



SUBMITTAL DATE: _____.

PERMIT APPLICATION NO.: _____.

ENVIRONMENTAL CHECKLIST

Application Fee: \$755.00

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 impact 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:

The 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 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, comprehensive plan designations or shoreline designations. These answers need to be completed. If you have questions please call the Department of Community Development at (253) 929-1110 for assistance.

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 Community Development Department may ask you to explain your answers or provide additional information reasonably related to determining if there may be significant adverse impacts.

Use of checklist for nonproject proposals:

For nonproject proposals complete this checklist and the supplemental sheet for nonproject actions (Part D). The lead agency may exclude any question for the environmental elements (Part B) which they determine do not contribute meaningfully to the analysis of the proposal.

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.

(Attach additional pages as necessary to answer questions)

A. BACKGROUND

1. Name of proposed project, if applicable:
2. Name of applicant:
3. Address and phone number of applicant and designated 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.

11. Give brief, complete description of your proposal, including the proposed uses and the size of the project and site. There are several questions later in this checklist that ask you to describe certain aspects of your proposal. You do not need to repeat those answers on this page. (Lead agencies may modify this form to include additional specific information on project description.)

12. Location of the proposal. Give sufficient information for a person to understand the precise location of your proposed project, including a street address, if any, and section, township, and range, if known. If a proposal would occur over a range of area, provide the range or boundaries of the site(s). Provide a legal description, site plan, vicinity map, and topographic map, if reasonably available. While you should submit any plans required by the agency, you are not required to duplicate maps or detailed plans submitted with any permit applications related to this checklist.

B. Environmental Elements

1. Earth

- a. General description of the site (circle one): Flat, rolling, hilly, steep slope, mountainous, other:

- b. What is the steepest slope on the site (Approximate percent slope)

- c. What general type of soils are found on the site (for example, clay, sand, gravel, peat, muck)?

- d. Are there surface indications or history of unstable soils in the immediate vicinity: If so, describe.

- e. Describe the purpose, type, and approximate quantities of any filling of 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 by impervious surfaces after the 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 type of emissions to the air would result from the proposal (i.e., dust, automobile, odors, industrial wood smoke) during the construction and when the project is completed? If any, generally describe and give approximate quantities of 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 other impacts to the air, if any:

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 the type and provide names on a site map of the project indicating all water bodies which are on the site, including lakes, streams, drainage, and areas that are known to be or thought to be wetlands. 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 a site map and available plans of the project indicating all water bodies which are in the site, including lakes, streams, and areas that are known to be or thought to be wetlands.

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 materials.

4) Will the proposal require surface water withdrawals or diversions? Give general description, purpose, and approximate quantities in known.

5) Does the proposal lie within a 100-year-flood-plain? If so, note location on the site plan.

- 6) Does the proposal involve any discharge to groundwater? If so, note the location on the site plan.

b. Ground:

- 1) Will groundwater be withdrawn from a well for drinking water 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 groundwater? Give general description, purpose, and approximate quantities if known.

- 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 storm water):

- 1) Describe the source of runoff (including storm water) and method of collection and disposal, if any (including 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.

- 3) Does the proposal alter or otherwise affect drainage patterns in the vicinity of the site? If so, 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: oak, ornamental species

Evergreen tree: fir, cedar, pine, other

Shrub

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

b. What kind and amount of vegetation will be removed or altered?

c. List the 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. Circle any birds and animals which have been observed on or near the site or are known to be on or near the site:

___ hawk, heron, eagle, songbirds, other:

___ deer, bear, elk, beaver, other:

___ Bass, salmon, trout, herring, 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 kind of energy (electric, natural gas, oil, wood stove, solar) will be used to meet the completed project's energy needs? Describe whether it 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 the site? 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 any known or possible contamination at the site from present or past uses.

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

- 3) 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.

- 4) Describe special emergency services that might be required.

- 5) Proposed measures to reduce or control environmental health hazards, if any:

- b. Noise:
 - 1) What type 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:

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 as 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 been designated, how many acres in farmland or forest land tax status will be converted to nonfarm or nonforest use?

1) Will the proposal affect or be affected by surrounding working farm or forest land normal business operations, such as oversize 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 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:

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 archeology 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. How many additional parking spaces would the completed project or nonproject proposal have? How many would the project or proposal eliminate?

