



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

Date Received:

Accepted by:

Permit Number

Zoning / Setbacks

Flood Plain / Floodway

Shoreline

Notes:



Planning & Development Services Fact Sheet
Community Development Division

PL _____ - _____
Date Received

- 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.)



Planning & Development Services Fact Sheet

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 _____



Planning & Development Services
Critical Areas Checklist
 Pursuant to Skagit County 14.24.080

Section ____ Township ____ Range ____ Parcel Number: _____ Related Permits: _____

Site Address: _____

Proposed uses: _____

PLEASE ANSWER THE FOLLOWING QUESTIONS CONCERNING CRITICAL AREA INDICATORS LOCATED ON OR WITHIN 200 FEET OF THE PROJECT AREA.

- a. Are you aware of any environmental documentation that has been prepared related to critical areas that includes the subject area? (If yes, *please attach a list of document titles).
 ___ Yes* ___ No ___ Unknown
- b. Are there any surface waters (including year-round and seasonal streams, saltwater, lakes, ponds, bogs, fens, swamps, marshes)?
 ___ Yes ___ No ___ Unknown
- c. Is there vegetation that is associated with wetlands?
 ___ Yes ___ No ___ Unknown
- d. Have any wetlands been identified?
 ___ Yes ___ No ___ Unknown
- e. Are there areas where the ground is consistently inundated or saturated with water?
 ___ Yes ___ No ___ Unknown
- f. Are there any State or Federally listed sensitive, endangered or threatened species and habitats?
 ___ Yes ___ No ___ Unknown
- g. Are there slopes of 15% or greater?
 ___ Yes ___ No ___ Unknown
- h. Is the project located within a Flood Hazard Zone?
 ___ Yes ___ No ___ Unknown
- i. Do you know of any landslide hazard areas?
 ___ Yes ___ No ___ Unknown

I grant permission to the field inspector to enter the building site to determine the presence or absence of critical areas.

I understand that if the information on this form is later determined to be incorrect, the project or activity may be subject to conditions or denial as necessary to meet the requirements of SCC 14.24, the Skagit County Critical Areas Ordinance.

 Applicant's Signature

 Date



WASHINGTON STATE

Joint Aquatic Resources Permit Application (JARPA) Form ^{1,2}

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



US Army Corps of Engineers
Seattle District

AGENCY USE ONLY

Date received: _____

Agency reference #: _____

Tax Parcel #(s): _____

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
()	()	()	

¹Additional 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.
- If your project might affect species listed under the Endangered Species Act, you will need to fill out a Specific Project Information Form (SPIF) or prepare a Biological Evaluation. Forms can be found at http://www.nws.usace.army.mil/PublicMenu/Menu.cfm?sitename=REG&pagename=mainpage_ESA
- 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.

²To 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 of Regulatory Assistance at 1-800-917-0043 or help@ora.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]			
<input type="checkbox"/> Private <input type="checkbox"/> Federal <input type="checkbox"/> Publicly owned (state, county, city, special districts like schools, ports, etc.) <input type="checkbox"/> Tribal <input type="checkbox"/> 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]			
<ul style="list-style-type: none"> 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]			
<ul style="list-style-type: none"> 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) [\[help\]](#)

