

SEPA PERMIT CHECKLIST

This checklist applies to:

- Checklist
- EIS
- Addendum



These applications may be applied for under the SEPA Application Type in the Online Permitting Portal.

The materials listed below must be submitted at the time of your application. **ADDITIONAL MATERIALS MAY BE REQUIRED.** A pre-application meeting is encouraged prior to submitting an application.

Please ensure files are **saved as PDF** and conform to **City of Tukwila electronic submittal standards** prior to upload.

******ADDITIONAL PERMITS MAY BE REQUIRED******

ATTACHMENTS REQUIRED		ATTACHMENT FILE NAME
DOCUMENTS		
	1. SEPA Environmental Checklist	SEPA Checklist
	2. Critical areas studies (if applicable)	Critical Areas
	3. Geotechnical report (if applicable)	Geotech
	4. Notarized affidavit of ownership and hold harmless agreement.	Hold Harmless
OTHER		
	5. Other drawings or plans needed to describe the proposal other than those submitted with the underlying permit.	(Name accordingly)

SEPA REVIEW PROCESS

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.

Tukwila Municipal Code Title 21: Environmental Regulations sets forth SEPA procedures for the City of Tukwila.

WAC 197-11-800 sets forth additional procedures for Categorical Exemptions.

Requirements:

SEPA review is required for any action associated with the following construction thresholds:

1. For single-family residential projects, developing 31 or more dwelling units.
2. For multi-family residential projects, developing 201 or more dwelling units.
3. Developing agricultural structures over 40,000 s.f.
4. Developing office, school, commercial, recreational, service or storage buildings over 30,000 s.f.
5. Developing parking lots with over 90 spaces.
6. Landfills and excavations over 1,000 cubic yards.

SEPA review is also required for the following:

- Installation of impervious underground tanks with a capacity over 10,000 gallons.
- Projects that are undertaken wholly or partly on lands covered by water.
- Projects requiring a license governing discharges to water that is not exempt under RCW 43.21C.0383.
- Projects requiring a license governing emissions to air that is not exempt under RCW 43.21C.0381 or WAC 197-11-800 (7) or (8).
- Projects requiring a land use decision that is not exempt under WAC 197-11-800(6).

Procedures: At the time you submit your application you must have all of the items listed under Attachments Required 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.

For more information about the State Environmental Policy Act please visit the Department of Ecology's website at <https://ecology.wa.gov/regulations-permits/SEPA-environmental-review>.