- d. 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).

- e. Will the project or proposal 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 or proposal? If known, indicate when peak volumes would occur and what percentage of the volume would be trucks (such as commercial and nonpassenger vehicles). What data or transportation models were used to make these estimates?

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

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

15. Public Services

- a. Would the project result in an increase 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 to the site: **electricity, natural gas, water, refuse service, 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. Authorization and Signature

I certify that:

1. The information in this application and attachments thereto is true and correct to the best of my knowledge. I understand that the lead agency is relying on them to make it's decision.
2. I have an ownership interest in the subject land or building.
3. My ownership interest is (circle one): owner / contract purchaser / option purchaser.
4. I am authorized to file this application on behalf of all other persons with ownership interest.

Signature of person with ownership interest date

Printed Name: _____

Date submitted to the City of Pacific: _____

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?*

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Proposed measures to avoid or reduce such increases are:

2. *How would the proposal be likely to affect plants, animals, fish, or marine life?*

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Proposed measures to protect or conserve plants, animals, fish, or marine life are:

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3. *How would the proposal be likely to deplete energy or natural resources?*

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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, flood plains, or prime farmlands?*

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Proposed measures to protect such resources or to avoid or reduce impacts are:

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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:

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6. *How would the proposal be likely to increase demands on transportation or public services and utilities?*

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Proposed measures to reduce or respond to such demand(s) are:

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7. *Identify, if possible, whether the proposal may conflict with local, state, or federal laws or requirements for the protection of the environment.*

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SEPA Review Process

1. A minimum of two (2) sets of stamped, legal size envelopes will need to accompany the application submittal. The applicant will need to obtain mailing labels for all adjacent property owners within a 300 foot radius from the exterior property lines of the subject property. See *Instructions for Obtaining Address Labels* on page 3 of this application.
2. Upon acceptance of an application by the City, you will receive a “Determination of Completeness” (DOC) within 28 days of the submittal of your application stating whether your application is complete or not complete.
3. A “Notice of Application” (NOA) will be published and sent to adjacent property owners for comment. The NOA will be issued within 14 days after a DOC is made. You will be required to post a “Notice Board” (see the attached example) on the property in conformance with the Pacific Municipal Code. An “Affidavit of Installation” shall be submitted to the City that the “Notice Board” has been installed on the property. The “Notice Board” shall be installed on the property on or before the date the NOA is published in the paper.
4. The SEPA determination will be issued after the comment period for the NOA has expired. Notification of the SEPA determination will be in the same manner as a NOA.
5. If a public hearing is required before the Planning Commission, Hearing Examiner, or the City Council for the permit or action requested, notification will be done in the same manner as with a NOA and SEPA determination.
6. A “Mitigated Determination of Nonsignificance” (MDNS) or a “Determination of Nonsignificance” (DNS) will be published and sent to property owners within 300 feet of the subject property and to all “Parties of Record”. The MDNS or DNS will be sent within 90 days from the issuance of the DOC. The applicant can request advanced notification if a “Determination of Significance” (DS) is being considered by the City.
7. The “Notice Board” shall be removed within 30 calendar days of the publication of the NOD.

INSTRUCTIONS FOR OBTAINING ADDRESS LABELS

**Please Note – Mailing labels with adjacent property owner addresses may only be purchased from King or Pierce County or prepared by a licensed title company. Mailing labels shall be on a 30 label per page format. Tax Assessor’s map(s) showing the 300 foot radius around the exterior property lines of the proposal shall be submitted with the application.*

REMINDER:

Envelopes and postage shall be provided by the applicant. A copy of the labels shall be made before individually placing them on stamped legal sized envelopes (9 ½” x 4 ½”) with the City’s return address. A City of Pacific rubber stamp will be provided to the applicant upon request for the return address. (***NO METERED MAIL***)

