PLANNING & DEVELOPMENT SERVICES

1800 Continental Place ● Mount Vernon, WA 98273
Inspections 360.336.9306 ● Office 360.336.9410 ● Fax 360.336.9416

Shoreline Exemption Application

| | **Pursuant to Skagit County Code 14.26, SCSMMP** |

☐ **New Construction**

☐ **Repair or Maintenance**

_____

☐ ☐ **Submittal Fee $ _____** **Critical Area $_____**

☐ ☐ **Fact Sheet**
　　Please Complete and sign the attached Fact Sheet.

☐ ☐ **Assessor's Map**
　　This can be printed from website. **Please identify the subject parcel**.

☐ ☐ **Ownership Certificate**
　　A notarized ownership certificate is required.

☐ ☐ **Site Plan.**
　　See enclosed instruction for drawing requirements.

☐ ☐ **Critical Area Checklist.**
　　Fully completed and signed.
　　　● CAO fee is required unless project meets criteria in SCC 14.24.070

☐ ☐ **Vicinity Map**
　　See enclosed guidance for drawing requirements.

☐ ☐ **JARPA Application Form**

_____
Accepted by:

_____
Permit Number

_____
Zoning / Setbacks

_____
Flood Plain / Floodway

_____
Shoreline

Notes:

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

❏ Shoreline Exemption
❏ Other _____

Brief project description:_____

Applicant Name:_____

Other Related Permits or Approvals:_____

Parcel ID#:_____ Assessor Tax #:_____ - _____ -_____ -_____

Parcel ID#:_____ Assessor Tax #:_____ - _____ -_____ -_____

Site Address:_____

Section_____ Township_____ Range_____   Critical Area/Water within 200 feet: ☐Yes ☐No

Name of Associated Shoreline/Waterbody:_____

Shoreline Designation:_____

Lot of Record: ☐Yes ☐No   Urban Growth Area: ☐Yes ☐No If yes, City:_____

Acreage / Lot Dimensions:_____

Comp Plan/Zoning within 200 feet:_____

Flood Zone:_____ FIRM Map Panel #:_____ Map Date:_____

Road access: ☐Private   ☐County - Permit #:_____   ☐State - Permit #:_____

Water Source: ☐ Drilled Well - Permit #:_____ ☐Community Well ☐Public ☐PUD #1 ☐Anacortes

Sewage Disposal: ☐Septic - Permit #:_____   ☐Public Sewer:_____

Pre-application meeting required: ☐Yes ☐No   Meeting verification form enclosed: ☐Yes ☐No

Legal Description:_____

_____

_____

(Attach additional sheet if necessary.)

Applicant

_____
Name

_____
Address

_____ _____ _____
Phone   Fax   E-mail Address

Signature_____

Owner

_____
Name

_____
Address

_____ _____ _____
Phone   Fax   E-mail Address

Contact

_____
Name

_____
Address

_____ _____ _____
Phone   Fax   E-mail Address

OWNERSHIP CERTIFICATION

I, _____, hereby certify that I am the major property owner or officer of the corporation owning property described in the attached application, and I have familiarized myself with the rules and regulations of Skagit County with respect to filing this application for a

_____ and that the statements, answers and information submitted present the argument on behalf of this application and are, in all respects, true and correct to the best of my knowledge and belief.

Street Address: _____

City, State, Zip: _____

Phone: (_____)_____

Signature(s):

_____

_____

for: _____
            (corporation or company name, if applicable)

ACKNOWLEDGMENT
STATE OF WASHINGTON

COUNTY OF SKAGIT

On this day personally appeared before me _____ to me known to be the individual(s) described in and who executed the within and foregoing instrument, and acknowledged that they signed the same as their free and voluntary act and deed for the uses and purposes therein mentioned.

GIVEN under my hand and official seal this _____ day of _____, 200_.

_____
Notary Public in and for the State of Washington
Residing at _____

My Commission Expires _____

WASHINGTON STATE
Joint Aquatic Resources Permit Application (JARPA) Form[1,2] [help]

US Army Corps of Engineers ®
Seattle District

USE BLACK OR BLUE INK TO ENTER ANSWERS IN THE WHITE SPACES BELOW.

Part 1–Project Identification

1. Project Name (A name for your project that you create. Examples: Smith's Dock or Seabrook Lane Development) [help]

Part 2–Applicant

The person and/or organization responsible for the project. [help]

2a. Name (Last, First, Middle)

2b. Organization (If applicable)

2c. Mailing Address (Street or PO Box)

2d. City, State, Zip

2e. Phone (1)	**2f.** Phone (2)	**2g.** Fax	**2h.** E-mail

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[1]Additional forms may be required for the following permits:
- If your project may qualify for Department of the Army authorization through a Regional General Permit (RGP), contact the U.S. Army Corps of Engineers for application information (206) 764-3495.
- Not all cities and counties accept the JARPA for their local Shoreline permits. If you need a Shoreline permit, contact the appropriate city or county government to make sure they accept the JARPA.

[2]To access an online JARPA form with [help] screens, go to
 http://www.epermitting.wa.gov/site/alias__resourcecenter/jarpa_jarpa_form/9984/jarpa_form.aspx.

For other help, contact the Governor's Office for Regulatory Innovation and Assistance at (800) 917-0043 or help@oria.wa.gov.

Part 3–Authorized Agent or Contact

Person authorized to represent the applicant about the project. (Note: Authorized agent(s) must sign 11b of this application.) [help]

3a. Name (Last, First, Middle)			

3b. Organization (If applicable)			

3c. Mailing Address (Street or PO Box)			

3d. City, State, Zip			

3e. Phone (1)	**3f.** Phone (2)	**3g.** Fax	**3h.** E-mail

Part 4–Property Owner(s)

Contact information for people or organizations owning the property(ies) where the project will occur. Consider both **upland and aquatic** ownership because the upland owners may not own the adjacent aquatic land. [help]

☐ Same as applicant. (Skip to Part 5.)

