engineer Name:		
ID#:	Exp. Date:	
Address:		
City:	State:	Zip:
Phone(s):	Fax:	
Email:		

To be completed by Applicant:

A. Background Information:

1. Name of Project: _____
2. Name of Applicant: _____
Mailing Address: _____
3. Contact Person: _____
Telephone: _____

(Note that all correspondence will be mailed to the applicant listed above unless a project contact is designated here and on Page 2 of application.)

4. Applicant is (owner, agent, other): _____
5. **Location.** Give general location of proposed project (street address, nearest intersection of streets and section, township and range).

6. Legal description and tax identification number

a. **Legal description (If lengthy, attach as separate sheet.):**

b. **Tax identification number:** _____

7. **Existing conditions:** Give a general description of the property and existing improvements, size, topography, vegetation, soil, drainage, natural features, etc. (If necessary, attach a separate sheet.).

8. Site Area: _____
Site Dimensions: _____

9. **Project description:** Give a brief, complete description of the intended use of the property or project including all proposed uses, days and hours of operation and the size of the project and site. (Attach site plans as described in the instructions):

10. **Schedule:** Describe the timing or schedule (include phasing and construction dates, if possible).

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

12. **Permits/Approvals:** List all permits or approvals for this project from local, state, federal, or other agencies for which you have applied or will apply as required for your proposal.

Agency	Permit Type	Date Submitted*	Number	Status**

*Leave blank if not submitted

**Approved, denied or pending

13. **Environmental Information:** List any environmental information you know about that has been prepared, or will be prepared, directly related to this proposal.

14. Do you know whether applications are pending for governmental approvals of other proposals directly affecting the property covered by your proposal? If yes, explain.

B. Environmental Elements

1. Earth

- a. General description of the site (circle 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 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? If so, describe.

- e. Describe the purpose, type, total affected area, and approximate quantities of any filling, excavation or grading proposed. Indicate source of fill.

- f. Could erosion occur as a result of clearing, construction, or use? If so, generally describe.

- g. About what percent of the site will be covered with impervious surfaces after project construction (for example, asphalt or buildings)?

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

**Evaluation for
Agency Use Only**

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

 - v. Does the proposal lie within a 100-year floodplain? If so, note location on the site plan.

 - vi. Does the proposal involve any discharges of waste materials to surface waters? If so, describe the type of waste and anticipated volume of discharge.
- b. Ground Water:
- i. Will ground water be withdrawn from a well for drinking 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 ground water? Give general description, purpose, and approximate quantities, if known.

 - ii. 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.
- c. Water Runoff (including storm water):
- i. 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.

- ii. Could waste materials enter ground or surface waters? If so, generally describe.

- iii. Does the proposal alter or otherwise effect drainage patterns in the vicinity of the site? If so, describe.

- d. Proposed measures to reduce or control surface, ground, and runoff water, and drainage pattern impacts, if any:

4. Plants

a. Check or circle 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
- Orchards, vineyards or other permanent crops
- Wet soil plants: cattail, buttercup, bulrush, 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?

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, if any:

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

5. Animals

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:

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? If so, explain.

d. Proposed measures to preserve or enhance wildlife, if any:

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? If so, 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, if any:

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? If so, describe.
 - i. Describe any known or possible contamination at the site from present or past uses.

 - ii. Describe existing hazardous chemical conditions that might affect project development and design. This includes underground liquid and gas transmission pipelines located within the project area and in the vicinity.

 - iii. 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.

 - iv. Describe special emergency services that might be required.

v. Proposed measures to reduce or control environmental health hazards, if any:

b. Noise

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

ii. 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.

iii. Proposed measures to reduce or control noise impacts, if any:

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.

b. Has the project site been used or 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 yet been designated, how many acres in farmland or forest land tax status will be converted to nonfarm or nonforest use?

- i. Will the proposal affect or be affected by surrounding working farm or forest land normal business operations, such as oversized equipment access, the application of pesticides, tilling and harvesting? If so, how:

- c. Describe any structures on the site.

