



(360) 336.6214

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www.mountvernonwa.gov



SEPA PROCESS

BACKGROUND/PURPOSE: The term SEPA stands for State Environmental Policy Act, Chapter 197-11 Washington Administrative Code (WAC) adopted by our State Legislature in 1971. SEPA was designed to ensure: 1) that environmental values were considered during decision making by state and local agencies, 2) that adequate and timely environmental information is gathered and provided to decision makers, and 3) that public involvement is included in the decision making process. SEPA requires the identification and evaluation of probable impacts to all elements of our built and natural environment.

EARLY CONSULTATION: Prior to submitting an application, the Applicant shall apply for a Pre-application meeting through the Development Services Department (DS) to discuss the proposed development. The DS Department will provide assistance and detailed information on the City's land use permitting requirements and standards.

Pre-application meetings are held every Tuesday morning and include representatives from all reviewing City departments to provide comments and direction to Applicants. Applicants may take this opportunity to request a waiver of submittal requirements as outlined in this form and on the Land Use Submittal Form.

In addition to the pre-application meeting, staff is always available to answer questions and meet with an applicant to go over a proposed project. Waivers of requirements may also be requested, or suggested at any time once staff has had an opportunity to review the scope of the proposed project. Please contact the DS permit technicians for additional information on the Pre-application meeting. This meeting is available at no charge to the applicant.

COMPLETE APPLICATION REQUIRED: The City will not accept an application that does not have all of the required items listed below. To accept your application, each of the numbered items must be submitted at the same time. However, if you have received a prior written waiver of a submittal item(s), please provide the signed waiver form in lieu of any submittal item not provided.

Please note that a pre-submittal meeting with a staff planner is necessary before the items in the submittal checklist (below) can be accepted by the Development Services Department. In addition, the items listed below are only for the Land Use review of a project. Most projects will need other permits that will require separate submittals. MVMC 14.05110(B)(6) allows the DS Director or his/her designee to waive submittal requirements in writing. If items have been waived staff has indicated such by initialing the column titled 'Item Waived' in the table below.

ACCOMPANYING THIS HANDOUT: There are a number of forms and additional information attached to this handout. The forms listed in the submittal checklist below are all attached.

The purpose of this handout is to assist the public in complying with detailed permit submittal requirements. It is NOT a complete list of permit or code requirements and should NOT be used as a substitute for applicable laws and regulations. It is the responsibility of the owner/design professional to review the submittal for completeness and applicability to other codes. Only complete applications can be accepted by the City for review.

SEPA PROCESS SUBMITTAL CHECKLIST

APPLICATION FORMS

(The below listed forms are all accompanying this handout and are available to download from the City's website at:
www.mountvernonwa.gov)

RECEIVED?	DESCRIPTION	# COPIES	WAIVED?
<input type="checkbox"/>	<p>PERMIT TO ACCOMPANY SEPA CHECKLIST</p> <p>SEPA is a process, not a permit. As such, a City permit is required. Commonly a Fill & Grade or Building Permit, along with site plans and technical reports, are submitted to the City to allow the processing of a SEPA determination. A separate submittal checklist needs to be reviewed to determine what permit, and its associated submittal items need to be submitted with your SEPA checklist.</p>	NA	NA
<input type="checkbox"/>	<p>MASTER LAND USE FORM</p> <p>A form on which an applicant provides their name and contact information and the name and contact information of the property owner if it is not the applicant. Contractor's information shall be provided on this form (if known), along with general information including the site address, parcel number(s), existing/proposed land uses, existing/proposed Comprehensive Plan designations, existing/proposed zoning designations, site area, project valuation and whether or not the site is within 200 feet of an area designated as a critical area. The current owner(s) of the land must provide their notarized signatures on this form. This form is provided by the DS to applicants.</p>	9	
<input type="checkbox"/>	<p>AFFIDAVIT FOR MAILING LABELS</p> <p>A form on which an applicant certifies that they obtained the names and addresses of those property owners they were directed to and that this information was obtained from the Skagit County Assessor's office within the previous 30 days. This affidavit is provided by the DS to applicants.</p>	1	
<input type="checkbox"/>	<p>FLOODPLAIN DEVELOPMENT PERMIT</p> <p>Projects located in the FEMA/Ecology regulated floodplain are required to fill out a floodplain development permit.</p>	1	
<input type="checkbox"/>	<p>HANDOUT WITH RESOURCES TO COMPLY WITH HISTORIC/CULTURAL PRESERVATION REQUIREMENTS THROUGH THE SEPA PROCESS</p> <p>SEPA threshold determinations are required to be "based upon information reasonably sufficient to evaluate the environmental impact of a proposal (WAC 197-11-335). The Department of Archeology and Historic Preservation (DAHP), local historic preservation organizations and Tribal governments provide technical expertise and may issue formal opinions to local governments and other state agencies regarding impacts from proposals. Historic and cultural preservation review is similar to critical area review in that an applicant is required to complete reconnaissance level study to determine if more evaluation is necessary. Unlike Critical Areas, there are reconnaissance options for cultural resources that do not require hiring a professional. An applicant has the option of completing a form called the EZ-1 form to the tribes and DAHP to get their "quick" review to determine whether or not a cultural resources survey or some alternative will be required for a project.</p>		
<input type="checkbox"/>	<p>SEPA CHECKLIST</p> <p>SEPA Checklist contains extensive questions about the natural environment (earth, air, water, etc.) and the built environment (traffic, schools, noise, etc.) of your site. Each question shall be answered accurately and to the best of your knowledge. If a question does not apply, please write "does not apply". The questions apply to the entire project. Any future plans should be included when answering these questions. The SEPA review process requires an evaluation of cumulative impacts. For this reason it is critical to state all current and future development intentions clearly. In most cases this will prevent you from having to go back through the SEPA review process.</p>	9	
<input type="checkbox"/>	<p>TRAFFIC CONCURRENCY FORM</p> <p>A worksheet developed by the DS that an applicant fills out that contains the information necessary so that DS staff or a traffic consultant working on behalf of the DS can determine the traffic impacts, concurrency requirements, and mitigation that will be necessary for a project.</p>	1	

