



CITY OF TUKWILA
Department of Community Development
6300 Southcenter Boulevard, Ste 100
Tukwila, WA 98188
Telephone: (206) 431-3670

SEPA ENVIRONMENTAL REVIEW

INFORMATION

The State Environmental Policy Act (SEPA) requires all agencies to consider the environmental impacts of a development before making decisions (43.21C RCW). The purpose of environmental review is to identify a proposal's significant adverse impacts, measures to minimize or avoid such impacts, and allow wide public review for a wide range of projects.

REQUIREMENTS: SEPA review is required for any action associated with the following types of decisions:

1. Developing 10 or more dwelling units.
2. Developing agricultural structures over 10,000 s.f.
3. Developing office, school, commercial, recreational, service or storage buildings over 12,000 s.f. and 40 parking spaces (certain utility lines, personal wireless communication facilities, and normal maintenance/replacement activities are fully exempt).
4. Developing parking lots with over 40 spaces.
5. Landfills and excavations over 500 cubic yards.
6. Installation of impervious underground tanks with a capacity over 10,000 gallons.

The accompanying application must be completed for any new SEPA application or request to issue an addendum to any previous SEPA determination. If a question does not apply, "Does not apply" or "NA" may be entered. Complete answers to the checklist may avoid unnecessary delays later. City staff may also be able to help about governmental designations (e.g., zoning, shoreline, and landmark status).

PROCEDURES: At the time you submit your application you must have all of the items listed on the attached "Complete Application Checklist" as well as the submittal for the underlying action (building permit, subdivision etc.). You may request a waiver from items on the checklist that are not applicable to your project. Please discuss this waiver request with City staff either at a pre-application meeting or at the time of application submittal. Within 28 days of receiving your application, City staff will determine if it is complete based on the attached checklist. If not complete City staff will mail to you a letter outlining what additional information is needed. If you do not submit requested materials within 90 days from the City's request for additional information the City may cancel your application.

Once the application is "complete," substantive review will begin and a "Notice of Application" must be posted/mailed to begin a public comment period. After completing the environmental analysis and considering public comments, the Director will issue a determination for the project. A Determination of Non-Significance (DNS) says that the project as proposed will not have probable, significant, negative environmental impacts. A mitigated DNS will be issued if the project must be modified to mitigate its negative impacts. An Environmental Impact Statement (EIS) must be prepared if the probable negative impacts are unavoidable.

COMPLETE APPLICATION CHECKLIST

The materials listed below must be submitted with your application unless specifically waived in writing by the Public Works Department and the Department of Community Development. Please contact each Department if you feel that certain items are not applicable to your project and should be waived. Application review will not begin until it is determined to be complete. **ADDITIONAL MATERIALS MAY BE REQUIRED.**

The initial application materials allow project review to begin and vest the applicant's rights. However, the City may require additional information as needed to establish consistency with development standards.

City staff are available to answer questions about application materials at 206-431-3670 (Department of Community Development) and 206-433-0179 (Department of Public Works).

Check items submitted with application	Information Required. <i>May be waived in unusual cases, upon approval of both Public Works and Planning</i>						
APPLICATION MATERIALS:							
	1. Application Checklist (1 copy) indicating items submitted with application.						
	2. Completed ESA Screening Checklist, SEPA Environmental Checklist and drawings (5 copies).						
	3. One set of all plans reduced to 8 1/2" x 11" or 11" x 17".						
	4. Application Fee: See Land Use Fee Schedule .						
	5. Underlying permit application that triggers SEPA review.						
PUBLIC NOTICE MATERIALS:							
	6. Payment of notice board fee (see Land Use Fee Schedule) to FastSigns OR provide a 4' x 4' public notice board on site within 14 days of the Department determining that a complete application has been received (see Public Notice Sign Specifications Handout).						
	7. Pay the fee as established by the Land Use Fee Schedule for generating mailing labels; OR provide an excel spreadsheet of mailing labels for all <i>property owners</i> and <i>tenants</i> (residents and businesses) within 500 feet of the subject property. Each unit in multiple family buildings e.g. apartments, condos, trailer parks--must be included. Once your project is assigned to a planner, you will be required to provide an electronic copy of the mailing label spreadsheet in the following format: Name, Street Address, City St Zip, with each of these fields as an individual column:						
	<table border="1" style="width: 100%; border-collapse: collapse; margin: 10px 0;"> <thead> <tr> <th style="width: 25%;">Name</th> <th style="width: 35%;">Street Address</th> <th style="width: 40%;">City, St, Zip</th> </tr> </thead> <tbody> <tr> <td>Mr. Smith</td> <td>1234 Park Ave S</td> <td>Tukwila WA 98188</td> </tr> </tbody> </table>	Name	Street Address	City, St, Zip	Mr. Smith	1234 Park Ave S	Tukwila WA 98188
Name	Street Address	City, St, Zip					
Mr. Smith	1234 Park Ave S	Tukwila WA 98188					
	PLEASE NOTE: Regardless of whether you pay the City to generate the mailing labels or you provide them, there is an additional fee for postage and material as listed under Public Notice Mailing Fee on the Land Use Fee Schedule. Payment of this fee is due prior to issuance of the decision and you will receive a separate bill for this fee.						
	8. <u>If providing own labels</u> , include King County Assessor's map(s) which shows the location of each property within 500 ft. of the subject lot.						