☐ Repair or maintenance activities on existing rights-of-way or easements. (Skip to Part 5.)

☐ There are multiple upland property owners. Complete the section below and fill out JARPA Attachment A for each additional property owner.

☐ Your project is on Department of Natural Resources (DNR)-managed aquatic lands. If you don't know, contact the DNR at (360) 902-1100 to determine aquatic land ownership. If yes, complete JARPA Attachment E to apply for the Aquatic Use Authorization.

4a. Name (Last, First, Middle)			

4b. Organization (If applicable)			

4c. Mailing Address (Street or PO Box)			

4d. City, State, Zip			

4e. Phone (1)	**4f.** Phone (2)	**4g.** Fax	**4h.** E-mail

Part 5–Project Location(s)

Identifying information about the property or properties where the project will occur. [help]

☐ There are multiple project locations (e.g. linear projects). Complete the section below and use JARPA Attachment B for each additional project location.

5a. Indicate the type of ownership of the property. (Check all that apply.) [help]
☐ Private
☐ Federal
☐ Publicly owned (state, county, city, special districts like schools, ports, etc.)
☐ Tribal
☐ Department of Natural Resources (DNR) – managed aquatic lands (Complete JARPA Attachment E)

5b. Street Address (Cannot be a PO Box. If there is no address, provide other location information in 5p.) [help]

5c. City, State, Zip (If the project is not in a city or town, provide the name of the nearest city or town.) [help]

5d. County [help]

5e. Provide the section, township, and range for the project location. [help]

¼ Section	Section	Township	Range

5f. Provide the latitude and longitude of the project location. [help]
• Example: 47.03922 N lat. / -122.89142 W long. (Use decimal degrees - NAD 83)

5g. List the tax parcel number(s) for the project location. [help]
• The local county assessor's office can provide this information.

5h. Contact information for all adjoining property owners. (If you need more space, use JARPA Attachment C.) [help]

Name	Mailing Address	Tax Parcel # (if known)

5i. List all wetlands on or adjacent to the project location. [help]

5j. List all waterbodies (other than wetlands) on or adjacent to the project location. [help]

5k. Is any part of the project area within a 100-year floodplain? [help]

☐ Yes   ☐ No   ☐ Don't know

5l. Briefly describe the vegetation and habitat conditions on the property. [help]

5m. Describe how the property is currently used. [help]

5n. Describe how the adjacent properties are currently used. [help]

5o. Describe the structures (above and below ground) on the property, including their purpose(s) and current condition. [help]

5p. Provide driving directions from the closest highway to the project location, and attach a map. [help]

Part 6–Project Description

6a. Briefly summarize the overall project. You can provide more detail in 6b. [help]

6b. Describe the purpose of the project and why you want or need to perform it. [help]

6c. Indicate the project category. (Check all that apply) [help]

☐ Commercial   ☐ Residential   ☐ Institutional   ☐ Transportation   ☐ Recreational

☐ Maintenance   ☐ Environmental Enhancement

6d. Indicate the major elements of your project. (Check all that apply) [help]

☐ Aquaculture	☐ Culvert	☐ Float	☐ Retaining Wall (upland)
☐ Bank Stabilization	☐ Dam / Weir	☐ Floating Home	☐ Road
☐ Boat House	☐ Dike / Levee / Jetty	☐ Geotechnical Survey	☐ Scientific Measurement Device
☐ Boat Launch	☐ Ditch	☐ Land Clearing	☐ Stairs
☐ Boat Lift	☐ Dock / Pier	☐ Marina / Moorage	☐ Stairs
☐ Bridge	☐ Dredging	☐ Mining	☐ Stormwater facility
☐ Bulkhead	☐ Fence	☐ Outfall Structure	☐ Swimming Pool
☐ Buoy	☐ Ferry Terminal	☐ Piling/Dolphin	☐ Utility Line
☐ Channel Modification	☐ Fishway	☐ Raft	

☐ Other:

6e. Describe how you plan to construct each project element checked in 6d. Include specific construction methods and equipment to be used. [help]

- Identify where each element will occur in relation to the nearest waterbody.
- Indicate which activities are within the 100-year floodplain.

6f. What are the anticipated start and end dates for project construction? (Month/Year) [help]

- If the project will be constructed in phases or stages, use JARPA Attachment D to list the start and end dates of each phase or stage.

Start Date: _____   End Date: _____   ☐ See JARPA Attachment D

6g. Fair market value of the project, including materials, labor, machine rentals, etc. [help]

6h. Will any portion of the project receive federal funding? [help]

- **If yes**, list each agency providing funds.

☐ Yes   ☐ No   ☐ Don't know

Part 7–Wetlands: Impacts and Mitigation

☐ Check here if there are wetlands or wetland buffers on or adjacent to the project area.
(If there are none, skip to Part 8.) [help]

7a. Describe how the project has been designed to avoid and minimize adverse impacts to wetlands. [help]

☐ Not applicable

7b. Will the project impact wetlands? [help]

☐ Yes   ☐ No   ☐ Don't know

7c. Will the project impact wetland buffers? [help]

☐ Yes   ☐ No   ☐ Don't know

7d. Has a wetland delineation report been prepared? [help]

- **If Yes**, submit the report, including data sheets, with the JARPA package.