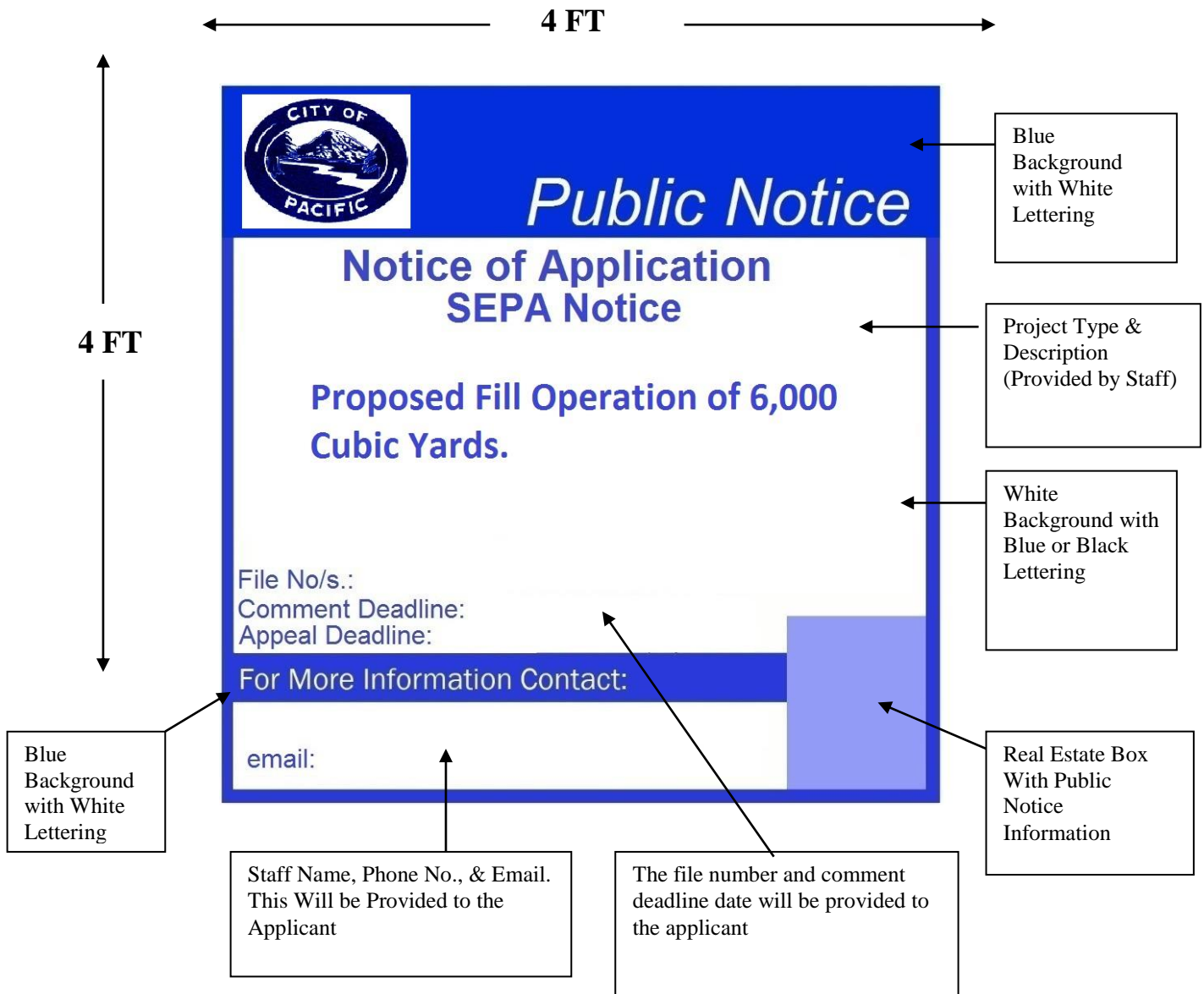
RETURN ADDRESS:

City of Pacific
Dept. of Community Development
100 3rd Ave. SE
Pacific, WA 98047

NOTICE BOARD

The notice board shall be four feet (4') by four feet (4') and shall have a sky blue background with white lettering for the City logo, "Public Notification", and contact information. Project lettering, stating the land use/project action shall be blue or black on a white background. Lettering size shall be the following (the illustration below is an example. The type of action, dates, and all pertinent information will be supplied by the City):

- a. Helvetica or similar standard type face;