- d. Will any structures be demolished? If so, what?

- e. What is the current zoning classification of the site?

- f. What is the current comprehensive plan designation of the site?

- g. If applicable, what is the current shoreline master program designation of the site?

- h. Has any part of the site been classified as a critical area by the city or county? If so, specify.

- i. Approximately how many people would reside or work in the completed project?

- j. Approximately how many people would the completed project displace?

- k. Proposed measures to avoid or reduce displacement impacts, if any:

- l. Proposed measures to ensure the proposal is compatible with existing and projected land uses and plans, if any.

- m. Proposed measures to ensure the proposal is compatible with nearby agricultural and forest lands of long term commercial significance, if any:

9. Housing

- a. Approximately how many units would be provided, if any? 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, if any.

10. Aesthetics

- a. What is the tallest height of any proposed structure(s), not including antennas; what is 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, if any.

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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 measures to reduce or control light and glare impacts, if any.

12. Recreation

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

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 archaeology 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 or affected geographic area, and describe proposed access to the existing street system. Show on site plans, if any.

- 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?

- c. 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).

- d. Will the project or proposal use (or occur in the immediate vicinity of) water, rail, or air transportation? If so, generally describe.

- e. 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 non-passenger vehicles). What data or transportation models were used to make these estimates?.

- f. Will the proposal interfere with , affect or be affected by the movement or agricultural and forest products on roads or streets in the area? If so, generally describe?

- g. Proposed measures to reduce or control transportation impacts, if any.

15. Public Services

- 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.

- b. Proposed measures to reduce or control direct impacts on public services, if any.

16. Utilities

- a. Circle 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

I swear under penalty of perjury that all information provided on this document is true and correct to the best of my knowledge.

Signature: _____

Printed Name: _____

Position and Agency/Organization

Date: _____

D. Supplemental Sheet for Nonproject 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.

SEPA Submittal Requirements Checklist

SUBMIT THE FOLLOWING INFORMATION FOR A COMPLETE APPLICATION:

- A. Submit the environmental application checklist form with original signature and three (3) copies (for a total of four (4)) along with four (4) copies of each of the following:
 1. Vicinity map clearly showing the location of the project with respect to public street and other parcels and development.
 2. Site plan
The site plan must show north arrow and engineering scale; any significant or natural features such as creeks, wetlands, steep slopes; dimensions and shape of the lot; location and size of existing and proposed buildings and development, including parking and landscape areas, adjacent streets and points of ingress and egress, and adjacent uses (see City of Kent Development Assistance Brochure #2, Site Plans, for all information required on site plans).
 3. Reduced Site plan (8.5 x 11 or 8.5 x 14 inches).
 4. Conceptual building elevations
 5. Conceptual vehicle maneuvering diagram (see City of Kent Development Assistance Brochure #6-4).
- B. Submit the following when appropriate:
 1. Two (2) copies of the Wetland Delineation Report (see City of Kent Development Assistance Brochure #9)
 2. Two (2) copies of the Geotechnical and Geological Report (See City of Kent Development Assistance Brochure #7).
 3. Two (2) copies of a biological evaluation, if applicable.

All maps must be folded to fit into an 8½ × 14-inch mailing envelope.

- C. CD-Rom with all documents listed above in PDF format.
- D. Fees
See Planning Fee Schedule for application fees. Make checks payable to the City of Kent.



Environmental Review (SEPA) Application Instructions

Washington State Environmental Policy Act, RCW 43.21C

Washington State Administrative Code, WAC 197-11-960 Environmental Checklist

Purpose of Checklist

The State Environmental Policy Act (SEPA), Chapter 43.21C RCW, requires all governmental agencies to consider the environmental impacts of a proposal before making decisions. The purpose of this checklist is to provide information to help you and the City of Kent identify impacts from your proposal; to reduce or avoid impacts from the proposal, if possible; and to help the agency decide whether an EIS is required. In addition to RCW 43.21C and WAC 197-11, the city follows the requirements of the Washington State Local Project Review Act (ESHB 1724).