TECHNICAL REPORTS PREPARED BY QUALIFIED PROFESSIONALS

RECEIVED?	DESCRIPTION	# COPIES	WAIVED?
<input type="checkbox"/>	<p>DRAINAGE PLAN</p> <p>A stormwater plan that shows the proposed method(s) for receiving, handling, transporting surface water within the subject property in a manner consistent with the City's adopted stormwater standards. Drainage plans are to be drawn to scale and stamped by a State of Washington licensed civil engineer.</p>	3	
<input type="checkbox"/>	<p>CRITICAL AREA ASSESSMENTS</p> <p>At the pre-application meeting planning staff will determine if wetland, stream, habitat, or geotechnical reports will be required as part of the SEPA process</p>	3	

PLANS PREPARED BY QUALIFIED PROFESSIONALS

RECEIVED?	DESCRIPTION	# COPIES	WAIVED?
<input type="checkbox"/>	<p>SITE PLANS</p> <p>A plan drawn by a State of Washington licensed architect, engineer, or other specifically approved by the Director, at a scale also approved by the Director containing all information requested by City of Mount Vernon submittal forms, including but not limited to:</p> <ol style="list-style-type: none"> a. Scale, north arrow, and legal description; b. Location, identification, and dimensions of all buildings, property lines, setbacks, streets, adjacent streets, and easements; c. Location and dimensions of existing and proposed structures, parking and loading areas, driveways, existing on-site trees, existing or proposed fencing or retaining walls, freestanding signs, easements, refuse and recycling areas, freestanding lighting fixtures, utility junction boxes, public utility transformers, storage areas, buffer areas, open spaces, curbs, gutters sidewalks, median islands, and street trees; d. Landscaped areas and irrigation meters; e. The location and dimensions of natural features and critical areas along with their buffers; such as streams, lakes, marshes and wetlands; f. Off-street parking layout and driveways; g. Grading plan showing proposed and existing contours and site elevations; h. Lighting and sign structures (new and existing); i. Location and proposed screening of garbage containers and recycling storage; j. Fire hydrant locations (new and existing) within three hundred feet (300') of building; k. Existing utilities and connection to existing and/or new utilities; l. The horizontal and vertical control datum shall be clearly shown; m. All wells and septic systems located on or near the project site shall be identified; n. General notes addressing the following: <ol style="list-style-type: none"> i. Name of the project, ii. Name, address, and telephone number of owner and agent(s), iii. Zoning and Comprehensive Plan designations of the site, iv. Area, in square feet and acreage, of the project site, v. Reference to the current Building Code, vi. Proposed use, occupancy group, construction type, and number of units in each building, vii. Square footage and height of each individual building, viii. Percentage of lot coverage and square footage of all landscaping, ix. Proposed building setbacks, x. Parking analysis, including number of stalls required and provided, sizes of stalls and angles, location and number of handicap stalls, compact, employee and/or guest parking stalls, location and size of curb cuts, traffic flow within the parking, loading, and maneuvering areas and ingress and egress, location of wheel stops, loading space, stacking space, and square footage of interior parking lot landscaping. 	9	
<input type="checkbox"/>	<p>PLAN REDUCTIONS</p> <p>Eight and one-half inch by eleven inch (8-1/2" x 11") or eleven inches by seventeen inches (11" x 17") reductions of all required full size plan sheets including, but not limited to elevations, landscape plans, conceptual utility plans, site plan, and neighborhood detail/vicinity map that will yield legible photocopies.</p>	1	

