



Community Development Department  
1309 Myrtle Avenue  
Enumclaw, WA 98022-3101  
(360) 825-3593

## Environmental Checklist for SEPA Review Application Form (8-23-2016)

### To be completed by Staff:

Application # \_\_\_\_\_

Received by: \_\_\_\_\_ Date: \_\_\_\_\_

Processing Fee: \$350.00 plus public notification costs \_\_\_\_\_

#### A. Staff review determined that project:

- \_\_\_ Meets 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.

\_\_\_\_\_  
Signature of Responsible Official

\_\_\_\_\_  
Date

#### B. Comments:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

#### C. Type of Permit or Action Requested:

\_\_\_\_\_

\_\_\_\_\_

#### D. Zoning District:

\_\_\_\_\_

# **SEPA ENVIRONMENTAL CHECKLIST**

**UPDATED 2014**

## ***Purpose of checklist:***

Governmental agencies use this checklist to help determine whether the environmental impacts of your proposal are significant. This information is also helpful to determine if available avoidance, minimization or compensatory mitigation measures will address the probable significant impacts or if an environmental impact statement will be prepared to further analyze the proposal.

## ***Instructions for applicants:*** [\[help\]](#)

This environmental checklist asks you to describe some basic information about your proposal. Please answer each question accurately and carefully, to the best of your knowledge. You may need to consult with an agency specialist or private consultant for some questions. You may use "not applicable" or "does not apply" only when you can explain why it does not apply and not when the answer is unknown. You may also attach or incorporate by reference additional studies reports. Complete and accurate answers to these questions often avoid delays with the SEPA process as well as later in the decision-making process.

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.

## ***Instructions for Lead Agencies:***

Please adjust the format of this template as needed. Additional information may be necessary to evaluate the existing environment, all interrelated aspects of the proposal and an analysis of adverse impacts. The checklist is considered the first but not necessarily the only source of information needed to make an adequate threshold determination. Once a threshold determination is made, the lead agency is responsible for the completeness and accuracy of the checklist and other supporting documents.

## ***Use of checklist for nonproject proposals:*** [\[help\]](#)

For nonproject proposals (such as ordinances, regulations, plans and programs), complete the applicable parts of sections A and B plus the [SUPPLEMENTAL SHEET FOR NONPROJECT ACTIONS \(part D\)](#). Please completely answer all questions that apply and note that the words "project," "applicant," and "property or site" should be read as "proposal," "proponent," and "affected geographic area," respectively. The lead agency may exclude (for non-projects) questions in Part B - Environmental Elements –that do not contribute meaningfully to the analysis of the proposal.

# To be completed by Applicant:

## A. Background [\[help\]](#)

1. Name of proposed project, if applicable: [\[help\]](#) \_\_\_\_\_

2. Name of applicant: [\[help\]](#) \_\_\_\_\_

3. Address and phone number of applicant and contact person: [\[help\]](#)

(Note that all correspondence will be mailed to the applicant listed above unless a project contact is designated here and on an addendum attached to this page.)

4. Applicant is (owner, agent, other): \_\_\_\_\_

5. Date checklist prepared: [\[help\]](#) \_\_\_\_\_

6. Agency requesting checklist: [\[help\]](#) \_\_\_\_\_

7. Proposed timing or schedule (including phasing, if applicable): [\[help\]](#)

8. Do you have any plans for future additions, expansion, or further activity related to or connected with this proposal? If yes, explain. [\[help\]](#)

9. List any environmental information you know about that has been prepared, or will be prepared, directly related to this proposal. [\[help\]](#)

10. Do you know whether applications are pending for governmental approvals of other proposals directly affecting the property covered by your proposal? If yes, explain. [\[help\]](#)

11. List any government approvals or permits that will be needed for your proposal, if known. [\[help\]](#)

12. **Project description:** 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 agencies may modify this form to include additional specific information on project description.) [\[help\]](#) (Attach site plans as described in the instructions):

13. **Location.** Give general location of proposed project (street address, nearest intersection of streets and section, township and section).

14. **Legal description and tax identification number**

a. Legal description (if lengthy, attach as separate sheet)

b. Tax Identification number:

15. **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).

