

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 [SMC 21.09.030](#).

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

| |
|--|
| FEES APPLICABLE TO THIS PROJECT |
| Environmental Checklist Review (if applicable) |
| 15% Technology Fee |
| See current fee schedule |

Code Reference

SEPA Procedures
[SMC 21.09.030](#)

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

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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.*

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
 - 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 [SMC 21.09.010](#).

Owner Signature: _____ Date: _____

Applicant/Representative Signature (if applicable) _____ Date: _____

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ONLINE SUBMITTAL INSTRUCTIONS

- 1 Create an account on MyBuildingPermit.com.

- 2 Select "Apply For Permit" and then select "Sammamish" as the jurisdiction.

- 3 Select the following:

| | | | |
|-------------------------------------|---|--------------------------------------|-----------------------------------|
| <u>Application Type</u> Land Use | <u>Project Type</u> Any Project Type | <u>Activity Type</u> Use Approval | <u>Scope of Work</u> SEPA only |
|-------------------------------------|---|--------------------------------------|-----------------------------------|

- 4 Complete & save this form before uploading it in the "File Upload" section along with the required submittal documents.