OTHER ITEMS

RECEIVED?	DESCRIPTION	# COPIES	WAIVED?
<input type="checkbox"/>	<p>PROJECT NARRATIVE</p> <p><u>Project Narrative</u> means a clear and concise description and summary of a proposed project, including:</p> <ol style="list-style-type: none"> a. Project name, size and location of site; a. Zoning and Comprehensive Plan designations of the site and adjacent properties; b. Current use of the site and any existing improvements; c. Special site features (i.e., wetlands, water bodies, steep slopes, or other critical areas); and a description of the buffers that will be required for each feature; d. Statement addressing soil type and drainage conditions; e. Proposed use of the property and scope of the proposed development (i.e., height, square footage, lot coverage, parking, access, etc.); f. Proposed off-site improvements (i.e., installation of sidewalks, fire hydrants, sewer main, etc.); g. Total estimated construction cost and estimated fair market value of the proposed project; h. Estimated quantities and type of materials involved if any fill or excavation is proposed; i. Number, type and size of trees to be removed; j. Explanation of any land to be dedicated to the City. 	9	
<input type="checkbox"/>	<p>TITLE REPORT WITH ALL EASEMENTS AND ENCUMBRANCES</p> <p>Title report means a document prepared by a title insurance company documenting the ownership and title of all interested parties in the plat, subdivision, dedication, development or action that lists all encumbrances. The certificate or report shall be dated within 30 days prior to the submittal of a permit to the City. An updated certificate or report dated within 30 days before final plat approval is also necessary. Copies of all the encumbrances listed within the certificate or report shall be provided. Easements and encumbrances means a recorded document by the property owner granting one or more privileges to use the owner's land to and/or for the use by the public, a corporation or another person or entity. Easements may be referenced by property deed and are identified in the property title report. Covenants are the recorded limitation on property, or assignment of responsibility, which may be set forth in the property deed and/or identified in a title report.</p>	2	
<input type="checkbox"/>	<p>MAILING LABELS & LIST OF SURROUNDING PROPERTY OWNERS</p> <p>A list of all current property owners and their mailing addresses and Skagit County Assessor's account numbers within 300-feet of the entire ownership of the applicant, consistent with MVMC 14.05.150(A)(3), as obtained from the Skagit County Assessor's office. The list shall include a notarized statement from the applicant attesting that the ownership information provided is current and accurate. Current shall mean obtained within the past thirty (30) days unless otherwise approved by the DS Department. For the SEPA process this list shall include all property owners within 300 feet of the subject site. This list of property owners shall be used to create four (4) sets of mailing labels the DS department will use to mail required notices.</p>	1	
<input type="checkbox"/>	<p>ELECTRONIC COPIES OF ALL SUBMITTED MATERIALS</p>	NA	NA
<input type="checkbox"/>	<p>FEES</p> <p>Application fees must be paid when an application is submitted to the CEDD. The total fee amount will be determined at the pre-submittal meeting with a staff planner.</p> <ul style="list-style-type: none"> + SEPA + Traffic Concurrency + Site Plan + Land Use Sign + Postage + Publication + Other 	NA	NA



MASTER LAND USE APPLICATION FORM

FILE NUMBER: _____

① PROPERTY WHERE PROJECT IS PROPOSED

ADDRESS:	PARCEL NUMBER(S):
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② PROPERTY OWNER INFORMATION

NAME:			
ADDRESS:	CITY	STATE	ZIP
TELEPHONE:	CELL:	EMAIL:	

③ APPLICANT INFORMATION

NAME:			
ADDRESS:	CITY	STATE	ZIP
TELEPHONE:	CELL:	EMAIL:	

④ CONTACT PERSON

SELECT THE ONE PERSON THE CITY WILL CONTACT FOR ANYTHING RELATED TO THIS PERMIT? Applicant Property Owner Contractor Other (list below)

NAME:			
ADDRESS:	CITY	STATE	ZIP
TELEPHONE:	CELL:	EMAIL:	