16. Site Area (acres and/or square feet): \_\_\_\_\_

Site Dimensions: \_\_\_\_\_

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## B. Environmental Elements

### 1. Earth

a. General description of the site [\[help\]](#) (circle one):

Flat, rolling, hilly, steep slopes, mountains, other:

What is the steepest slope on the site (approximate percent slope) [\[help\]](#)?

b. 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 prime farmland. [\[help\]](#)

c. Are there surface indications or history of unstable soils in the immediate vicinity? If so, describe. [\[help\]](#)

d. Describe the purpose, type and approximate quantities of any filling or grading proposed. Indicate source of fill. [\[help\]](#)

e. Could erosion occur as a result of clearing, construction, or use? If so, generally describe. [\[help\]](#)

f. About what percent of the site will be covered with impervious surfaces after project construction (for example, asphalt or buildings)? [\[help\]](#)

g. Proposed measures to reduce or control erosion, or other impacts to the earth, if any. [\[help\]](#)

**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. [\[help\]](#)

b. Are there any off-site sources of emissions or odor that may affect your proposal? If so, generally describe. [\[help\]](#)

c. Proposed measures to reduce or control emissions or other impacts to air, if any. [\[help\]](#)

**3. Water**

a. Surface Water:

i. Is there any surface water body on or in the immediate vicinity of the site (including year-round and seasonal streams, salt, water, lakes, ponds, wetlands)? If yes, describe type and provide names. If appropriate, state what stream or river it flows into. [\[help\]](#)

ii. 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. [\[help\]](#)

iii. 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. [\[help\]](#)

iv. Will the proposal require surface water withdrawals or diversions?  
Give general description, purpose, and approximate quantities, if known. [\[help\]](#)

v. Does the proposal lie within a 100-year floodplain? If so, note location on the site plan. [\[help\]](#)

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. [\[help\]](#)

b. Ground:

i. Will ground water be withdrawn, or will water be discharged to ground water? Give general description, purpose, and approximate quantities, if known: [\[help\]](#)

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. [\[help\]](#)

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. [\[help\]](#)

ii. Could waste materials enter ground or surface waters? If so, generally describe. [\[help\]](#)

d. Proposed measures to reduce or control surface, ground, and runoff water impacts, if any: [\[help\]](#)

**4. Plants** [\[help\]](#)

a. Check or circle types of vegetation found on the site: [\[help\]](#)

- Deciduous tree: alder, maple, aspen, other \_\_\_\_\_
- Evergreen tree: fir, cedar, pine, other \_\_\_\_\_
- Shrubs
- Grass
- Pasture
- Crop or grain
- Wet soil plants: cattail, buttercup, bulrush, skunk cabbage, other

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Water plants: water lily, eelgrass, milfoil, other

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Other types of vegetation

b. What kind and amount of vegetation will be removed or altered? [\[help\]](#)

c. List threatened or endangered species known to be on or near the site. [\[help\]](#)

d. Proposed landscaping, use of native plants, or other measures to preserve or enhance vegetation on the site, if any: [\[help\]](#)

- e. List all noxious weeds and invasive species known to be on or near the site. [\[help\]](#)

**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. Examples include: [\[help\]](#)  
Birds: hawk, heron, eagle, songbirds, other:

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Mammals: deer, bear, elk, beaver, other:

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Fish: bass, salmon, trout, herring, shellfish, other:

- 
- b. List any threatened or endangered species known to be on or near the site. [\[help\]](#)

- c. Is the site part of a migration route? If so, explain. [\[help\]](#)

- d. Proposed measures to preserve or enhance wildlife, if any: [\[help\]](#)

**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. [\[help\]](#)

- b. Would your project affect the potential use of solar energy by adjacent properties? If so, generally describe. [\[help\]](#)

- 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: [\[help\]](#)

**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. [\[help\]](#)

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

- ii. 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)? [\[help\]](#)

- 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 this site. [\[help\]](#)

- iii. Proposed measures to reduce or control noise impacts, if any:[\[help\]](#)