Check items submitted with application	Information Required. <i>May be waived in unusual cases, upon approval of both Public Works and Planning</i>
PROJECT DESCRIPTION AND ANALYSIS:	
	9. Vicinity Map with site location.
	10. Provide four (4) copies of any sensitive area studies such as wetland or geotechnical reports if needed per Tukwila's Sensitive Areas Ordinance (TMC 18.45). See the Geotechnical Report Guidelines and Sensitive Area Special Study Guidelines for additional information.
	11. Any drawings needed to describe the proposal other than those submitted with the underlying permit. Maximum size 24" x 36".



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**SEPA
 ENVIRONMENTAL
 REVIEW**

APPLICATION

<i>FOR STAFF USE ONLY Permits Plus TYPE: P-SEPA</i>	
Planner:	File Number:
Application Complete Date:	Project File Number:
Application Incomplete Date:	Other File Numbers:

NAME OF PROJECT/DEVELOPMENT: _____

BRIEF DESCRIPTION OF SCOPE OF WORK: _____

This application requires public notice. Please see section 7 of the application checklist.

LOCATION OF PROJECT/DEVELOPMENT: Give street address or, if vacant, indicate lot(s), block and subdivision, access street, and nearest intersection.

LIST ALL TAX LOT NUMBERS (this information may be found on your tax statement).

DEVELOPMENT COORDINATOR/ PROJECT CONTACT:

The individual who:

- has decision making authority on behalf of the owner/applicant in meetings with City staff,
- has full responsibility for identifying and satisfying all relevant and sometimes overlapping development standards, and
- is the primary contact with the City to whom all notices and reports will be sent.
-

PLEASE PRINT CLEARLY

Name: _____

Address: _____

CITY, ST, ZIP _____ Phone: _____

E-mail: _____

Signature: _____ Date: _____



CITY OF TUKWILA

Department of Community Development

6300 Southcenter Boulevard, Ste 100, Tukwila, WA 98188

Telephone: (206) 431-3670

**AFFIDAVIT OF OWNERSHIP AND HOLD HARMLESS
PERMISSION TO ENTER PROPERTY**

STATE OF WASHINGTON

COUNTY OF KING

The undersigned being duly sworn and upon oath states as follows:

1. I am the current owner of the property which is the subject of this application.
2. All statements contained in the applications have been prepared by me or my agents and are true and correct to the best of my knowledge.
3. The application is being submitted with my knowledge and consent.
4. Owner grants the City, its employees, agents, engineers, contractors or other representatives the right to enter upon Owner's real property, located at _____ for the purpose of application review, for the limited time necessary to complete that purpose.
5. Owner agrees to hold the City harmless for any loss or damage to persons or property occurring on the private property during the City's entry upon the property, unless the loss or damage is the result of the sole negligence of the City.
6. Non-responsiveness to a City information request for ninety (90) or more days, shall be cause to cancel the application(s) without refund of fees.