⑤ OTHER INFORMATION

BRIEF PROJECT DESCRIPTION:		
SITE AREA (IN SQUARE FEET & ACRES):		
IS THE PROPERTY LOCATED IN A FLOOD ZONE?	<input type="checkbox"/> YES <input type="checkbox"/> NO	NOTE: If yes, a Flood Area Development Permit may be required.
ARE THERE SLOPES IN EXCESS OF 15% ON OR ABUTTING THE SITE?	<input type="checkbox"/> YES <input type="checkbox"/> NO	NOTE: If yes, make sure these area are clearly shown on the plans being submitted and provide a geotechnical report.
ARE THERE CRITICAL AREAS OR BUFFERS ON OR ABUTTING THE PROJECT SITE?	<input type="checkbox"/> YES <input type="checkbox"/> NO	NOTE: If yes, a copy of the critical areas report(s) must be submitted with this application. In addition, the critical area and its associated buffer must be clearly shown on the plans being submitted.

WILL MORE THAN 2-ACRES BE CLEARED?	<input type="checkbox"/> YES <input type="checkbox"/> NO	NOTE: If yes, a Land Clearing Permit must be submitted.
WILL MORE THAN 5,000 BOARD FEET OF TIMBER BE HARVESTED?	<input type="checkbox"/> YES <input type="checkbox"/> NO	NOTE: If yes, a Land Clearing Permit must be submitted.
ARE YOU CONSTRUCTING STORMWATER FACILITIES?	<input type="checkbox"/> YES <input type="checkbox"/> NO	ADDITIONAL INFORMATION NEEDED: If yes, list the DOE Manual used to design facility:
ARE YOU WORKING WITHIN AN EXISTING CITY RIGHT-OF-WAY?	<input type="checkbox"/> YES <input type="checkbox"/> NO	NOTE: If yes, a Right-of-Way Permit must be submitted.
HAS A PRE-APPLICATION MEETING BEEN HELD THAT INCLUDES THIS PROJECT?	<input type="checkbox"/> YES <input type="checkbox"/> NO	NOTE: If no, you may be required to schedule this meeting.
		ADDITIONAL INFORMATION NEEDED: If yes, provide it's City File Number:
IS THIS PROJECT SUBJECT TO THE SEPA PROCESS?	<input type="checkbox"/> YES <input type="checkbox"/> NO	NOTE: If yes, a SEPA Checklist and its associated materials must be submitted.
		ADDITIONAL INFORMATION NEEDED: If yes, provide it's City File Number:

⑥ ACKNOWLEDGEMENTS & SIGNATURE

Read and initial each of the following statements prior to signing this application:

	I understand that land use and/or planning permits do not authorize earth disturbing activities, the removal of vegetation, or the construction of buildings. I understand that additional permits will be required after my land use and/or planning permitting process is completed. I understand that no earth disturbing activities (including the removal vegetation) may take place until after my land use and/or planning process is complete, and only after I have received additional permits such as Fill & Grade, Building Utility, or Right-of-Way permit(s).
	I understand that if critical areas (wetlands, streams, steep slopes, et cetera) are found on or near my property I am not authorized to impact these areas in any way and will be required to leave an undisturbed buffer area around the critical area. I also understand that depending upon the size and scope of my project that I may be required to enhance a critical area buffer.
	I understand that depending upon the size and scope of my project, I may be required to provide maintenance and/or performance bonds for items such as landscaping, critical areas, public roads and/or public utilities that I construct or install.
	I understand that I am solely responsible for providing complete and accurate information to the City. I understand that if my application is missing information or if inaccurate materials are submitted, my permits will be delayed. I understand that depending on how inaccurate and how incomplete my application is or becomes, the Development Services Department could require an entirely new application be submitted. I understand that when and if conditions change from that which my application originally represented, I am responsible for letting the City staff person assigned to my project know.
	I understand that I am applying for permits from the City of Mount Vernon only; and that additional permits from other Federal and State agencies could be required. I understand that the City of Mount Vernon can not advise me of permits that are required from other agencies, and that I must contact these agencies to make sure I comply with their requirements. These agencies include (but are in no way limited to): Corps of Engineers, Department of Natural Resources, Department of Ecology, and Northwest Clean Air Agency.
	I understand that I may be required to properly and timely post a pink land use sign on my property during land use and/or planning permitting process. I understand that I am responsible for making sure that this sign continues to be posted on my property until my land use and/or planning process is completed; and I understand that I am responsible for removing and disposing of this sign once my land use process is completed.
	I understand that I will be responsible for paying consultants that the City may deem necessary to review certain aspects of my application. I understand that these consultant reviews could include special inspections, traffic concurrency, critical area, landscaping, et cetera.

