



DEVELOPMENT SERVICES DEPARTMENT
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ENVIRONMENTAL REVIEW – THE SEPA PROCESS

BACKGROUND AND 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 project. 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.

PERMIT REQUIRED TO ACCOMPANY SEPA CHECKLIST

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.

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.

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.

SUBMITTAL REQUIREMENTS FOR PROJECTS SUBJECT TO THE SEPA PROCESS

An applicant may ask for a waiver of any of the following submittal application materials at their pre-application meeting; and the Development Services Department will review the applicant's request, and either approve or disallow the waiver, in writing.

One paper copy and one copy in an electronic format (complying with the City's Electronic Document Requirements outlined on the accompanying handout) of each of the below-listed submittal items is required to be submitted to the City **AT THE SAME TIME**.

FORMS REQUIRED TO BE COMPLETED

The below listed forms are required to be downloaded from the City's website at: www.mountvernonwa.gov; once on this website click on the menu near the top of the screen on the word DEPARTMENTS, then click on DEVELOPMENT SERVICES. On the new page that opens click on APPLICATIONS, FORMS & HANDOUTS and then PLANNING located in the green box on the left side of the screen. Scroll down the new page that open and click on the hyperlinks with the names listed above.

MASTER LAND USE & AGENT AUTHORIZATION FORMS

Forms 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.

SEPA CHECKLIST

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.

SITE PLAN REQUIREMENTS CHECKLIST

A checklist that an Applicant completes noting where the required information can be located on the site plans they submit.

TRAFFIC CONCURRENCY APPLICATION

An application that contains the information necessary so that staff or a traffic consultant working on behalf of the Department can determine the traffic impacts, concurrency requirements, and mitigation that will be necessary for a project.

REQUIRED TECHNICAL REPORTS

DRAINAGE PLAN

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.

CRITICAL AREA ASSESSMENTS

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

CULTURAL RESOURCES ASSESSMENT TO COMPLY WITH HISTORIC/CULTURAL PRESERVATION REQUIREMENTS

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.

PLANS PREPARED BY QUALIFIED PROFESSIONALS

SITE PLANS

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:

- 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:
 - 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.

OTHER ITEMS

TITLE REPORT

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.**

ELECTRONIC COPIES OF ALL SUBMITTED MATERIALS COMPLYING WITH THE CITY'S REQUIREMENTS FOR ELECTRONIC SUBMITTALS

FEES

Application fees must be paid when an application is submitted to the City. The total fee amount will be determined at the pre-submittal meeting with a staff planner.

- + SEPA
- + Traffic Concurrency
- + Site Plan
- + Land Use Sign
- + Postage
- + Publication
- + Other