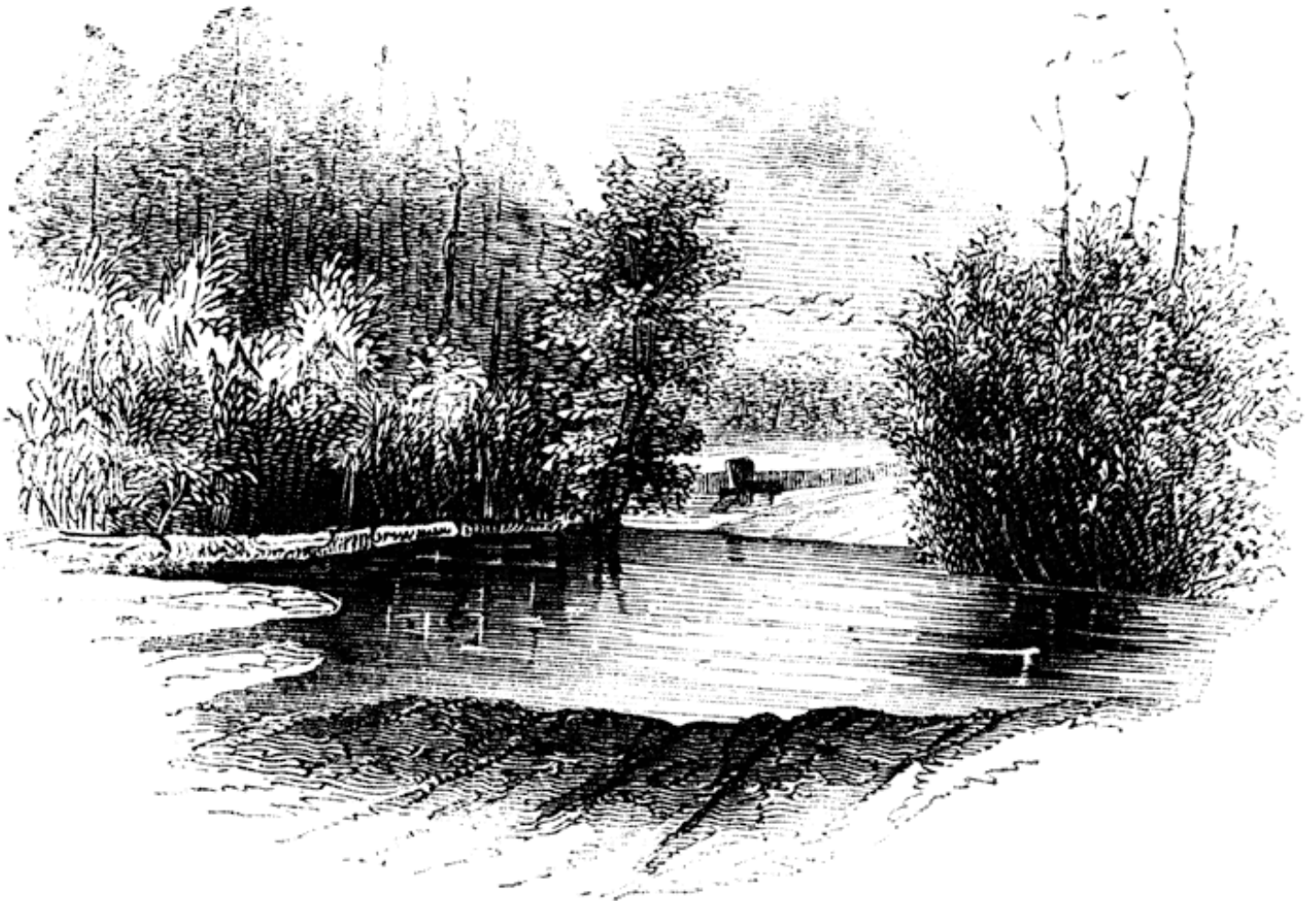


Application Packet Type II-B

SEPA Review



City of Sultan

COMMUNITY DEVELOPMENT DEPARTMENT
319 Main St. Sultan, WA 98294
Phone (360) 793-2231 Fax (360) 793-3344

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SEPA APPLICATION - FREQUENTLY ASKED QUESTIONS

What is a SEPA review? A SEPA (State Environmental Policy Act) review may be required for some projects in order to fully understand the impacts the project on the immediate and surrounding area. Projects that are required to perform a SEPA review have the possibility of having impacts on the environment. City staff can help you determine if your project will trigger a SEPA review.

