



SEPA ENVIRONMENTAL CHECKLIST & APPLICATION FORM

DEPARTMENT OF COMMUNITY & ECONOMIC DEVELOPMENT

PURPOSE

The State Environmental Policy Act (SEPA), Chapter 43.21C RCW, requires all governmental agencies to consider the environmental impacts of certain proposals before making permitting decisions.

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 Environmental Impact Statement (EIS) is required.

An EIS must be prepared for all proposals with probable significant adverse impacts on the quality of the environment.

CITY HALL CONTACT

4800 South 188th Street
SeaTac, WA, 98188
Ph: 206.973.4750

PACKET MATERIALS

This packet is divided into two (2) sections. Both sections must be completed and submitted for review. An incomplete packet will not be accepted for review.

FORM A: Environmental (SEPA) Application Form

FORM B: Environmental (SEPA) Checklist

INSTRUCTIONS

This Environmental Checklist asks you to describe some basic information about your proposal. 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 observation or project plans without the need to hire experts.

If You Don't Know the Answer

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 may avoid unnecessary delays later. Some questions ask about governmental regulations, such as zoning, shoreline, and landmark designations. Answer these questions to the best of your ability; or if you have difficulty, the City can assist you.

Staged Development

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 City may ask you to explain your answers or provide additional information related to determining if there may be significant adverse impact.

APPLICATION FEE

The application fee is paid at the time of submitting a complete application. This fee is in addition to any other permit related fees.

See SEPA review on fee schedule [CLICK HERE FOR FEE SCHEDULE](#) or find fee schedule at: www.ci.seatac.wa.us/feeschedle

'SIMPLE' LAND USE & SEPA REVIEW PROCESS

Pre Application Meeting

An applicant shall have a Pre-Application Meeting with the City before an application is accepted.

Determination of Completeness (DOC)

Upon the City's acceptance of a permit application, you will receive a "Determination of Completeness" (DOC) within 28 days of the submittal of your application stating whether your permit application is complete, not complete or if additional information is required. Note, this process only pertains to permits that require a comment period.

Notice of Application (NOA)

A "Notice of Application" (NOA) will be published and sent to adjacent property owners within 300ft -1,000 ft of the subject property. The NOA will be issued within 14 days after a DOC is issued. There is a 14 day comment period for a NOA. Note, this process only pertains to permits that require a comment period.

Notice Board Posting:

At this time, you will be required to post a "Notice Board" on the property detailing the proposed land use action. An example of the sign and further instructions will be provided to you as part of your NOA Letter.

SEPA Determination Issued

A SEPA determination will be issued shortly after the NOA comment period ends. Notification of the SEPA determination will be in the same manner as a NOA.

14 day comment period & 10 Day Appeal Period Follows

The determination will be published, posted and sent to all parties of record within 300ft-1,000ft of the subject property and to all "Parties of Record". People will have 14 days to make comment, followed by a 10 day appeal period. If no appeals are recieved, the process is complete.

Removal of Notice Board

The "Notice Board" shall be removed within 30 calendar days of the publication of the SEPA Determination.

FORM A: ENVIRONMENTAL (SEPA) APPLICATION FORM

The following materials are the **minimum** materials that must be submitted to review your application to determine that it is complete or incomplete as provided under RCW 36.70B.060 and RCW 36.70B.090.

Please note additional information may be required after review of your proposal.

This form is provided for your benefit and to aid the City in determining if your application contains the minimum information necessary to review your application.

Incomplete submittals will not be accepted or acted upon.

This application also will not be accepted if you have not had a Pre-Application Meeting with the City.

This checklist must be submitted for your application review.

If you have any questions, contact the Department of Community and Economic Development.

<i>For Office Use Only</i>
Date Reviewed: _____ Date of Pre-App Meeting: _____

PLAN SUBMITTAL		Applicant	Staff
1	<i>Completed Environmental Checklist:</i> Original copy.	X	
2	A check written to the City of SeaTac for the filing fee of the Environmental Checklist. To be paid following completeness determination		
3	A dimension Site Plan, drawn to scale (1 in. = 20, 30, 40 ft.) showing the following: <ul style="list-style-type: none"> a) Dimension and shape of lot with adjacent street names b) A legal description of the subject property is provided. c) Location and dimensions of existing and proposed buildings (engineering scale only) including the building height of proposed buildings d) Adjacent street improvements, ingress and egress, parking layout showing the number of stalls and stall sizes e) Required landscaping areas. A detailed landscape plan is not required, however, the site plan must show the dimensioned 'block' areas of landscape to demonstrate the code required landscaping can be accommodated on site. f) Existing water courses, wetlands, utility lines, structures, rockeries or other relevant manmade or natural features, ordinary high water mark g) The gross floor area of buildings h) Parking calculations and dimensioned parking stalls as per Code i) Existing and finished grades at 5' contours j) Location and dimensions of all easements referenced in the title report with the recording number and type of easement (e.g. access, sewer, etc.) k) Proposed storm drainage, sidewalks, conceptual grading and drainage plan l) The location of any recreation/open space with dimensions m) Proposed public dedication/open space (if any) 	X	

4	<p>Two (2) sets of plans:</p> <ul style="list-style-type: none"> • 24" x 36"; and • 8 1/2" x 11" (reduced version of above plan) <p>Note: All oversized plans folded to 8 1/2" x 14".</p>	Electronic Plans	
5	Building elevations of the proposal showing two facades at 1"=50', 1"=100' or 1"=200' (<i>engineering scale only</i>)	X	
6	Drawing and/or text describing the scale, bulk and architectural character of the proposed structure	X	
7	A text describing conditions or features which cannot be adequately displayed on maps or drawings	X	
8	A description of plans for covenants, uses and continuous maintenance provisions for the project	See original submittal cover letter	
9	Proposed phasing identified	n/a	
10	Vehicular and pedestrian circulation and any special engineering features and traffic regulating devices needed to facilitate or insure the safety of this circulation pattern.	X	