By affixing my signature hereto, I certify that I am the owner, or am acting as the Owner's authorized agent, and that the application and documents contained with this submittal are complete and accurate to the best of my knowledge and abilities. If your title report lists a company, partnership or other owners you must submit evidence that you are authorized to sign on behalf of the entity or others that are listed.

If you are an authorized representative you must submit an AGENT AUTHORIZATION FORM.

Please attach additional signature sheets if there are more than one owner. Under penalty of perjury I swear that all information provided is true and correct.

Signature

Date

Printed Name

STATE OF WASHINGTON

COUNTY OF SKAGIT

} ss.

I certify that I know or have satisfactory evidence that _____ is the person who appeared before me, and said person acknowledged that he signed this instrument, on oath stated that he was authorized to execute the instrument and acknowledged it as the _____ to be the free and voluntary act and deed of said _____, for the uses and purposes therein mentioned.

Given under my hand and official seal this _____ day of _____, 20_____

(SEAL)

Notary Public

Residing at _____

My appointment expires _____



AGENT AUTHORIZATION FORM

Use this form to authorize someone other than the property owner to apply for permits for the subject property.

Project Name: _____

Property Address: _____

City, State, Zip: _____

AUTHORIZATION STATEMENT

I/we, as the owners of the property identified above, authorize the below listed individual to act as our agent to submit applications, receive correspondence regarding the above-listed application, and sign to receive notices on my/our behalf.

DESIGNATED AGENT

Agent Name: _____

Agent Address: _____

Agent City, State, Zip: _____

PROPERTY OWNER SIGNATURE(S)**

Signature: _____ **Signature:** _____

Printed Name: _____ **Printed Name:** _____

Title: _____ **Title:** _____

Company: _____ **Company:** _____

Date: _____ **Date:** _____

**Each property owner listed above must have their signature notarized

STATE OF WASHINGTON
COUNTY OF SKAGIT

} ss.

I certify that I know or have satisfactory evidence that _____ is the person who appeared before me, and said person acknowledged that he signed this instrument, on oath stated that he was authorized to execute the instrument and acknowledged it as the _____ to be the free and voluntary act and deed of said _____, for the uses and purposes therein mentioned.

Given under my hand and official seal this ____ day of _____, 20____

(SEAL)

Notary Public

Residing at _____

My appointment expires _____

STATE OF WASHINGTON
COUNTY OF SKAGIT

} ss.

I certify that I know or have satisfactory evidence that _____ is the person who appeared before me, and said person acknowledged that he signed this instrument, on oath stated that he was authorized to execute the instrument and acknowledged it as the _____ to be the free and voluntary act and deed of said _____, for the uses and purposes therein mentioned.

Given under my hand and official seal this ____ day of _____, 20____

(SEAL)

Notary Public

Residing at _____

My appointment expires _____

AFFIDAVIT *for* MAILING LABELS

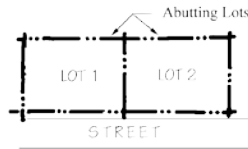
PROJECT NAME: _____ PROJECT FILE NO. _____

The attached is a list of property of owners within (check one) 100', 300', 500', or those that are adjacent and abutting of the subject site.

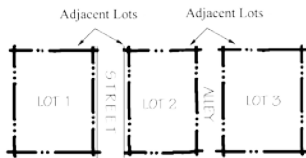
Below is a summary of the required notification distances per the Mount Vernon Municipal Code. The Development Services Department will notify these individuals of the proposed development.

- For administrative conditional use permits notice shall be mailed to adjacent and abutting property owners. The code definitions for adjacent and abutting follow.

"Abutting" means to have boundaries that touch.



"Adjacent" means lots located across a public street, railroad, or right-of-way.



- For Planned Unit Developments, notice shall be mailed to property owners within 500 feet of the project.
- For Special Use Permits for Accessory Dwelling Units (ADU) or variances not exceeding 20% of the zoning requirements, notice shall be mailed to all property owners within 100 feet of the property.
- For all other applications, including annexations and short plats, notice to all owners located within the boundaries of a project and within 300 feet of the boundary of the development permit. If the applicant owns property abutting or adjacent to the boundary of the development permit, notice shall be sent to the owners of real property within 300 feet of any portion of the boundaries of abutting or adjacent properties owned by the applicant.

APPLICANT CERTIFICATION

I, _____, hereby certify that the above list(s) of
(print name)

property owners and their addresses were obtained from the Skagit County Assessor Records.