What is the purpose of a SEPA review? SEPA is intended to ensure that environmental values are considered during decision-making by state and local agencies. When SEPA was adopted, the legislature identified four primary purposes (RCW 4321C.010):

1. To declare a state policy which will encourage productive and enjoyable harmony between man and his environment;
2. To promote efforts which will prevent or eliminate damage to the environment and biosphere;
3. Stimulate the health and welfare of man; and
4. To enrich the understanding of the ecological systems and natural resources important to the state and nation.

What kind of decisions can be issued through a SEPA review for a project?

- A. Determination of Non-Significance (DNS) is issued when the responsible official has determined that the proposal is unlikely to have significant adverse environmental impacts, or that mitigation has been identified that will reduce impacts to a non-significant level.
- B. Mitigated Determination of Non-Significance (MDNS) is issued when significant impacts are identified that would require the preparation of an Environment Impact Statement (EIS). Those impacts can be reduced either by the applicant(s) making changes to the proposal or by requiring mitigation measures as a condition of approving the project. When changes to the proposal or mitigation measures are identified that will reduce likely significant adverse environmental impacts down to a non-significant level, a "mitigated DNS" is issued.
- C. Determination of Significance (DS) is issued once the responsible official determines an Environmental Impact Statement (EIS) is needed. This means that the proposed project is likely to have major environmental impacts. These impact are not easily, if at all, able to be mitigated. The EIS is used to find ways that impact to the environment can be reduced.

What is the process for a SEPA determination?

1. The applicant may request an optional pre-application conference with City staff to discuss the proposal and if a SEPA review may be needed.
2. City staff will review your completed project application and additional application materials to determine if a SEPA review is required.
3. If determined that SEPA review is required, the applicant will fill out the SEPA checklist from the Department of Ecology (attached to this packet).
4. The Notice of Application with a notice of SEPA review will be posted on the site with other project information. Public comment on the SEPA review is accepted at this time as well.
5. During the process the city may require additional information from the applicant to make an informed decision:
 - a. You will be mailed a letter listing what information is need.
 - b. You have 180 days to provide the information to the City.
 - c. Your application may expire if the information is not provided.
6. After the review has taken place, City Staff will mail you a letter indicating the SEPA determination issued by the city.

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SEPA APPLICATION - FREQUENTLY ASKED QUESTIONS (CONTINUED)

8. If a DNS or a MDNS is issued by city staff, overall application can move forward in the process.
9. If a DS is issued to the project, additional studies and an environmental impact statement (EIS) will be required of the applicant.
 - a. After the additional information has been turned in to the City, Staff will continue to evaluate the project to see if all impacts have been considered and if they can be mitigated.
 - b. City Staff will then issue their determination for the project (approved with conditions or denied).
10. SEPA decisions are appealable to the Hearing Examiner (SMC 16.120.100).

Can the SEPA determination be appealed? Yes, the applicant or an interested party, within 14 days, may file an appeal with the hearing examiner (SMC 16.136.160). Only threshold determination, adequacy of a final EIS and the conditions or denials of a requested action made by a nonelected city official may be appealed. The appeal should be submitted to the planning director. The hearing examiner has the ability to reverse or affirm (wholly or in part), or modify the order, requirement, decision or determination that was appealed.

What are the contents of this application packet?

- I. Frequently Asked Questions
- II. Application Submittal Checklist
- III. SEPA Checklist from Department of Ecology

Can I submit electronic copies of application materials? Yes. The applicant may choose to submit an electronic version of submittal materials. If using this option, information must be turned in on a CD.

Note: The information contain in this packet is to act only as a guideline for applicants. Please refer to the Sultan Municipal Code for exact code requirements, standards and wordings.