**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. [\[help\]](#)

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? [\[help\]](#)

i 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. [\[help\]](#)

d. Will any structures be demolished? If so, what? [\[help\]](#)

e. What is the current zoning classification of the site? [\[help\]](#)

f. What is the current comprehensive plan designation of the site? [\[help\]](#)

g. If applicable, what is the current shoreline master program designation of the site? [\[help\]](#)

h. Has any part of the site been classified a critical area by the city or county? If so, specify. [\[help\]](#)

i. Approximately how many people would reside or work in the completed project? [\[help\]](#)

j. Approximately how many people would the completed project displace? [\[help\]](#)

k. Proposed measures to avoid or reduce displacement impacts if any: [\[help\]](#)

l. Proposed measures to ensure the proposal is compatible with Existing and projected land uses and plans, if any. [\[help\]](#)

**9. Housing**

a. Approximately how many units would be provided, if any? Indicate whether high, middle, or low-income housing. [\[help\]](#)

b. Approximately how many units, if any, would be eliminated? Indicate whether high, middle, or low-income housing. [\[help\]](#)

c. Proposed measures to reduce or control housing impacts, if any. [\[help\]](#)

**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? [\[help\]](#)

- b. What views in the immediate vicinity would be altered or obstructed? [\[help\]](#)

- c. Proposed measures to reduce or control aesthetic impacts, if any. [\[help\]](#)

**11. Light and Glare**

- a. What type of light or glare will the proposals produce? What time of day would it mainly occur? [\[help\]](#)

- b. Could light or glare from the finished project be a safety hazard or interfere with views? [\[help\]](#)

- c. What existing off-site sources of light or glare may affect your proposal? [\[help\]](#)

- d. Proposed measures to reduce or control light and glare impacts, if any. [\[help\]](#)

**12. Recreation**

- a. What designated and informal recreational opportunities are in the immediately vicinity? [\[help\]](#)

b. Would the proposed project displace any existing recreational uses? If so, describe. [\[help\]](#)

c. Proposed measures to reduce or control impacts on recreation, including recreation opportunities to be provided by the project or applicant, if any. [\[help\]](#)

**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. [\[help\]](#)

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. [\[help\]](#)

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. [\[help\]](#)

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. [\[help\]](#)

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? [\[help\]](#)

c. How many additional parking spaces would the completed project or non-project proposal have? How many would the project or proposal eliminate? [\[help\]](#)

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). [\[help\]](#)

e. Will the project or proposal use (or occur in the immediate vicinity of) water, rail, or air transportation? If so, generally describe. [\[help\]](#).

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? [\[help\]](#)

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. [\[help\]](#)

h. Proposed measures to reduce or control transportation impacts, if any: [\[help\]](#)

**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. [\[help\]](#)

b. Proposed measures to reduce or control direct impacts on public services, if any. [\[help\]](#)

**16. Utilities**

a. Circle utilities currently available at the site: electricity, natural gas, water, refuse service, telephone, sanitary sewer, septic system, other. [\[help\]](#)

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. [\[help\]](#)

**C. Signature [\[HELP\]](#)**

Under penalty of perjury 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: \_\_\_\_\_

Name of signee: \_\_\_\_\_

Position and Agency/Organization: \_\_\_\_\_

Date: \_\_\_\_\_

**DO NOT USE THIS SHEET FOR PROJECT ACTIONS**

Evaluation for  
Agency Use Only

**D. Supplemental Sheet for Nonproject Actions**

[\[help\]](#)

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?

3. How would the proposal be likely to deplete energy or natural resources are:

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 **original checklist** form and two (2) copies (for a total of 3 copies) Along with three (3) copies of each of the following:
  1. Vicinity map clearly showing the location of the project with respect to public streets and other parcels and development.
  2. Site plan (one at original size; the rest reduced to no larger than 11 x 17 inch size)

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 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.
  4. When appropriate, conceptual building elevations.
  5. Conceptual vehicle maneuvering diagram.
  6. \$350.00 filing fee plus public notification costs
  
- ✓ B. Submit three (3) copies of the following when appropriate:
  1. Wetland Delineation Report.
  2. Geotechnical and Geological Report.

**All maps must be folded to fit into a 10 x 15 inch mailing envelope.**