Instructions for Applicant

This environmental checklist asks you to describe some basic information about your proposal. Answer all of the questions descriptively, briefly, but accurately and carefully, with the most precise information known and to the best of your knowledge. In most cases, you should be able to answer the questions from your own observations or project plans without the need to hire experts. 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" and explain why a question does not apply. Complete answers to the questions now may avoid unnecessary delays later. Note that some questions are two-part questions.

Some questions ask about governmental regulations, such as zoning, shoreline, comprehensive plan designation and landmark designation. If you need information, contact the Kent Permit Center at 253-856-5302.

NOTE:

The checklist questions apply to all parts of your proposal, even if you plan to phase the development over a period of time . Attach any additional information that will help describe your proposal or its environmental effects. You may be asked to explain your answers or provide additional information reasonably related to determining if there may be significant adverse impact.

Use of Checklist for Nonproject Proposals

Complete this checklist for nonproject proposals, even though questions may be answered "does not apply". IN ADDITION, complete the SUPPLEMENTAL SHEET FOR NONPROJECT ACTIONS (Part D). For nonproject actions, the references in the checklist to the words "project," "applicant," and "property or site" should be read as "proposal," "proposer," and "affected geographic area" respectively.

Correspondence

Note that all correspondence regarding the environmental review of your project will be sent to the person listed as APPLICANT, unless another person is designated as project contact on Page 2 of the application.

Application Format

The application will only be accepted if the original form is used (with typewritten answers in the spaces provided) or the application is reproduced in identical form.

The application form is available at the Permit Center website.

Fees

See Fee Schedule for application fees. Make checks payable to the City of Kent.

Public Notice on Property

The applicant will be required to place one or more public notice boards on the property as part of the city's notice of application on the proposed project. The public notice board must be installed as directed by Planning Services, and no later than 14 days after a determination that your project permit application is complete. The public notice board is required to be removed from the property within seven (7) days after the end of the comment notice period or the conclusion of the public hearing(s). Posting information and notice boards are available at the Kent Permit Center counter (253-856-5302). The fee for each public notice board listed on the fee schedule.

SEPA Exempt Determinations

Projects that meet the thresholds for categorical exemptions of the Kent City Code Chapter 11.03 are exempt from filing an environmental checklist. All other project and non-project actions require a completed environmental checklist and a project permit application to be submitted. If an applicant feels that their proposal should be considered to be SEPA-exempt, the applicant can submit a letter requesting a SEPA exempt determination with the environmental checklist and fee. The Planning Manager will review the request and if the application is determined to be SEPA exempt, a letter will be issued confirming the SEPA exempt status. The environmental checklist fee, minus \$200 for the SEPA exempt determination fee, will then be refunded to the applicant.

SEPA Modifications

If the applicant wishes to amend the final SEPA Determination of Nonsignificance (DNS) conditions or make other changes to the project that would require modification of the SEPA DNS, the applicant must submit a SEPA Modification application, all supporting materials and the applicable fee.

Project Phasing

The checklist questions apply to all parts of your proposal, even if you plan to phase the project over a period of time. You must include any additional information that helps describe your proposal or its environmental effects. You may be asked to explain your answers or provide additional information reasonably related to determining if there may be significant adverse impact(s).

SEPA Appeals

Any agency or person may appeal a Determination of Non Significance (DNS) or Determination of Significance (DS) by completing and submitting an appeal form to the Hearing Examiner within fourteen (14) calendar days of the date the determination is final. Such appeals must be filed with the Hearing Examiner Secretary at Planning Services. Appeals of environmental determination under SEPA, including administrative appeals of a threshold determination, shall be heard by the Hearing Examiner and shall proceed pursuant to Kent City Code Chapters 11.03, 12.01 and 2.32.

Any person requiring a disability accommodation should contact the city in advance for more information. For TDD relay service for Braille, call 1-800-833-6385, For TDD relay service for the hearing impaired, call 1-800-833-6388, or call the City of Kent at (253) 856-5725.