



Clallam County
Department of Community Development
223 East 4th Street, Suite 5, Port Angeles, WA 98362
(v) 360-417-2420 ✦ (f) 360-417-2443
email: dcdplan@co.clallam.wa.us

STATE ENVIRONMENTAL POLICY ACT (SEPA) ENVIRONMENTAL CHECKLIST APPLICATION

What is SEPA?

The State Environmental Policy Act (SEPA), Chapter 43.21C RCW. Enacted in 1971, provides the framework for governmental agencies to consider the environmental consequences of a proposal before taking action. Environmental review under SEPA is required for any project or nonproject actions which involves a government "action," as defined in the SEPA Rules (WAC 197-11-704), and is not categorically exempt (WAC 197-11-800 through 890). Project actions involve an agency decision on a specific project (e.g., a building permit for a construction project). Nonproject actions involve decisions on policies, plans, or programs, such as the adoption of a comprehensive plan or development regulations. The Act is implemented through the SEPA Rules, Chapter 197-11 WAC.

Purpose of environmental checklist:

Governmental agencies use the environmental checklist to help determine whether the environmental impacts of a 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.

A complete application must include the following information:

- The **original application** with signature from property owner(s).
- Vicinity map and detailed **site plan**, showing existing and proposed aspects of the project.
- Review fees of \$250

If your project requires detailed project plans and specifications (e.g., engineered construction plans), you may request the County to conduct environmental review prior to submission of the detailed plans and specifications, , however, you must still apply for the required permits and licence(s) and submit a completed environmental checklist and plans detailed enough to adequately accomplish environmental review. CCC 27.01.070(2)

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

The 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 or 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.



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ENVIRONMENTAL CHECKLIST APPLICATION

ECL _____ - _____

APPLICANT INFORMATION

Name _____

Mailing Address _____

City _____ St. _____ Zip _____

Phone Number _____ Business Phone _____

AGENT INFORMATION (If applicable)

I, _____, (applicant) do hereby authorize _____ (agent) to act on my behalf for this land division pursuant to Title 29, CCC.

Mailing Address _____

City _____ St. _____ Zip _____

Phone Number _____ Contact Person _____

Applicant Signature _____

PROJECT INFORMATION

Tax Parcel Number _____ Size of Parcel _____ Zoning _____

Existing Land Use _____ Proposed Land Use _____

Description of proposal _____

Associated Permits _____

Directions to site _____

Nearest Public Street _____

Proposed Water Supply _____ Proposed Sewage Disposal _____

Is property within 200-feet of surface water? _____ If so, which water body or type? _____

Is the property located within an Irrigation District? _____ Which one? _____

Has the property been logged within the past six years? _____ Forest Practices Permit # _____

By making this application, you are hereby granting consent to the Clallam County Director of Community Development and his/her designee to enter and inspect the property, structure(s) or geophysical feature related thereto which is the subject of this application, in order that the County may verify actual physical site issues, as well as compliance with proposed conditions or conditions imposed pursuant to the application. Unless otherwise further granted, the consent to enter established by this application is terminated upon the final action on the application or resulting permit.

I certify, under penalty of perjury of the Laws of the State of Washington, that I am the owner or authorized agent* of the property that is the subject of this application.

Applicant _____ Date _____ Agent _____ Date _____



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SITE PLAN REQUIREMENT CHECKLIST

In order to help us process your permit request as efficiently as possible, please show ALL of the following information on the plot plan. All site plan sheets must be to scale and accurate. You may use the attached sheet or equivalent. Please note that the type of permit you are applying for may require additional information.

- North Arrow
- Scale (Minimum 1" = 20'; Maximum 1" = 200')
- Date of Operation
- Name of Subdivision
- Property Dimensions (including location of any monuments or markers as a result of a survey)
- Existing and/or proposed lots and total areas (including clear identification of lot numbers)
- Adjacent Land Uses

EXISTING AND PROPOSED IMPROVEMENTS

- Location, width, grade and names of all existing and proposed private or public roads, streets, right-of-ways, easements, or driveways (including length, width and type of surface).
- Location and dimension of existing and proposed structure(s), including decks, pads, and foundations.
- Location of existing and proposed septic tank(s), drainfield(s) and reserve area or sewer lines.
- Location of above or below ground storage tank(s) including tank capacity.
- Location of utility easements and/or utility lines and irrigation ditches.
- Location of well(s), spring(s) or water lines (including name of water system, as applicable).
- Location of well-head protection area(s) (if applicable).
- Drainage Facilities (drywells or other proposed drainage plan)
- Setbacks of all improvements from property lines, utility lines, easements, roads and distance between structures.

CRITICAL AREA REQUIREMENTS

- The location of Natural Features (including rivers, creeks, streams, bluffs, slopes (both man-made or natural banks))
- Topography (including slope and grade)
- Boundary of stream, wetland and landslide buffers (as defined by CCC 27.12)
- Location of floodplains, floodways and channel meander hazards (including elevations)
- Proposed extent of clearing and grading

COMMERCIAL APPLICATIONS MUST ALSO INCLUDE:

- Parking Facilities, showing spaces and drive aisles, as per CCC 33.55
- Landscaping; showing location of plants, species listing as per CCC 33.53
- Outdoor Lighting; including location, fixture type/typical and specification sheets
- Signage (all exterior signs); as per CCC 33.57
- All Impervious Surface Areas
- Location of Fire Hydrants or Fire Protection Facilities