☐ Yes   ☐ No

7e. Have the wetlands been rated using the Western Washington or Eastern Washington Wetland Rating System? [help]

- **If Yes**, submit the wetland rating forms and figures with the JARPA package.

☐ Yes   ☐ No   ☐ Don't know

7f. Have you prepared a mitigation plan to compensate for any adverse impacts to wetlands? [help]

- **If Yes**, submit the plan with the JARPA package and answer 7g.
- **If No, or Not applicable**, explain below why a mitigation plan should not be required.

☐ Yes   ☐ No   ☐ Don't know

7g. Summarize what the mitigation plan is meant to accomplish, and describe how a watershed approach was used to design the plan. [help]

7h. Use the table below to list the type and rating of each wetland impacted, the extent and duration of the impact, and the type and amount of mitigation proposed. Or if you are submitting a mitigation plan with a similar table, you can state (below) where we can find this information in the plan. [help]

Activity (fill, drain, excavate, flood, etc.)	Wetland Name[1]	Wetland type and rating category[2]	Impact area (sq. ft. or Acres)	Duration of impact[3]	Proposed mitigation type[4]	Wetland mitigation area (sq. ft. or acres)

[1] If no official name for the wetland exists, create a unique name (such as "Wetland 1"). The name should be consistent with other project documents, such as a wetland delineation report.
[2] Ecology wetland category based on current Western Washington or Eastern Washington Wetland Rating System. Provide the wetland rating forms with the JARPA package.
[3] Indicate the days, months or years the wetland will be measurably impacted by the activity. Enter "permanent" if applicable.
[4] Creation (C), Re-establishment/Rehabilitation (R), Enhancement (E), Preservation (P), Mitigation Bank/In-lieu fee (B)

Page number(s) for similar information in the mitigation plan, if available: _____

7i. For all filling activities identified in 7h, describe the source and nature of the fill material, the amount in cubic yards that will be used, and how and where it will be placed into the wetland. [help]

7j. For all excavating activities identified in 7h, describe the excavation method, type and amount of material in cubic yards you will remove, and where the material will be disposed. [help]

Part 8–Waterbodies (other than wetlands): Impacts and Mitigation

In Part 8, "waterbodies" refers to non-wetland waterbodies. (See Part 7 for information related to wetlands.) [help]

☐ Check here if there are waterbodies on or adjacent to the project area. (If there are none, skip to Part 9.)

8a. Describe how the project is designed to avoid and minimize adverse impacts to the aquatic environment. [help]

☐ Not applicable

8b. Will your project impact a waterbody or the area around a waterbody? [help]

☐ Yes   ☐ No

8c. Have you prepared a mitigation plan to compensate for the project's adverse impacts to non-wetland waterbodies? [help]

- **If Yes**, submit the plan with the JARPA package and answer 8d.
- **If No, or Not applicable,** explain below why a mitigation plan should not be required.

☐ Yes   ☐ No   ☐ Don't know

8d. Summarize what the mitigation plan is meant to accomplish. Describe how a watershed approach was used to design the plan.

- If you already completed 7g you do not need to restate your answer here. [help]

8e. Summarize impact(s) to each waterbody in the table below. [help]

Activity (clear, dredge, fill, pile drive, etc.)	Waterbody name[1]	Impact location[2]	Duration of impact[3]	Amount of material (cubic yards) to be placed in or removed from waterbody	Area (sq. ft. or linear ft.) of waterbody directly affected

[1] If no official name for the waterbody exists, create a unique name (such as "Stream 1") The name should be consistent with other documents provided.
[2] Indicate whether the impact will occur in or adjacent to the waterbody. If adjacent, provide the distance between the impact and the waterbody and indicate whether the impact will occur within the 100-year flood plain.
[3] Indicate the days, months or years the waterbody will be measurably impacted by the work. Enter "permanent" if applicable.

8f. For all activities identified in 8e, describe the source and nature of the fill material, amount (in cubic yards) you will use, and how and where it will be placed into the waterbody. [help]

8g. For all excavating or dredging activities identified in 8e, describe the method for excavating or dredging, type and amount of material you will remove, and where the material will be disposed. [help]

Part 9–Additional Information

Any additional information you can provide helps the reviewer(s) understand your project. Complete as much of this section as you can. It is ok if you cannot answer a question.

9a. If you have already worked with any government agencies on this project, list them below. [help]

Agency Name	Contact Name	Phone	Most Recent Date of Contact

9b. Are any of the wetlands or waterbodies identified in Part 7 or Part 8 of this JARPA on the Washington Department of Ecology's 303(d) List? [help]

- **If Yes,** list the parameter(s) below.
- If you don't know, use Washington Department of Ecology's Water Quality Assessment tools at: https://ecology.wa.gov/Water-Shorelines/Water-quality/Water-improvement/Assessment-of-state-waters-303d.

☐ Yes   ☐ No

9c. What U.S. Geological Survey Hydrological Unit Code (HUC) is the project in? [help]

- Go to http://cfpub.epa.gov/surf/locate/index.cfm to help identify the HUC.

9d. What Water Resource Inventory Area Number (WRIA #) is the project in? [help]

- Go to https://ecology.wa.gov/Water-Shorelines/Water-supply/Water-availability/Watershed-look-up to find the WRIA #.

9e. Will the in-water construction work comply with the State of Washington water quality standards for turbidity? [help]

- Go to https://ecology.wa.gov/Water-Shorelines/Water-quality/Freshwater/Surface-water-quality-standards/Criteria for the standards.

☐ Yes   ☐ No   ☐ Not applicable

9f. If the project is within the jurisdiction of the Shoreline Management Act, what is the local shoreline environment designation? [help]

- If you don't know, contact the local planning department.
- For more information, go to: https://ecology.wa.gov/Water-Shorelines/Shoreline-coastal-management/Shoreline-coastal-planning/Shoreline-laws-rules-and-cases.