Signed: _____
(Applicant or Authorized Agent)

Date: _____

PERMIT NUMBER: _____

① PROPERTY WHERE WORK IS OCCURRING

ADDRESS:	PARCEL NUMBER(S):
----------	-------------------

② PROPERTY OWNER INFORMATION

NAME:			
ADDRESS:	CITY	STATE	ZIP
TELEPHONE:	CELL:	EMAIL:	

③ CONTRACTOR INFORMATION

ALL CONTRACTORS & SUBCONTRACTORS MUST HAVE A VALID STATE AND CITY BUSINESS LICENSE PRIOR TO DOING WORK IN THE CITY.

NAME:			
CONTRACTOR'S BUSINESS LICENSES	State License Number:	City License Number:	
	Expiration Date:	Expiration Date:	
ADDRESS:	CITY	STATE	ZIP
TELEPHONE:	CELL:	EMAIL:	

④ OTHER INFORMATION

PROJECT DESCRIPTION:			
TYPE OF PROJECT:	<input type="checkbox"/> Commercial Structure <input type="checkbox"/> Residential Structure <input type="checkbox"/> Accessory Structure (non-habitable) <input type="checkbox"/> Floodway Encroachment <input type="checkbox"/> Addition/Renovation/Remodel (less than 50% market value of existing structure) <input type="checkbox"/> Other, Explain:		
FIRM DESIGNATION:	MINIMUM FLOOD ELEVATION:		
ELEVATION OF BENCHMARK:	WAS THE SEPA PROCESS COMPLETED FOR THIS STRUCTURE? <input type="checkbox"/> YES <input type="checkbox"/> NO		

⑤ ACKNOWLEDGEMENT & SIGNATURE

I hereby declare that I am either the owner of the property listed on this application or the owner of this property has authorized me to be their representative to act for them. I also declare under penalty of perjury under the laws of the State of Washington that all of the statements and answers contained herein, and the information submitted with this application form, is in all respects true, correct, and complete to the best of my knowledge and belief.

Signature

Date

Printed Name



HISTORIC AND CULTURAL PRESERVATION AND THE SEPA PROCESS

BACKGROUND: Beginning in 2012 the Washington State Department of Ecology was directed by the Legislature to update their SEPA rules (Chapter 197-11 WAC). Among the updates that were adopted were changes to the Historic and Cultural Preservation section of the SEPA checklist.

Following is a side-by-side comparison of the questions found in a SEPA checklist under Part 2, question number 13, with regard to Historic and Cultural Preservation.

<u>OLD</u> LANGUAGE (PRE-2013/14)	<u>NEW</u> LANGUAGE
13. Historic and cultural preservation	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.	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. Generally describe any landmarks or evidence of historic, archaeological, scientific, or cultural importance known to be on or next to the site.	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. Proposed measures to reduce or control impacts, if any:	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.

EXPLANATION: SEPA rules require that decisions made during environmental review be based on sufficient information. Threshold determinations must be "based upon information reasonably sufficient to evaluate the environmental impact of a proposal (WAC 197-11-335). The Department of Archeology and Historic Preservation (DAHP), local historic preservation organizations and Tribal governments provide technical expertise and may issue formal opinions to local governments and other state agencies regarding impacts from proposals.

Historic and cultural preservation review is similar to critical area review in that an applicant is required to complete reconnaissance level study to determine if more evaluation is necessary.

Unlike Critical Areas, there are reconnaissance options for cultural resources that do not require hiring a professional. An applicant has the option of completing a form called the EZ-1 form to the tribes and DAHP to get their "quick" review to determine whether or not a cultural resources survey or some alternative will be required for a project.

The City recognizes that the DAHP review does take time and so there is always the alternative of getting a historic and cultural reconnaissance done by a qualified professional; however, this work would be an additional expense born by an applicant.

MINIMUM REQUIREMENTS: Following is a list of actions to enable an applicant (that is not trained in cultural resources regulations and review requirements) to submit a SEPA checklist that contains the necessary information that will allow the City to proceed with the SEPA process.

1. Complete a **DAHP EZ-1** form and then email the form to DAHP per the instructions and the tribes – please be aware of the timing associated with DAHP responding to you.

Navigate to DAHP’s website at: www.dahp.wa.gov. Once on their site search for ‘EZ Forms’ and then follow their direction to download an EZ-1 Form.

2. The City does route SEPA Checklists to the tribes as well as many other Agencies; and as such the City suggests notifying the Tribes as early as possible in case they have concerns that might result in needing the full blown cultural resource survey. Applicants are encouraged to send a copy of the DAHP EZ-1 form to the tribes in Skagit County.

