

SEPA ENVIRONMENTAL REVIEW

(State Environmental Policy Act)

Submittal Checklist

Columbia County Planning and Building
114 South 2nd Street, Dayton, Washington 99328
(509) 382-4676

(For staff use only)

APPLICANT:	PROJECT #:
PHONE:	CASE #:
PROJECT DESCRIPTION (from application form):	PC/SPC:
	DATE SUBM:

NOTE: Your application is not considered complete for processing until all applicable items have been submitted.

NOTE: It is recommended that construction plans not be submitted until after Planning permits are obtained since your permit may be denied or changes may be require to the construction plans, resulting in wasted or additional consultant and permit fee costs.

SEE INSTRUCTIONS ON PAGE

Required Items (supplied by applicant)	INTAKE STAFF COMMENTS (reviewed by Staff)	Intake Verification
1. <u>Completed Environmental Checklist</u> <ul style="list-style-type: none"> • Are all questions answered? YES NO • Did the property owner of record sign? YES NO 		
2. <u>Complete written description of the project.</u>		
3. <u>Site Plan</u> <ul style="list-style-type: none"> • Are all Site Plan Requirements met? YES NO • Are all structures shown? (see air photos) YES NO • Are all Critical Areas present shown? YES NO • Have reproducible copies been provided? YES NO 		
4. <u>Appropriate fees paid</u>		

By signing this form you are certifying that the above information is attached and accurate.

Landowner/Representative Signature: _____ Date: _____

NOTE: Representatives must be listed on the Application Form, with their signature.

SEPA ENVIRONMENTAL REVIEW

(State Environmental Policy Act)

Submittal Checklist

Columbia County Planning and Building
114 South 2nd Street, Dayton, Washington 99328
(509) 382-4676

Instructions for SEPA Environmental Review Submittal Checklist

1. Completed Environmental Checklist

Fill out the Environmental Checklist. It is a series of questions designed to provide the reviewing agency with information to determine possible effects to the environment. Not all questions will apply to a particular project. Answer the questions as thoroughly as possible so that the reviewer has a full understanding of the project. Thorough responses reduce delays caused by having to request additional information.

2. Complete Written Description of the Project

Describe the different things you are proposing to do, why you are doing them, and how you will do the work. Refer to the Environmental Checklist to help you describe all the parts of the project. Be sure your description is consistent with the Environmental Checklist answers. A staff planner can provide assistance on this subject.

3. Site Plan

Provide a site plan. The information sheet on preparing Site Plans describes the information that you need to show. Site plans need to include all things related to the project and described in the Environmental Checklist. The site plan must be drawn to scale with distances listed. A graphic scale (like a picture of a ruler) must be shown on the drawing so that enlargement copies can still be usable. A copy of the site plan must be provided at a size that we can use to make photocopies.

4. Fees Paid

Permit fees must be paid before the review process begins.