☐ Urban   ☐ Natural   ☐ Aquatic   ☐ Conservancy   ☐ Other: _____

9g. What is the Washington Department of Natural Resources Water Type? [help]

- Go to http://www.dnr.wa.gov/forest-practices-water-typing for the Forest Practices Water Typing System.

☐ Shoreline   ☐ Fish   ☐ Non-Fish Perennial   ☐ Non-Fish Seasonal

9h. Will this project be designed to meet the Washington Department of Ecology's most current stormwater manual? [help]

- **If No**, provide the name of the manual your project is designed to meet.

☐ Yes   ☐ No

Name of manual: _____

9i. Does the project site have known contaminated sediment? [help]

- **If Yes**, please describe below.

☐ Yes   ☐ No

9j. If you know what the property was used for in the past, describe below. [help]

9k. Has a cultural resource (archaeological) survey been performed on the project area? [help]

- **If Yes**, attach it to your JARPA package.

☐ Yes   ☐ No

9l. Name each species listed under the federal Endangered Species Act that occurs in the vicinity of the project area or might be affected by the proposed work. [help]

9m. Name each species or habitat on the Washington Department of Fish and Wildlife's Priority Habitats and Species List that might be affected by the proposed work. [help]

Part 10–SEPA Compliance and Permits

Use the resources and checklist below to identify the permits you are applying for.

- Online Project Questionnaire at http://apps.oria.wa.gov/opas/.
- Governor's Office for Regulatory Innovation and Assistance at (800) 917-0043 or help@oria.wa.gov.
- For a list of addresses to send your JARPA to, click on agency addresses for completed JARPA.

10a. Compliance with the State Environmental Policy Act (SEPA). (Check all that apply.) [help]
- For more information about SEPA, go to https://ecology.wa.gov/regulations-permits/SEPA-environmental-review.

☐ A copy of the SEPA determination or letter of exemption is included with this application.

☐ A SEPA determination is pending with _____ (lead agency). The expected decision date is _____.

☐ I am applying for a Fish Habitat Enhancement Exemption. (Check the box below in 10b.) [help]

☐ This project is exempt (choose type of exemption below).

    ☐ Categorical Exemption. Under what section of the SEPA administrative code (WAC) is it exempt?

    _____

    ☐ Other: _____

☐ SEPA is pre-empted by federal law.

10b. Indicate the permits you are applying for. (Check all that apply.) [help]
LOCAL GOVERNMENT
Local Government Shoreline permits:
☐ Substantial Development   ☐ Conditional Use   ☐ Variance
☐ Shoreline Exemption Type (explain): _____
Other City/County permits:
☐ Floodplain Development Permit   ☐ Critical Areas Ordinance
STATE GOVERNMENT
Washington Department of Fish and Wildlife:
☐ Hydraulic Project Approval (HPA)   ☐ Fish Habitat Enhancement Exemption – Attach Exemption Form
Washington Department of Natural Resources:
☐ Aquatic Use Authorization
Complete JARPA Attachment E and submit a check for $25 payable to the Washington Department of Natural Resources. **Do not send cash.**
Washington Department of Ecology:
☐ Section 401 Water Quality Certification
☐ Authorization to impact waters of the state, including wetlands (Check this box if the proposed impacts are to waters not subject to the federal Clean Water Act)
FEDERAL AND TRIBAL GOVERNMENT
United States Department of the Army (U.S. Army Corps of Engineers):
☐ Section 404 (discharges into waters of the U.S.)   ☐ Section 10 (work in navigable waters)
United States Coast Guard: For projects or bridges over waters of the United States, contact the U.S. Coast Guard at:
☐ Bridge Permit: D13-SMB-D13-BRIDGES@uscg.mil
☐ Private Aids to Navigation (or other non-bridge permits): D13-SMB-D13-PATON@uscg.mil
United States Environmental Protection Agency:
☐ Section 401 Water Quality Certification (discharges into waters of the U.S.) on tribal lands where tribes do not have treatment as a state (TAS)
Tribal Permits: (Check with the tribe to see if there are other tribal permits, e.g., Tribal Environmental Protection Act, Shoreline Permits, Hydraulic Project Permits, or other in addition to CWA Section 401 WQC)
☐ Section 401 Water Quality Certification (discharges into waters of the U.S.) where the tribe has treatment as a state (TAS).

Part 11–Authorizing Signatures

Signatures are required before submitting the JARPA package. The JARPA package includes the JARPA form, project plans, photos, etc. [help]

11a. Applicant Signature (required) [help]

I certify that to the best of my knowledge and belief, the information provided in this application is true, complete, and accurate. I also certify that I have the authority to carry out the proposed activities, and I agree to start work only after I have received all necessary permits.

I hereby authorize the agent named in Part 3 of this application to act on my behalf in matters related to this application. _____ (initial)

By initialing here, I state that I have the authority to grant access to the property. I also give my consent to the permitting agencies entering the property where the project is located to inspect the project site or any work related to the project. _____ (initial)

Applicant Printed Name	Applicant Signature	Date

11b. Authorized Agent Signature [help]

I certify that to the best of my knowledge and belief, the information provided in this application is true, complete, and accurate. I also certify that I have the authority to carry out the proposed activities and I agree to start work only after all necessary permits have been issued.

Authorized Agent Printed Name	Authorized Agent Signature	Date

11c. Property Owner Signature (if not applicant) [help]

   Not required if project is on existing rights-of-way or easements (provide copy of easement with JARPA).