Skagit River Systems Cooperative: thyatt@skagitcoop.org
Swinomish: jpeters@swinomish.nsn.us; ttrebon@swinomish.nsn.us
Upper Skagit: sschuyler@UPPERSKAGIT.com
Samish: jferry@samishtribe.nsn.us
Sauk-Suiattle: njoseph@sauk-suiattle.com

Resources for Tribal Contacts include, but are not limited to, the following:

- [DAHP Tribal Contact List for THPO's and Cultural Resource Staff](#)
- [Federally Recognized Tribes of Washington State Map](#)
- [Governor's Office of Indian Affairs Tribal Contact Directory](#)
- Local and National [Heritage Organizations](#)

3. Use the WISSARD on the DAHP web site – type in the address for the project and then check for historic properties in the area. If anything pops up print the map and the reports for whatever pops up and attach it as an attachment to the SEPA Checklist.

Navigate to DAHP’s website at: www.dahp.wa.gov. Once on their site search for ‘Wizzard’ and then follow their direction to use their mapping system.

SEPA ENVIRONMENTAL CHECKLIST

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:

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.

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: [\[help\]](#)
4. Date checklist prepared: [\[help\]](#)
5. Agency requesting checklist: [\[help\]](#)
6. Proposed timing or schedule (including phasing, if applicable): [\[help\]](#)
7. Do you have any plans for future additions, expansion, or further activity related to or connected with this proposal? If yes, explain. [\[help\]](#)
8. List any environmental information you know about that has been prepared, or will be prepared, directly related to this proposal. [\[help\]](#)
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. [\[help\]](#)
10. List any government approvals or permits that will be needed for your proposal, if known. [\[help\]](#)
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.) [\[help\]](#)
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. [\[help\]](#)

B. ENVIRONMENTAL ELEMENTS [\[help\]](#)

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

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

(circle one): Flat, rolling, hilly, steep slopes, mountainous, other _____

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

c. 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 agricultural land of long-term commercial significance and whether the proposal results in removing any of these soils. [\[help\]](#)

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

e. Describe the purpose, type, total area, and approximate quantities and total affected area of any filling, excavation, and grading proposed. Indicate source of fill. [\[help\]](#)

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

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

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

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

a. What types of emissions to the air would result from the proposal during construction, operation, and maintenance 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 [\[help\]](#)

a. Surface Water:

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. [\[help\]](#)

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

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

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

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

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

b. Ground Water:

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

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

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. [\[help\]](#)

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

3) Does the proposal alter or otherwise affect drainage patterns in the vicinity of the site? If so, describe. [\[help\]](#)

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

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

a. Check the 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

___ Orchards, vineyards or other permanent crops.

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

c. List threatened and 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** [\[help\]](#)

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

Examples include:

birds: hawk, heron, eagle, songbirds, other:

mammals: deer, bear, elk, beaver, other:

fish: bass, salmon, trout, herring, shellfish, other _____

b. List any threatened and 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: [\[help\]](#)

e. List any invasive animal species known to be on or near the site. [\[help\]](#)

6. Energy and Natural Resources [\[help\]](#)

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 [\[help\]](#)

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. [\[help\]](#)

1) Describe any known or possible contamination at the site from present or past uses. [\[help\]](#)

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. [\[help\]](#)

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. [\[help\]](#)

4) Describe special emergency services that might be required. [\[help\]](#)

5) Proposed measures to reduce or control environmental health hazards, if any: [\[help\]](#)

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

1) What types of noise exist in the area which may affect your project (for example: traffic, equipment, operation, other)? [\[help\]](#)

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. [\[help\]](#)

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

8. Land and Shoreline Use [\[help\]](#)

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? [\[help\]](#)

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: [\[help\]](#)

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

- m. Proposed measures to reduce or control impacts to agricultural and forest lands of long-term commercial significance, if any: [\[help\]](#)

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

- 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 [\[help\]](#)

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

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

11. Light and Glare [\[help\]](#)

a. What type of light or glare will the proposal 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 [\[help\]](#)

a. What designated and informal recreational opportunities are in the immediate 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 [\[help\]](#)

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

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

- 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 [\[help\]](#)

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

a. Circle utilities currently available at the site: [\[help\]](#)

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. [\[help\]](#)

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

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.

Under penalty of perjury I swear that all information provided is true and correct.

Signature: _____

Name of signee _____

Position and Agency/Organization _____

Date Submitted: _____

D. supplemental sheet for nonproject actions [\[help\]](#)

(IT IS NOT NECESSARY to 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.

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:

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.