- | | | | |
|---|---|--|--|
| <input type="checkbox"/> Aquaculture | <input type="checkbox"/> Culvert | <input type="checkbox"/> Float | <input type="checkbox"/> Retaining Wall (upland) |
| <input type="checkbox"/> Bank Stabilization | <input type="checkbox"/> Dam / Weir | <input type="checkbox"/> Floating Home | <input type="checkbox"/> Road |
| <input type="checkbox"/> Boat House | <input type="checkbox"/> Dike / Levee / Jetty | <input type="checkbox"/> Geotechnical Survey | <input type="checkbox"/> Scientific Measurement Device |
| <input type="checkbox"/> Boat Launch | <input type="checkbox"/> Ditch | <input type="checkbox"/> Land Clearing | <input type="checkbox"/> Stairs |
| <input type="checkbox"/> Boat Lift | <input type="checkbox"/> Dock / Pier | <input type="checkbox"/> Marina / Moorage | <input type="checkbox"/> Stormwater facility |
| <input type="checkbox"/> Bridge | <input type="checkbox"/> Dredging | <input type="checkbox"/> Mining | <input type="checkbox"/> Swimming Pool |
| <input type="checkbox"/> Bulkhead | <input type="checkbox"/> Fence | <input type="checkbox"/> Outfall Structure | <input type="checkbox"/> Utility Line |
| <input type="checkbox"/> Buoy | <input type="checkbox"/> Ferry Terminal | <input type="checkbox"/> Piling/Dolphin | |
| <input type="checkbox"/> Channel Modification | <input type="checkbox"/> Fishway | <input type="checkbox"/> 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 Not applicable

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 Not applicable

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: <http://www.ecy.wa.gov/programs/wq/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 <http://www.ecy.wa.gov/services/gis/maps/wria/wria.htm> to find the WRIA #.

<p>9e. Will the in-water construction work comply with the State of Washington water quality standards for turbidity? [help]</p> <ul style="list-style-type: none"> Go to http://www.ecy.wa.gov/programs/wq/swqs/criteria.html for the standards. <p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable</p>
<p>9f. If the project is within the jurisdiction of the Shoreline Management Act, what is the local shoreline environment designation? [help]</p> <ul style="list-style-type: none"> If you don't know, contact the local planning department. For more information, go to: http://www.ecy.wa.gov/programs/sea/sma/laws_rules/173-26/211_designations.html. <p><input type="checkbox"/> Rural <input type="checkbox"/> Urban <input type="checkbox"/> Natural <input type="checkbox"/> Aquatic <input type="checkbox"/> Conservancy <input type="checkbox"/> Other _____</p>
<p>9g. What is the Washington Department of Natural Resources Water Type? [help]</p> <ul style="list-style-type: none"> Go to http://www.dnr.wa.gov/BusinessPermits/Topics/ForestPracticesApplications/Pages/fp_watertyping.aspx for the Forest Practices Water Typing System. <p><input type="checkbox"/> Shoreline <input type="checkbox"/> Fish <input type="checkbox"/> Non-Fish Perennial <input type="checkbox"/> Non-Fish Seasonal</p>
<p>9h. Will this project be designed to meet the Washington Department of Ecology's most current stormwater manual? [help]</p> <ul style="list-style-type: none"> If No, provide the name of the manual your project is designed to meet. <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Name of manual:</p>
<p>9i. Does the project site have known contaminated sediment? [help]</p> <ul style="list-style-type: none"> If Yes, please describe below. <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>9j. If you know what the property was used for in the past, describe below. [help]</p>
<p>9k. Has a cultural resource (archaeological) survey been performed on the project area? [help]</p> <ul style="list-style-type: none"> If Yes, attach it to your JARPA package. <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>

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. [\[help\]](#)

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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. [\[help\]](#)

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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.ecy.wa.gov/opas/>.
- Governor's Office of Regulatory Assistance at (800) 917-0043 or help@ora.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 www.ecy.wa.gov/programs/sea/sepa/e-review.html.

- 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](#)

Effective July 10, 2012, you must submit a check for \$150 to Washington Department of Fish and Wildlife, unless your project qualifies for an exemption or alternative payment method below. **Do not send cash.**

Check the appropriate boxes:

- \$150 check enclosed. (Check # _____)
Attach check made payable to Washington Department of Fish and Wildlife.
- Charge to billing account under agreement with WDFW. (Agreement # _____)
- My project is exempt from the application fee. (Check appropriate exemption)
- HPA processing is conducted by applicant-funded WDFW staff.
(Agreement # _____)
 - Mineral prospecting and mining.
 - Project occurs on farm and agricultural land.
(Attach a copy of current land use classification recorded with the county auditor, or other proof of current land use.)
 - Project is a modification of an existing HPA originally applied for, prior to July 10, 2012.
(HPA # _____)