I consent to the permitting agencies entering the property where the project is located to inspect the project site or any work. These inspections shall occur at reasonable times and, if practical, with prior notice to the landowner.

Property Owner Printed Name	Property Owner Signature	Date

18 U.S.C §1001 provides that: Whoever, in any manner within the jurisdiction of any department or agency of the United States knowingly falsifies, conceals, or covers up by any trick, scheme, or device a material fact or makes any false, fictitious, or fraudulent statements or representations or makes or uses any false writing or document knowing same to contain any false, fictitious, or fraudulent statement or entry, shall be fined not more than $10,000 or imprisoned not more than 5 years or both.

WASHINGTON STATE
Joint Aquatic Resources Permit Application (JARPA) Form

Instruction A: Completing JARPA

I.	**Purpose of the JARPA**

Joint Aquatic Resource Permit Application (JARPA) -- To streamline the environmental permitting process, multiple regulatory agencies joined forces to create one application people can use to apply for more than one permit at a time. The JARPA form can be found at www.epermitting.wa.gov and can be used to apply for the following permits and approvals:

Federal
- U.S. Army Corps of Engineers (Corps) Section 10 Permit
- U.S. Army Corps of Engineers (Corps) Section 404 Permit
- U.S. Coast Guard (USCG) Private Aids to Navigation Permit

State
- Washington Department of Ecology (Ecology) 401 Water Quality Certifications
- Washington Department of Fish and Wildlife (WDFW) Hydraulic Project Approval
- Washington Department of Natural Resources (DNR) Aquatic Use Authorizations for State-Owned Aquatic Land

Local (City or County)
- Shoreline Conditional Use Permit
- Shoreline Substantial Development Permit
- Shoreline Variance
- Shoreline Exemption
- Shoreline Revision

II.	**Preparing and Submitting JARPA**

A. Before You Start →

1. Make sure you have a clear plan for your project.

2. Contact your local city or county government. Not all cities and counties accept JARPA for their local shoreline permits. Use the "Questions to Ask Local Government" on page 3 of this document to help save you from making multiple phone calls to your local government.

3. Contact your local planning department. Find out if your project falls under the jurisdiction of the Critical Areas Ordinances and the National Flood Insurance Program. This can impact whether or not **you** may be able to use JARPA.

4. If you plan to carry out habitat restoration or compensatory habitat mitigation projects on state-owned aquatic lands, go to http://www.dnr.wa.gov/programs-and-services/aquatics/restoring-washingtons-waterways.

5. Use the most current application being accepted by your local jurisdiction. It can be found at http://www.epermitting.wa.gov or by calling (800) 917-0043 or emailing help@oria.wa.gov.

6. A State Environmental Policy Act (SEPA) Checklist will be required for most projects. SEPA analyzes the environmental impacts of a project, and must be completed before state and federal permits can be issued.

7. Contact each agency making permitting decisions. Most agencies will require more information or materials not specifically noted in JARPA. Early coordination with all of the regulatory agencies may prevent delays in processing of your application.

B. When You Fill in JARPA →

1. Make sure to check the box next to each permit you think you will need. You will need to send at least one signed copy of the application to all the agencies associated with the boxes you check.

2. If you need help determining which permit(s) you need, see Section F, "Get Help."

3. Be very detailed and specific about your project proposal; more information is better than less.

4. Make sure your site maps and drawings are consistent with the written description you give on the application.

5. Please select "**N/A**" for any questions that do not apply to your project. Do not just leave it blank.

6. If you have access to the Internet, use the "help" screens available to clarify any questions. If you do not have access to the internet, you can request a printed version of the help by calling (800) 917-0043 or emailing help@oria.wa.gov.

7. Use the Pre-Submittal Checklist in section VI of this document to make sure you have everything you need to submit a complete application package.

8. Understand that when you sign the application, you give the permitting agencies the right to enter the property where your project is located. This is to inspect the proposed, in-progress, or completed work. You also agree to start work ONLY after you get all the necessary permits.

C. What To Expect After You Submit Your Application →

1. Most agencies will need more information than required on the application. When the review process starts, they will find out what other information they need to make a decision about your permit.

2. If you get a letter from an agency requesting more information, respond with an email or a letter of acknowledgement as soon as possible. This will help prevent project delays.

3. If you make changes to the project or site plans during the permitting process, send the updated information to each permitting agency. If you do not send this, it may delay your permits and project construction, or you may receive a penalty.

4. Contact the Governor's Office for Regulatory Innovation and Assistance (ORIA) at (800) 917-0043 or help@oria.wa.gov if you have any questions or concerns. We are here to help you.

D. JARPA Help Feature →

JARPA has a great help screen feature for each question. Each screen will give you instructions to help you create a complete application package. You must have an Internet connection to use this feature. If you need a printed version of the help, call (800) 917-0043 or email help@oria.wa.gov.

E. Submitting Copies Of JARPA →

Carefully determine all agencies you should submit a copy of your completed JARPA to (all those you have checked in section 10 of JARPA) and determine the correct agency mailing location for your project from the list provided. Mailing information is available at:
http://www.epermitting.wa.gov/site/alias__resourcecenter/jarpa_jarpa_contacts/2489/jarpa_contacts.aspx.

F. Get Help

If you have a question about the application or additional documents, contact the Governor's Office for Regulatory Innovation and Assistance (ORIA) at (800) 917-0043 or help@oria.wa.gov.

You may also find helpful information at these locations:

1. **Online Permit Assistance System (OPAS)**: http://apps.oria.wa.gov/opas/
   Fill out an online questionnaire to find out what permits you may need for your project.

2. **Regulatory Handbook**: http://apps.oria.wa.gov/permithandbook/
   Look here for the most current permit information.