TRANSPORTATION CONCURRENCY

PURPOSE

Transportation concurrency is one of the goals of the Growth Management Act. To comply with this goal the City is required to ensure the timely construction/installation of transportation improvements relative to the demand for them.

Mount Vernon Municipal Code (MVMC) Chapter 14.10 contains the City's traffic concurrency requirements. Concurrency evaluations are prepared by the City or their traffic engineering consultant to ensure consistency with previously approved and pending developments and compliance with the municipal code.

SUBMITTAL REQUIREMENTS

ITEMS REQUIRED TO BE SUBMITTED FOR TRANSPORTATION CONCURRENCY APPLICATIONS

ONE COPY OF EACH OF THE BELOW LISTED ITEMS IS REQUIRED TO BE SUBMITTED

1. TRANSPORTATION APPLICATION FORM

This form is accompanying this handout identified as page 2 of 2.

2. PROJECT NARRATIVE

The project narrative is required to contain all of the following information:

- a. The existing site and building use;
- b. Detailed description of all the intended uses within all buildings and/or improvements;
- c. Detailed description of the size of the project site, size of the proposed buildings and description of all planned site improvements;
- d. Expected timing of occupancy, i.e. month/year; and,
- e. Description of any proposed phasing.

3. PRELIMINARY SITE PLAN

Provide a copy of a preliminary site plan, to scale, that depicts the following:

- a. Building footprint(s);
- b. Location of access points to existing roadways;
- c. All street names labeled;
- d. Parking stall location(s);
- e. Any new roadways proposed with the project; and,
- f. Any roadway improvements proposed by the project.

4. VICINITY MAP

Provide a copy of a vicinity map, to scale, that identifies the following:

- a. Subject property with its boundaries clearly identified; Location of the property showing the nearest street intersections also showing a distance of no less than 500 feet around the site; and,
- b. Label the map with the site's address and/or parcel identification number.

5. FEES

Application fees for traffic concurrency reviews are calculated by the City once the scope of a project can be accurately determined

OTHER NOTEWORTHY ITEMS

- The Mount Vernon Municipal Code can be found on the City's website at www.mountvernonwa.gov or can be obtained at City Hall during normal business hours.
- Prior to submitting an application, the City encourages Applicants to apply for and attend a pre-application meeting through the Development Services (DS) Department to discuss their proposal. The DS Department will provide assistance and detailed information on the City's requirements and standards at pre-application meetings. The City can process a traffic concurrency review only after a complete application is submitted and application fees are paid.

The purpose of this handout is to assist the public in complying with detailed permit submittal requirements. It is NOT a complete list of permit or code requirements and should NOT be used as a substitute for applicable laws and regulations. It is the responsibility of the owner/design professional to review the submittal for completeness and applicability to other codes. Only complete applications can be accepted by the City for review.



PERMIT NUMBER: _____

① PROPERTY PROJECT IS PROPOSED ON

ADDRESS: _____

PARCEL
NUMBER(S): _____

② PROPERTY OWNER INFORMATION

NAME: _____

ADDRESS: _____

CITY _____

STATE _____

ZIP _____

TELEPHONE: _____

CELL: _____

EMAIL: _____

③ APPLICANT OR CONTACT PERSON

SELECT THE ONE PERSON THE CITY WILL CONTACT FOR
ANYTHING RELATED TO THIS PERMIT?

Applicant

Property Owner

Other (list below)

NAME: _____

ADDRESS: _____

CITY _____

STATE _____

ZIP _____

TELEPHONE: _____

CELL: _____

EMAIL: _____

④ OTHER INFORMATION

PROJECT SUMMARY:

(your detailed project description should be
submitted separately)

⑤ ACKNOWLEDGEMENTS & SIGNATURE

INITIAL HERE

I understand that I am solely responsible for providing complete and accurate information to the City. I understand that if my application is missing information or if inaccurate materials are submitted, this permitting process will be delayed. I understand that depending on how inaccurate and how incomplete my application is or becomes, the Development Services Department could require an entirely new application to be submitted. I understand that when and if conditions change from that which my application originally represented, I am responsible for making the City aware of these changes.

INITIAL HERE

I understand that concurrency review can be completed while a project is in its preliminary stages. However, if there are substantial changes in the project after the initial concurrency review, a new review may be necessary; which means that new review fees may be required to be paid by the applicant.

I hereby declare that I am either the owner of the property listed on this application or the owner of this property has authorized me to be their representative to act for them. I also declare under penalty of perjury under the laws of the State of Washington that all of the statements and answers contained herein, and the information submitted with this application form, is in all respects true, correct, and complete to the best of my knowledge and belief.

Signature

Date

Printed Name