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

FEDERAL GOVERNMENT

United States Department of the Army permits (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 permits:

- General Bridge Act Permit Private Aids to Navigation (for non-bridge projects)



2 0 1 0
WASHINGTON STATE
Joint Aquatic Resources Permit
Application (JARPA) Form



Instruction A: Completing JARPA 2010

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) General Bridge 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 (WDNR) Use Authorizations for State-Owned Aquatic Land
 - The WDNR has an additional application to use if you are applying for a Use Authorization at http://www.dnr.wa.gov/Publications/aqr_use_auth_app.doc

Local (City or County)

- Shoreline Conditional Use Permit
- Shoreline Substantial Development Permit
- Shoreline Variance
- Shoreline Exemption
- Shoreline Revision

II. Preparing and Submitting the 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 the JARPA for their local shoreline permits. Use the "Questions to Ask Local Government" on page 4 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 the JARPA.
4. Use the most current application being accepted by your local jurisdiction. It can be found at www.epermitting.wa.gov or by calling 800-917-0043 or emailing help@ora.wa.gov.

5. 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.
6. Contact each agency making permitting decisions. Most agencies will require more information or materials not specifically noted in the JARPA. Early coordination with all of the regulatory agencies may prevent delays in processing of your application.

B. When You Fill in the 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 confusing 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@ora.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. While you only need to complete one application, you must sign each copy of the application you submit to each agency. This means you must first make copies of the application, then sign each copy with your original signature. Agencies will not accept applications with a copied signature.
9. 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 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. Call the Office of Regulatory Assistance (ORA) Information Center at 800-917-0043 or help@ora.wa.gov if you have any questions or concerns. We are here to help you.

D. JARPA Help Feature →

The 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, please call 800-917-0043 or email help@ora.wa.gov.

E. Submitting Copies Of The JARPA →

Carefully determine all agencies you should submit a copy of your completed JARPA to (all those you have checked on the application) 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, call the Governor's Office of Regulatory Assistance (ORA) Information Center at 800-917-0043 or send an email to help@ora.wa.gov.

You may also find helpful information at these locations:

1. **On-Line Permit Assistance System (OPAS)**: <http://www.ora.wa.gov/resources/questionnaire.asp>
Fill out an on-line questionnaire to find out what permits you may need for your project.
2. **Environmental Permit Handbook**: <http://www.ora.wa.gov/resources/handbook.asp>
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 the JARPA?** Not all cities and counties accept the JARPA form for their local shoreline permits.

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

- C. **What is the 1\4 Section, Section, Township, Range, Government Lot, Latitude, Longitude and the Tax Parcel number for the property?** Ask your local planning department for information required for part 5 on the 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:
<http://www.ecy.wa.gov/services/gis/maps/wria/townships/trs.htm>.

- D. **What is the Shoreline Designation 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:
http://www.ecy.wa.gov/programs/sea/SMA/local_planning/index.html. Also, ask about public notice requirements for shoreline management compliance.

E. **What is the zoning designation of the property?** Examples include Residential, Rural, Agricultural, and General Commercial.

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 of larger versions 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 available at the Corps’ Web site.
http://www.nws.usace.army.mil/PublicMenu/Menu.cfm?sitename=REG&pagename=Drawing_Checklist.
- F. See the Washington Department of Fish and Wildlife (WDFW) guidance for a complete application here:
http://www.wdfw.wa.gov/hab/hpa_criteria.htm.
- 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”. Check this Web site
http://www.wdfw.wa.gov/hab/hpa_criteria.htm for a brief discussion of what WDFW needs for “complete plans and specifications for proper protection of fish life.”

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 Classification¹
- C. Ecology rating²
- 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	Ecology Rating	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.npwrc.usgs.gov/resource/wetlands/classwet/index.htm>.