III.   Questions to Ask Your Local Government or Planning Department

Use the spaces below to make note of the date, the person you spoke with, and their answers.

A. **Do they accept JARPA?** Not all cities and counties accept JARPA form for their local shoreline permits.

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B. **Does your project fall under the jurisdiction of the <u>Critical Areas Ordinances</u> and the <u>National Flood Insurance Program</u>? If so, can you use JARPA?** If your project does fall under either of these laws, you may not be able to use JARPA.

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C. **What is the <u>¼ Section</u>, <u>Section</u>, <u>Township</u>, <u>Range</u>, <u>Government Lot</u>, <u>Latitude</u>, <u>Longitude</u> and the <u>Tax Parcel number</u> for the property?** Ask your local planning department for information required for part 5 on JARPA. This information may also be located on the property deed, or you can determine the section, township, and range through the Water Resource Inventory Area (WRIA) at: https://ecology.wa.gov/Water-Shorelines/Water-supply/Water-availability/Watershed-look-up or at: https://mynasadata.larc.nasa.gov/latitudelongitude-finder/.

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D. **What is the <u>Shoreline Designation</u> of the proposed activity location?** These are assigned by local governments and listed in their local Shoreline Master Programs. Find your local government contact information at: https://ecology.wa.gov/Water-Shorelines/Shoreline-coastal-management/Shoreline-coastal-planning/Shoreline-laws-rules-and-cases. Also, ask about public notice requirements for shoreline management compliance.

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E. **What is the <u>zoning designation of</u> the property?** Examples include Residential, Rural, Agricultural, and General Commercial. Find your zoning location at MRSC custom search of Washington city/county website at: http://mrsc.org/Home/Research-Tools/Search-Resources/MRSC-Custom-Search-of-Washington-City-County-Websi.aspx.

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IV.   Site Maps and Drawings

A. You must include site maps and drawings for an application package to be considered complete.

B. The U.S. Army Corps of Engineers (Corps) requires 8 ½" x 11" black and white drawings for fax and public notice purposes.

C. Drawings have to be clear and legible, so reductions <u>of larger versions</u> may not be suitable.

D. You may submit larger drawings in addition to the 8 ½" x 11 that are more legible and easier to discern. This could speed up the review process.

E. Follow the Guidance for Completion of Drawings at the Corps' website: http://www.nws.usace.army.mil/Missions/Civil-Works/Regulatory/Permit-Guidebook/Permit-Processing/Sample-Drawings/.

F. See the Washington Department of Fish and Wildlife (WDFW) guidance for a complete application here: http://wdfw.wa.gov/licensing/hpa/hpa_criteria.html.

G. Remember there are at least three types of illustrations required:

    1. Vicinity map

    2. Plan view (bird's eye view)

    3. Cross-sectional view

H. Include photographs of the site if possible. Aerial photos and photos looking toward the shoreline from the water are especially helpful.

I. Show upland features of the project site, in addition to the work waterward of the Ordinary High Water Mark (OHWM).

J. Consider creating the drawings so the vertical skew or exaggeration is scaled to the horizontal (e.g. vertical exaggeration to horizontal is 1:10), and skewing the scale to the cross-section profiles.

K. For joint-use structures (structures to be used by more than one property owner), provide a site map showing the location of the different joint-use properties.

L. The Washington Department of Fish and Wildlife (WDFW) requires general plans for the overall project, complete plans and specifications for the proposed construction, and complete plans and specifications for the proper protection of fish life. For the specific plans, WDFW typically requires "plan profile (bird's eye view) and section" views. They limit the size to 11" x 17". Go to http://wdfw.wa.gov/licensing/hpa/hpa_criteria.html for a brief discussion of what WDFW needs for "complete plans and specifications for proper protection of fish life."

M. The Washington State Department of Natural Resources (DNR) requires 8.5" x 11" vicinity maps with specific information for mooring buoy and boatlift applications. Contact your aquatics district land manager for more information: https://www.dnr.wa.gov/programs-and-services/aquatics/aquatic-districts-and-land-managers-map.

V. Sample Wetland Mitigation Table

If wetlands are present, consider including a Mitigation Table like the one below.

The table should include:

A. Area (sq. ft.)

B. Cowardin / Wetlands Classification[1]

C. Ecology rating[2]

D. Impacts (sq. ft.)

E. Compensation

  o Reestablishment or Creation (Areas and Ratios)

F. Rehabilitation

  o Areas and Ratios

G. Enhancement

  o Areas and Ratios

Wetland	Area (sq. ft.)	Cowardin Classification[1]	Ecology Rating[2]	Impacts (sq. ft.)	Compensation					
					Reestablishment or Creation		Rehabilitation		Enhancement	
					Area	Ratio	Area	Ratio	Area	Ratio
A	43,662	PSS	II	18,654	18,654	1:1			74,616	4:1
B	10,378	PFO	II	1,078	3,234	3:1				
C	8,374	PEM	IV	8,374			25,122	3:1		
Total	54,040			19,732	21,888		25,122		74,616	

[1] The Cowardin classification system categorizes wetlands by hydrologic regime, vegetation type, and substrate. See http://www.fws.gov/wetlands/data/wetland-codes.html.

[2] The Washington State Wetland Rating System categorizes wetlands based on specific attributes such as rarity, sensitivity to disturbance, and functions. Western Washington, see https://fortress.wa.gov/ecy/publications/summarypages/0406025.html. For Eastern Washington, see https://fortress.wa.gov/ecy/publications/summarypages/0406015.html.

VI. Pre-submittal Checklist

Review the checklist below to ensure you have a complete application package to submit to each agency.

☐ In Part 10 of the application, did you indicate which permits you are applying for?