EXECUTED at _____ (city), _____ (state), on _____, 20_____

(Print Name)

(Address)

(Phone Number)

(Signature)

On this day personally appeared before me _____ to me known to be the individual who executed the foregoing instrument and acknowledged that he/she signed the same as his/her voluntary act and deed for the uses and purposes mentioned therein.

SUBSCRIBED AND SWORN TO BEFORE ME ON THIS _____ DAY OF _____, 20_____

NOTARY PUBLIC in and for the State of Washington
residing at _____

My Commission expires on _____

City of Tukwila
Endangered Species Act Screening Checklist

Date: _____

Applicant Name:

Street Address:

City, State, Zip:

Telephone:

DIRECTIONS:

This Screening Checklist has been designed to evaluate the potential for your project to result in adverse effects to salmonids - Chinook, Coho, Cutthroat trout or char - as defined by Section 9 of the Endangered Species Act (ESA). If potential effects are identified, the project may need further evaluation.

Please review and answer each question carefully. Consider all phases of your project including, but not limited to, construction, normal operation, potential emergency operation, and ongoing and scheduled maintenance. To answer these questions, you may need to refer to site plans, grading and drainage plans, critical areas studies, or other documents you have prepared for your project. The City will evaluate your responses to determine if additional action is indicated.

If ESA listed species are present or ever were present in the watershed where your project will be located, your project has the potential to affect them, and you need to comply with the ESA. The questions in this section will help determine if the ESA listings will impact your project.

For more information on potential salmonid presence in your project area contact the Washington Department of Fish and Wildlife Habitat Biologist for your region, [Washington Department of Fish and Wildlife](#) or use the SalmonScape tool, [WDFW SalmonScape](#).

1. Are ESA listed salmonids currently present in the watershed within which your project will be located?

Yes___ No___

Please describe.

2. Has there ever been an ESA listed salmonid stock present in this watershed?

Yes___ No___ Uncertain___

Please describe.

If you answered "yes" to either of the above questions you should complete the remainder of this checklist.

Part A - PROJECT SPECIFICS: Project and Vicinity

1. Name of watershed: _____

2. Name of nearest water body: _____

3. What is the distance from this project to the nearest body of water? _____

4. What is the current land use between the project and the potentially affected water body (parking lots, farmland, etc)?

5. Is the project above a:

- Natural permanent barrier (waterfall) Yes___ No___
- Natural temporary barrier (beaver pond) Yes___ No___
- Man-made barrier (culvert, dam) Yes___ No___
- Other (explain):

6. If answered **Yes** in #5, are there any resident salmonid populations above the blockage?

Yes___ No___ Don't know___

Part B - Project Specifics: Grading and Land Alteration

1. Does the project involve grading or land alteration of any kind?
Yes _____ No _____

If your project DOES NOT involve grading please skip to Part C.

2. Will the project involve the modification of a watercourse bank between Ordinary High Water (OHW) and the top of the bank? If yes, which water course?

This includes any grading on any slope leading to a river or stream, but does not require work below OHW.
Yes _____ No _____

3. Will the project involve the modification of a watercourse bank or bottom below OHW? If yes, please explain.

Yes _____ No _____

4. Could the construction, operation, or maintenance of equipment for the project result in sediment transport off site or increased rates of erosion and/or sedimentation in watercourses? If no, please explain.

Most projects involving grading have the potential to result in increased erosion and/or sedimentation as a result of land disturbance.
Yes _____ No _____

5. If the project involves grading, have you prepared a Temporary Erosion and Sedimentation Control Plan?

Yes _____ No _____

If no, are you exempt under **TMC 16.54.90**?

Yes _____ No _____

6. Will the project result in new impervious services? Include all hard surface are such as rooftops, asphalt or concrete paving, compacted surfaces, etc.

Yes _____ No _____

7. What percent of the project will be impervious surface (including pavement & roof area)?

Part C – Project Specifics: Water Quality

1. Will the project generate stormwater from the creation of impervious surfaces that will not be infiltrated on site? Please explain.

For the purpose of this analysis, infiltration includes the use of a stormwater treatment and management system intended to contain all stormwater on site by allowing it to seep into the ground.

Yes _____ No _____

2. Will the project result in the processing or handling, storage, or treatment of hazardous substances?

This does not include fuel properly stored in a vehicle fuel tank, but does include fuel or other chemicals stored on-site during construction.

