

# STATE ENVIRONMENTAL POLICY ACT (SEPA) REVIEW APPLICATION

## ABOUT SEPA REVIEW

The Department of Community Development rarely performs a SEPA review separately from an accompanying land use application.

Procedures and standards regarding the timing and content of the environmental review are outlined in [Chapter 20.15 SMC](#).

## SEPA REVIEW SUBMITTAL TIMING

SEPA REVIEW RELATED TO A LAND USE PROJECT	Include a SEPA environmental checklist and supporting material as part of the land use application
SEPA REVIEW RELATED TO A CONSTRUCTION PROJECT ACTION	Submit this SEPA Review Application at the same time as a Construction Permit Application.

## APPLICATION REVIEW PROCESS

A SEPA threshold determination is a Type 2 decision made by the City's SEPA Responsible Official.

## FEES

Applicants are responsible for providing an initial deposit (as well as additional deposits as needed) to cover all application review costs.

FEES APPLICABLE TO THIS PROJECT
Counter Service Intake, Type 2
Legal Notice – Publication & Mailing Deposit
Environmental Consultant Services (if applicable)
Environmental Checklist Review (if applicable)
<a href="#">See current fee schedule</a>

### Code Reference

SEPA Procedures  
[Chapter 20.15 SMC](#)

### Resources

[King County iMap](#)  
[Sammamish Property Tool](#)

### Questions?

[Submit Project Guidance](#)  
[Visit the Permit Center](#)

City of Sammamish  
801 228th Ave SE  
Sammamish, WA 98075  
[www.sammamish.us](http://www.sammamish.us)

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## OWNER INFORMATION Owner is organized as an LLC\*

Name: \_\_\_\_\_ Company: \_\_\_\_\_  
(if applicable)

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

## APPLICANT/REPRESENTATIVE INFORMATION Applicant is organized as an LLC\*

Name: \_\_\_\_\_ Company: \_\_\_\_\_  
(if applicable)

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

*\*O2020-513 requires owners/applicants organized as a single-member or multiple-member LLC to provide the names and addresses of all members, including all individuals who hold transferable interests in the applicant or its members. Please provide this information using the supplemental form on [www.MyBuildingPermit.com](http://www.MyBuildingPermit.com).*

## PROPERTY INFORMATION

Property Address: \_\_\_\_\_

Parcel Number(s): \_\_\_\_\_

Total Lot Area(s): \_\_\_\_\_ Total Critical Areas on Property: \_\_\_\_\_  
(Square Feet) (Square Feet)

Please complete the below for any critical areas on property:

Type	Total Area <small>(Square Feet)</small>	Type	Total Area <small>(Square Feet)</small>
<input type="checkbox"/> Frequently flooded area	_____	<input type="checkbox"/> Lake	_____
<input type="checkbox"/> Landslide area	_____	<input type="checkbox"/> Critical aquifer recharge area	_____
<input type="checkbox"/> Seismic hazard area	_____	<input type="checkbox"/> Wetland	_____
<input type="checkbox"/> Erosion hazard area	_____	<input type="checkbox"/> Stream	_____
<input type="checkbox"/> Erosion hazard near sensitive water bodies overlay	_____	<input type="checkbox"/> Fish & wildlife habitat conservation area	_____

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## SUBMITTAL CHECKLIST

A PDF of each document is required at time of submittal. Please label files as numbered and listed below:  
(For example: 02 Project Narrative)

- 01. Signed Application Form
- 02. Project Narrative
- 03. Preapplication Conference Letter (if applicable)
- 04. Acceptance of Financial Responsibility - Affidavit of Applicant Status
- 05. Title Report (<30 days old)
  - Must be less than 30 days old
  - Must be for the parcel(s) related to this application
- 06. Legal Description
  - Must be for parcel(s) related to this application
  - Must be a title verified description by a Washington State licensed surveyor
- 07. Mailing List, Map, and Labels
  - Include all property owners within 1,000 feet of the site (2,000 feet for properties within the Erosion Hazard Near Sensitive Water Bodies overlay)
  - Utilize the Excel template provided and upload a PDF version, with the map, under “Mailing List, Map, and Labels” in [MyBuildingPermit.com](http://MyBuildingPermit.com)
  - After submittal, the City will request the Excel version of the template via email
- 08. SEPA Checklist
- 09. Critical Area Affidavit
- 10. Critical Area Study (if applicable)
- 11. Geotechnical Report (if applicable)
- 12. Storm Drainage Analysis (Technical Information Report)
- 13. PW Standards Deviation (if proposed)
- 14. Plan Set

## CERTIFICATIONS & SIGNATURES

I have read this application in its entirety and certify that all information submitted, including any supplemental information, is true and complete to the best of my knowledge. I acknowledge that willful misrepresentation of information will terminate this permit application. I understand that my submittal will be reviewed for completeness and, if found to be complete, will be processed pursuant to [Chapter 20.05 SMC](#).

Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant/Representative Signature (if applicable) \_\_\_\_\_ Date: \_\_\_\_\_

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## ONLINE SUBMITTAL INSTRUCTIONS

- 1 Create an account on [MyBuildingPermit.com](https://www.mybuildingpermit.com).
- 2 Select "Apply For Permit" and then select "Sammamish" as the jurisdiction.
- 3 Select the following:

<u>Application Type</u>	<u>Project Type</u>	<u>Activity Type</u>	<u>Scope of Work</u>
Land Use	Any Project Type	Use Approval	SEPA only
- 4 Complete & save this form before uploading it in the "File Upload" section along with the required submittal documents.