☐ Have you included JARPA Attachments A-E as necessary?

☐ Did you locate the correct mailing addresses for the agencies?

☐ Have you included complete construction drawings and specifications along with any maps and photos to support your project description? (Attachments must be in 8 ½ x 11 format for the Corps, and no greater than 11" x 17" for WDFW.)

☐ Did you include your SEPA decision letter?

☐ If you are applying for an HPA from the Department of Fish and Wildlife by submitting paper copies of your application materials, and your completed application (with attachments, photos, etc.) contains more than 30 pages, did you include digital files of all application documents on a CD or other digital storage media in formats compatible with Microsoft Word, Microsoft Excel, or Microsoft Access programs, or in PDF, TIFF, JPEG, or GIF formats?

If you are emailing your application materials to the Washington Department of Fish and Wildlife, did you save all of your materials in only those formats? Other formats cannot be accepted and may result in processing delays.

If you qualify for the agriculture and farm land exemption, have you provided proof of the current land use classification?

☐ Did you sign and date the application (sign each one you will send to a reviewing agency) and any other necessary forms?

☐ Did you make copies of your completed form and any attachments to send to the agencies you are applying to for permits?

☐ Did you keep a copy of all documents submitted and a list of the agencies you submitted them to?

You may also need to include:

☐ Wetland delineation report and copies of delineation data sheets.

☐ Wetland rating forms, including figures.

☐ Mitigation plan.

☐ Other information agencies have requested.

Keep in mind that agencies may ask for additional information to complete your application.

VII. Submittal Addresses and Contact Information

Mailing location for Shoreline permits

Send to: Appropriate city or county planning, building, or community development department.

- To find your city, go to: http://mrsc.org/Home/Research-Tools/Washington-City-and-Town-Profiles.aspx
- To find your county, go to: http://mrsc.org/Home/Research-Tools/Washington-County-Profiles.aspx

Mailing location for Hydraulic Project Approvals (HPA)

Send to: Washington State Department of Fish and Wildlife

The Washington Department of Fish and Wildlife accepts applications for Hydraulic Project Approvals (HPAs) through their new online Aquatic Protection Permitting System (APPS). Using APPS, you may submit and pay for your HPA application, view the status of your submitted applications, and receive HPAs issued to you. A link to APPS is available at: http://wdfw.wa.gov/licensing/hpa/.

You may use APPS to apply for a Hydraulic Project Approval only. JARPA is still used to apply for permits from other agencies.

If you prefer to use JARPA to apply for a HPA, follow the directions below:

- Submit your application to the headquarters office in Olympia <u>unless</u> you are requesting emergency processing.
- You should request emergency HPAs <u>verbally</u> from the local Habitat Biologist. Coverage areas and contact information for Habitat Biologists are available at: http://wdfw.wa.gov/conservation/habitat/ahb/. After business hours, contact the emergency hotline at (360) 902-2537.
- Requests for modifications of issued non-emergency HPAs must be submitted in writing to the headquarters in Olympia. Requests for modifications of emergency HPAs may be made verbally to the Habitat Biologist that issued it.
- Application documents may not exceed 11" x 17".
- If your application package (including JARPA, plans, photos, etc.) contains more than 30 pages, also include digital files of all application documents on a CD, DVD, or other electronic storage media in formats compatible with Microsoft Word, Microsoft Excel, or Microsoft Access programs or in PDF, TIFF, JPEG, or GIF formats.
- You may submit your application package by email. The subject line of each email must state "JARPA for HPA*".* Your application materials may only be in the formats identified above. JARPA must include your signature. The combined size of the attachments to any single email must be less than 30 megabytes. Submit several emails with fewer attachments to avoid exceeding this size limit. When Washington Department of Fish and Wildlife receives your email it will send notification of receipt to the sending email address. If you do not receive this notification, your application has not been received and you should resubmit it with fewer or smaller attachments and double-check your spelling of the email address.
- Application packages submitted by email or FAX must contain all application materials you are submitting for consideration.
- Do not additionally submit paper copies to supplement your emailed application.

Headquarters - Receives all new applications and written requests for modifications to issue HPA's when emergency processing is <u>NOT</u> being requested.	Washington Department of Fish and Wildlife PO BOX 43234 Olympia, Washington 98504-3234 HPAapplications@dfw.wa.gov	Tel (360) 902-2534 TDD (360) 902-2207 Fax (360) 902-2946
Area Habitat Biologists - Receives verbal requests for emergency HPAs. Also receive questions about hydraulic projects prior to application submittal.	Coverage areas and contact information for Area Habitat Biologists are available at http://wdfw.wa.gov/conservation/habitat/ahb/	<u>For emergencies only:</u> After business hours, contact the hydraulic emergency hotline at (360) 902-2537.

Mailing location for 401 Water Quality Certification		
Send to: Washington State Department of Ecology - Headquarters		
For questions, email ecyrefedpermits@ecy.wa.gov		
Washington State Department of Ecology – Headquarters, Federal Permit Unit	Attention: Federal Permit Unit P.O. Box 47600 Olympia, WA 98504-7600	Tel (360) 407-6000

Mailing location for Aquatic Resources Use Authorizations		
Send to: Department of Natural Resources		
▪ Use the address below for the District where your project is located. ▪ For a map of DNR regional offices, go to: http://www.dnr.wa.gov/programs-and-services/aquatics/aquatic-districts-and-land-managers-map ▪ For questions contact DNR headquarters at (360) 902-1100 or your local aquatics land manager: http://www.dnr.wa.gov/programs-and-services/aquatics/aquatic-districts-and-land-managers-map		
Orca Straits District	919 N Township Street Sedro Woolley, WA 98284-9384	Tel (360) 856-3500
Shoreline District	950 Farman Avenue N Enumclaw, WA 98022-9282	Tel (360) 825-1631
Rivers District	601 Bond Road P.O. Box 280 Castle Rock, WA 98611-0280	Tel (360) 577-2025