Yes _____ No _____

3. Will the project require long-term or re-occurring maintenance requiring the use of fertilizers, pesticides, or other chemicals?

This may include landscape maintenance, bridge or parking lot cleaning, ice removal/melt, repeated chemical vegetation clearing, etc.

Yes _____ No _____

4. Will turbidity be increased during construction or operation of the project? Please explain any measures to be taken to ensure turbidity is not increased.

Construction near the water or below OHW often will increase turbidity, both on-site and downstream.

Yes _____ No _____

5. Will the project either reduce or increase shade along or over a water body?

Removal of trees/vegetation or the building of over-water structures (docks or floats) will often result in a change to shade.

Yes _____ No _____

6. Will the project require debris removal from below OHW of a water course? *Debris includes, but is not limited to, fallen trees, logs, shrubs, rocks, piles, riprap, submerged metal, broken concrete, pipes, or other construction material.*

Yes _____ No _____

Part D – Project Specifics: Flow Alterations and Fish Migration

1. Will the project involve the direct alteration of the channel or bed of a water course? This includes both temporary and permanent modifications. If yes, please explain.
Yes _____ No _____
2. Will the project involve any physical alteration to a wetland which is connected to a water course?
Few wetlands are isolated, most contain either surface or subsurface connection to a flowing water course.
Yes _____ No _____
3. Will water be rerouted, either temporarily or permanently as a result of the project? If yes, please explain.
Yes _____ No _____
4. Will a culvert be installed or removed as part of this project?
Yes _____ No _____
5. Will the project require withdrawal of surface water? If yes, please include amount and name or water body.
Yes _____ No _____
6. Will the project result in the withdrawal, injection, or interception of groundwater? *Examples of projects that might affect groundwater include, but are not limited to, construction of a new well, changes in withdrawal from an existing well, projects involving prolonged dewatering, installation of French drains, swales, or sewer lines. Projects that require a geotechnical report pursuant to TMC 18.45.060 should answer Yes.*
Yes _____ No _____
7. Will topography changes on the site affect the duration/direction of surface runoff flows? If yes, please describe changes.
Yes _____ No _____
8. Will the project include bank stabilization? If yes, explain.
Bank stabilization includes, but is not limited to, riprap, rock, logs, soil, vegetated revetments, concrete structures, or similar.
Yes _____ No _____
9. Will there be retention or detention ponds? If yes, will this be an infiltration pond or a surface discharge to either a municipal storm water system or a surface water body?
Yes _____ No _____
10. Will the project involve any reduction of the floodplain or floodway by filling or other partial blockage of flows? If yes, how will the loss of flood storage be mitigated by your project?
Yes _____ No _____
11. Will project include the construction of a new wetland or waterway that is connected by surface flow to an existing waterway that contains salmonids?
Yes _____ No _____

Part E – Project Specifics: Vegetation

1. Will the project involve the removal of any vegetation? If yes, please describe existing conditions and the amount and type of vegetation to be removed.

Yes _____ No _____

2. Will the project involve the removal of any vegetation within 200 feet of OHW of a water course? If yes, please describe type, size, method, and amount of vegetation to be removed.

A tree is defined by TMC 18.06.845 as any self-supporting woody plant, generally characterized by one main trunk, with a potential diameter of 2 inches or more at breast height and a minimum height of 10 feet.

Yes _____ No _____

3. If vegetation is to be removed, do you plan to mitigate by replanting? Please explain.

Yes _____ No _____

STATE ENVIRONMENTAL POLICY ACT CHECKLIST

Please respond to all questions. Use separate sheets as necessary. Department of Ecology provides a guidance on filling the SEPA checklist at [Department of Ecology](#)

Applicant Responses:

Agency Comments

A. BACKGROUND

1. Name of proposed project, if applicable:

2. Name of Applicant:

3. Date checklist prepared:

4. Agency requesting checklist:

City of Tukwila

5. Proposed timing or schedule (including phasing, if applicable):

6. Do you have any plans for future additions, expansion, or further activity related to or connected with this proposal? If yes, explain.

7. List any environmental information you know about that has been prepared, or will be prepared, directly related to this proposal.