SUBMITTAL REQUIREMENTS

	Plan Submittal Requirements	Applicant	Staff
1	A complete application with all required studies and submittal materials		
2	State Environmental Policy Act (SEPA) Checklist		
3	Title Report (no more than 120 days old) or other proof of ownership as approved by the City.		
4	Adjacent property owners' list for all properties located within a 300' foot radius obtained from the King or Pierce County assessor's office or other source.		
5	A minimum of two (2) sets of stamped, legal size envelopes addressed to each property owner within 300 feet of the subject property with the return address for the City of Pacific DCD. A return address stamp is available for your use upon request. (NO METERED MAIL)		
6	One paper reduction of each oversized plan to 8 ½" x 11" or 11" x 17.		
7	5 Copies of an 18" x 24" or larger Site Plan map prepared by a Washington State licensed and registered land surveyor or equivalent to drawn at a horizontal scale of 40-feet or fewer to the inch, depicting the following items and required studies:		
8	Colored Elevation Drawings (If Requested). Complete colored elevation drawings of all buildings showing dimensions and proposed materials including roofing, siding, windows and trim. Drawings shall include conceptual trim and cornice design and roof pitch. If landscaping is proposed to soften or mitigate architectural modulation or details, additional elevation drawings showing proposed landscaping shall be provided. Note which elevation is the north, south, west, and east elevation for all structures on-site; do not label as front, rear, or sides elevation.		
9	A scaled vicinity map showing the relationship of the proposed development to existing streets and surrounding land uses, and indicating the location of any nearby bodies of water, wetlands, or other significant natural features. The vicinity map should indicate all structures located within 300 feet of the subject property		
10	A Site Plan drawn to scale (1 in. = 20, or 30, or 40 ft.) showing, at a minimum, the following: a) Dimension and shape of lot with adjacent street names b) Location and dimensions of existing and proposed buildings (engineering scale only) including the building height of proposed buildings c) Adjacent street improvements, ingress and egress, parking layout showing the number of stalls and stall sizes d) Off-street parking calculations and requirements e) Gross floor area. f) Proposed phasing. g) Date, scale and north arrow. h) Boundary lines, right-of-way for streets, easements and property lines of lots. i) Fencing. The location and description of any proposed fencing. j) Location of all open spaces (existing or proposed).		

11	Critical Areas special studies where required by under Title 23. For questions consult with the City of Pacific Dept of Community Dev.		
12	Preliminary Stormwater Drainage Plans , prepared consistent with the requirements of PMC Title 24.		
13	Estimated quantities of fill exported and imported to the site.		
14	Preliminary Site Section Drawings. Section drawings which illustrate existing and proposed grades.		
15	Preliminary Grading Plan. An accurate topographic map of the property, delineating contours, (existing and proposed) at two-foot intervals. The plan shall indicate all proposed cuts, fills, and retaining wall heights and include areas of disturbance necessary to construct all retaining walls, structures and impervious surfaces.		
16	A circulation plan indicating the proposed movement of vehicles, goods, and pedestrians within the development and to and from adjacent public arterial, collectors or roadways. Any special engineering features and traffic regulation devices needed to insure the safety of this circulation plan shall be shown.		
17	Location of streams, irrigation ditches, drainage ditches, wetlands, ponds, floodways or other water courses on or within 200' feet of the proposed project.		
18	Location, extent and type of wooded areas and all trees greater than eight inches in diameter		
19	Tree Retention Plan. A preliminary landscape plan showing the species, size and location of all significant natural vegetation to be retained on the property.		
20	Electronic copies of all documents and plans. All site plans, construction plans, and building plans shall be a scalable electronic format. These files shall be provided on disk.		
21	Copies of any existing and/or proposed deed restrictions or covenants.		
22	Preliminary Utility Plans , including provisions for water, sewer, underground power where appropriate, telecommunications, and solid waste disposal, including utilities proposed in critical areas, critical area buffers and natural vegetation retention areas.		
23	Location of all utilities and other improvements, with accurate bearings, dimensions of angles and arcs, and all curve data describing the location of improvements.		
24	Preliminary landscaping plans. A plan showing the species, size and location of all existing indigenous and native trees eight inches in diameter or larger, and other significant shrubs, groundcovers, and ornamental grasses within the property subject to the application. This plan must also include all proposed new landscaping.		
25	The name of the project.		
26	Legal Description of the entire parcel.		
27	Accessories, Where Applicable. The location of all outdoor furniture, trash receptacles, recycling areas, bicycle racks and other accessories.		
28	Digital copies of all submittals		

****The City of Pacific Department of Community Development may require additional information*

*necessary for decision making purposes. ****