Mailing location for Mooring Buoy Applications		
Send to: Department of Natural Resources		
For questions, email buoy@dnr.wa.gov		
Department of Natural Resources, Aquatic Resources Division	DNR Aquatic Resources Division Attention: Mooring Buoy Program 1111 Washington St. SE, MS 47027 Olympia, WA 98504-7027	Tel (360) 902-1074

Mailing location for Department of the Army Permits (U.S. Army Corps of Engineers)		
Send to: U.S. Army Corps of Engineers		
To find a list of Project Managers assigned to your county, region or project please visit: http://www.nws.usace.army.mil/Missions/CivilWorks/Regulatory/ContactUs.aspx		
U.S. Army Corps of Engineers	Seattle District Regulatory Branch P.O. Box 3755 Seattle, WA 98124-3755	Tel (206) 764-3495 Fax (206) 764-6602

Mailing location for Private Aids to Navigation (for non-bridge projects)		
Send to: United States Coast Guard		
Private Aids to Navigation	Commander 13th Coast Guard District (OAN) Attention: PATON Manager 915 Second Avenue, Room 3510 Seattle, WA 98174-1067	Tel (206) 220-7285 Fax (206) 220-7265

VIII.   Resources and Helpful Information

Online and Other Resources

- **Washington Environmental Permitting Information:** www.epermitting.wa.gov**.** This Web site has the most up-to-date JARPA forms, guidance documents and contact information.

- **Online Permit Assistance System (OPAS):** http://apps.oria.wa.gov/opas/. OPAS is an online questionnaire that asks a series of 'yes' or 'no' questions to help determine which permits and approvals may be required for your project.

- **Regulatory Handbook**: http://apps.oria.wa.gov/permithandbook/. The Regulatory Handbook provides an overview for each environmental permit, including contacts and resources for more detailed information. You can view the handbook online or download a copy. Links to descriptions of common environmental permits in JARPA are listed below

  o Shoreline permit and local permits:

    ▪ Substantial Development: http://apps.oria.wa.gov/permithandbook/permitdetail/38
    ▪ Conditional Use: http://apps.oria.wa.gov/permithandbook/permitdetail/44
    ▪ Variance: http://apps.oria.wa.gov/permithandbook/permitdetail/45
    ▪ Floodplain Development Permit: http://apps.oria.wa.gov/permithandbook/permitdetail/47

  o WA Department of Fish & Wildlife Hydraulic Project Approval: http://apps.oria.wa.gov/permithandbook/permitdetail/25

  o WA Department of Ecology Section 401 Water Quality Certification: http://apps.oria.wa.gov/permithandbook/permitdetail/43

  o WA Department of Natural Resources Aquatic Resources Use Authorization: http://apps.oria.wa.gov/permithandbook/permitdetail/31

  o Department of the Army permits :

    ▪ Section 404 (discharges into waters of the US): http://apps.oria.wa.gov/permithandbook/permitdetail/37
    ▪ Section 10 (work in navigable waters): http://apps.oria.wa.gov/permithandbook/permitdetail/36

  o United States Coast Guard permits

- Private Aids to Navigation (for non-bridge projects):
  http://apps.oria.wa.gov/permithandbook/permitdetail/98

o **Governor's Office for Regulatory Innovation and Assistance Information Center -** The Governor's Office for Regulatory Innovation and Assistance (ORIA) is a great resource when you have questions about the JARPA form or process. ORIA can answer questions about the permits your project may need and provide you with the contact information for staff at local, state, and federal offices that can help you. ORIA is open Monday through Friday from 8:00 am to 5:00 pm. Staff can be reached at (800) 917-0043 or by email at help@oria.wa.gov.

Helpful Hints

A. Give yourself plenty of time.

B. It will take some time to gather the information you need to complete the application.

C. Find out if you can use JARPA to apply for local Shoreline permits. Not all cities and counties accept JARPA for their local Shoreline permits. If you think you will need a local Shoreline permit, contact the local city or county government to make sure they will accept JARPA. Local government contact information can be found at http://mrsc.org/Home/Research-Tools/Washington-City-and-Town-Profiles.aspx, for cities, or http://mrsc.org/Home/Research-Tools/Washington-County-Profiles.aspx, for counties.

D. Find out if your project falls under your county or city Critical Areas Ordinance or Flood Management program. You should contact your local city or county government to find out if your project falls under the jurisdiction of the local Critical Areas Ordinance or Flood Management program. If the project is within one or both of these jurisdictions you may not be able to use JARPA to apply for a permit or approval. Local government contact information can be found at http://mrsc.org/Home/Research-Tools/Washington-City-and-Town-Profiles.aspx, for cities, or http://mrsc.org/Home/Research-Tools/Washington-County-Profiles.aspx, for counties.

E. Make sure you fill out the most current version of JARPA. The most current version is available at http://www.epermitting.wa.gov. You can also find up-to-date guidance documents and contact information at this website.

F. Make sure you have a clear plan in mind for your project.

G. Just like when you apply for a building permit, you should know what you plan to do before you start to fill out the application. This could include site drawings with dimensions, and information on impacts and mitigation.

H. Contact and coordinate with each reviewing agency. Early coordination with all of the reviewing agencies can prevent delays in processing your application. Most agencies will require more information or materials than what is asked for in JARPA. Early coordination could help agencies identify additional application materials you need to submit for a more efficient project review.