8. Do you know whether applications are pending for governmental approvals of other proposals directly affecting the property covered by your proposal? If yes, explain.

Please respond to all questions. Use separate sheets as necessary.

Applicant Responses:

Agency Comments

5. Does the proposal lie within a 100-year floodplain? If so, note location on the site plan.

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.

b. Ground:

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.

2. Describe waste materials 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:

Please respond to all questions. Use separate sheets as necessary.

Applicant Responses:

Agency Comments

c. Water Runoff (including storm water):

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? Will this water flow into other waters? If so, describe.

2. Could waste materials enter ground or surface waters? If so, generally describe.

3. Does the proposal alter or otherwise affect drainage patterns in the vicinity of the site? If so, describe.

d. Proposed measures to reduce or control surface, ground, and runoff water, and drainage pattern impacts if any:

Please respond to all questions. Use separate sheets as necessary.

Applicant Responses:

Agency Comments

4. Plants

a. Check or circle types of vegetation found on the site:

	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
	Water plants: water lily, eelgrass, milfoil, other
	Other types of vegetation

b. What kind and amount of vegetation will be removed or altered?

c. List threatened or endangered species known to be on or near the site.

d. Proposed landscaping, use of native plants, or other measures to preserve or enhance vegetation on the site, if any:

e. List all noxious weeds and invasive species known to be on or near the site.

Please respond to all questions. Use separate sheets as necessary.

Applicant Responses:

Agency Comments

5. Animals

- a. List any birds or animals which have been observed on or near the site or are known to be on or near the site:

Birds:	Hawk, heron, eagle, songbirds, other:
Mammals:	Deer, bear, elk, beaver, other:
Fish:	Bass, salmon, trout, herring, shellfish, other:
Other:	

- b. List any threatened or endangered species known to be on or near the site.

- c. Is the site part of a migration route? If so, explain.

- d. Proposed measures to preserve or enhance wildlife, if any:

- e. List any invasive animal species known to be on or near the site:

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.

Please respond to all questions. Use separate sheets as necessary.

Applicant Responses:

Agency Comments

- b. Would your project affect the potential use of solar energy by adjacent properties? If so, generally describe.

- 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:

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.

1. Describe any known or possible contamination at the site from present or past uses.

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.

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.

Please respond to all questions. Use separate sheets as necessary.

Applicant Responses:

Agency Comments

4. Describe special emergency services that might be required.

5. Proposed measures to reduce or control environmental health hazards, if any:

b. Noise

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

2. What types and levels of noise would be created by or associated with the project on a short-term or long-term basis (for example: traffic, construction, operation, other)? Indicate what hours noise would come from the site.

3. Proposed measures to reduce or control noise impacts, if any:

- c. Proposed measures to reduce or control aesthetic impacts, if any:

11. **Light and Glare**

- a. What type of light or glare will the proposal produce? What time of day would it mainly occur?

Please respond to all questions. Use separate sheets as necessary.

Applicant Responses:

Agency Comments

- b. Could light or glare from the finished project be a safety hazard or interfere with views?

- c. What existing off-site sources of light or glare may affect your proposal?

- d. Proposed measures to reduce or control light and glare impacts, if any:

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.

h. Proposed measures to reduce or control transportation impacts, if any:

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.

b. Proposed measures to reduce or control direct impacts on public services, if any.

16. **Utilities**

a. Circle utilities currently available at the site:

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.

(NON-PROJECT PROPOSALS (E.G., SUBURBAN PLANS AND ZONING CODE TEXT CHANGES) MUST COMPLETE THE FOLLOWING PAGES).

C. SUPPLEMENTAL SHEET FOR NON-PROJECT PROPOSALS

(do not 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 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.

Please respond to all questions. Use separate sheets as necessary.

Applicant Responses:

Agency Comments

1. How would the proposals 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:

Please respond to all questions. Use separate sheets as necessary.

Applicant Responses:

Agency Comments

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 habitats, 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?

Please respond to all questions. Use separate sheets as necessary.

Applicant Responses:

Agency Comments

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 service 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.

D. SIGNATURE

Under the penalty of perjury the above answers under ESA Screening Checklist and State Environmental Policy Act Checklist 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: _____

Date Submitted: _____