Additional Questions: If you would like additional information, please contact the Community Development Department at the number shown above. Ask for the permit assistant. For additional SEPA information please see 17.04 SMC or the Department of Ecology "SEPA Online Handbook" at <<http://www.ecy.wa.gov/programs/sea/sepa/handbk/hbintro.html>>



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Date Stamp Area

Staff Initials: _____

SEPA – SUBMITTAL CHECKLIST

Applicant: Please check the “Applicant” boxes below when each item is complete and ready for review.

APPLICATION REQUIREMENTS

1. SEPA Checklist from Department of Ecology.

Staff Applicant

 Ten copies of the completed checklist (all questions are to be answered).

2. Site Plan. Two 18” x 24” (minimum) and ten reduced 8½ x 11” or 8½ x 14” plans that accompanied the permit requiring the SEPA review.

Staff Applicant

 Two 18” x 24” (minimum) copies of the site plan.

 Ten 8½ x 11” or 8½ x 14” copies of the site plan.

3. Fees.

Staff Applicant

 Fees paid (see current Fee Schedule).

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SEPA CHECKLIST FROM THE DEPARTMENT OF ECOLOGY

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. An environmental impact statement (EIS) must be prepared for all proposals with probable significant adverse impacts on the quality of the environment. 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 EIS is required.

Instructions for applicants:

This environmental checklist asks you to describe some basic information about your proposal. Governmental agencies use this checklist to determine whether the environmental impacts of your proposal are significant, requiring preparation of an EIS. 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 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." Complete answers to the questions now may avoid unnecessary delays later.

Some questions ask about governmental regulations, such as zoning, shoreline, and landmark designations. Answer these questions if you can. If you have problems, the governmental agencies can assist you.

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 agency to which you submit this checklist may ask you 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.

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A. BACKGROUND

1. Name of proposed project, if applicable:

2. Name of applicant:

3. Address and phone number of applicant and contact person:

4. Date checklist prepared:

5. Agency requesting checklist:

6. Proposed timing or schedule (including phasing, if applicable):

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

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

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

10. List any government approvals or permits that will be needed for your proposal, if known.

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TO BE COMPLETED BY APPLICANT

EVALUATION FOR
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- 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? 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:

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? If any, generally describe and give approximate quantities if known.

- b. Are there any off-site sources of emissions or odor that may affect your proposal? If so, generally describe.

- c. Proposed measures to reduce or control emissions or other impacts to air, if any:

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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, wetlands)? If yes, 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? If yes, 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? If so, note location on the site plan.

- 6) 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:

- 1) Will ground water be withdrawn, or will water be discharged to ground water? Give general description, purpose, and approximate quantities if known.

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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. . . ; 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 stormwater):

1) 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.

2) Could waste materials enter ground or surface waters? If so, generally describe.

d. Proposed measures to reduce or control surface, ground, and runoff water 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

_____ wet soil plants: cattail, buttercup, bullrush, skunk cabbage, other

_____ water plants: water lily, eelgrass, milfoil, other

_____ other types of vegetation

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- 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:

5. Animals

- a. Circle 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? If so, explain.

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

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.

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- 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.

1) Describe special emergency services that might be required.

2) 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-term 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, if any:

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- I. 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, 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:

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:

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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 places or objects listed on, or proposed for, national, state, or local preservation registers known to be on or next to the site? If so, generally describe.

- b. Generally describe any landmarks or evidence of historic, archaeological, scientific, or cultural importance known to be on or next to the site.

- c. Proposed measures to reduce or control impacts, if any:

14. Transportation

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

- b. Is 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?

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- d. Will the proposal require any new roads or streets, or improvements to existing roads or streets, not including driveways? If so, generally describe (indicate whether public or private).
- e. Will the project use (or occur in the immediate vicinity of) water, rail, or air transportation? If so, generally describe.
- f. How many vehicular trips per day would be generated by the completed project? If known, indicate when peak volumes would occur.
- 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, 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.

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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:

Date Submitted:

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D. SUPPLEMENTAL SHEET FOR NONPROJECT ACTIONS

(do not use this sheet for project 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.

TO BE COMPLETED BY APPLICANT

EVALUATION FOR
AGENCY USE ONLY

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:

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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.