2 The Washington State Wetland Rating System categorizes wetlands based on specific attributes such as rarity, sensitivity to disturbance, and functions. Western Washington, see <http://www.ecy.wa.gov/pubs/0406025.pdf>. For Eastern Washington, see <http://www.ecy.wa.gov/pubs/0406015.pdf>.

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-D 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, and must include the UPI#.)

- 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 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.
- 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.

- For city and county contact information, go to: <http://www.mrsc.org>. Click on the “LINKS” tab to find your city or county.

Mailing location for Hydraulic Project Approvals (HPA)

Send to: Washington State Department of Fish and Wildlife (please submit two copies)

- Submit two copies of your application to the headquarters office in Olympia unless you are requesting expedited processing.
- If you are requesting expedited processing, submit two copies of your application to the appropriate regional office. Do not use JARPA to apply for emergency HPAs. These do not require a written application. You should request emergency HPAs verbally from the local Area Habitat Biologist. Coverage areas and contact information for Area Habitat Biologists are available at <http://wdfw.wa.gov/hab/ahb/index.htm>.
- Application documents may not exceed 11” x 17”.
- If your application package (including the 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. The 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.
- Applications packages submitted by email must contain all application materials you are submitting for consideration. Do not additionally submit paper copies to supplement your emailed application.

Headquarters

Receives all applications when expedited processing is NOT being requested.

Habitat Program
600 Capitol Way North
Olympia, Washington 98501-1091
HPAapplications@dfw.wa.gov

Tel (360) 902-2534
TDD (360) 902-2207
Fax (360) 902-2946

Regions Receives all applications for expedited processing. Request emergency HPAs verbally from the Area Habitat Biologist. Submit applications for other HPA types to headquarters in Olympia.		
Region 1 (Pend Oreille, Ferry, Stevens, Spokane, Lincoln, Whitman, Columbia, Garfield, Asotin, and Walla Walla Counties)	2315 North Discovery Place Spokane, WA 99216 HPAapplications@dfw.wa.gov	Tel (509) 892-1001 Fax (509) 921-2440
Region 2 (Okanogan, Douglas, Grant, Adams, and Chelan Counties)	1550 Alder Street NW Ephrata, WA 98823-9699 HPAapplications@dfw.wa.gov	Tel (509) 754-4624 Fax (509) 754-5257
Region 3 (Franklin, Kittitas, Yakima, and Benton Counties)	1701 South 24th Avenue Yakima, WA 98902-5720 HPAapplications@dfw.wa.gov	Tel (509) 575-2740 Fax (509) 575-2474
Region 4 (Whatcom, Skagit, Snohomish, King, Island, and San Juan Counties)	16018 Mill Creek Boulevard Mill Creek, WA 98012-1296 HPAapplications@dfw.wa.gov	Tel (425) 775-1311 Fax (425) 338-1066
Region 5 (Lewis, Wahkiakum, Cowlitz, Skamania, Clark, and Klickitat Counties)	2108 Grand Blvd. Vancouver, WA 98661-4624 HPAapplications@dfw.wa.gov	Tel (360) 696-6211 Fax (360) 906-6776
Region 6 (Pacific, Pierce, Thurston, Grays Harbor, Mason, Jefferson, Clallam, and Kitsap Counties)	48 Devonshire Road Montesano, WA 98563-9618 HPAapplications@dfw.wa.gov	Tel (360) 249-4628 Fax (360) 664-0689

Mailing location for 401 Water Quality Certification		
Send to: Washington State Department of Ecology Headquarters – Federal Permit Unit		
■		
Headquarters	<u>Mailing Address</u> P.O. Box 47600 Olympia, WA 98504-7600 <u>Physical Address</u> 300 Desmond Drive Lacey, WA 98504	Tel (360) 407-6000

Mailing location for Aquatic Resources Use Authorizations

Send to: Department of Natural Resources

- Use the address below for the region where your project is located.
- For a map of DNR regional offices, go to: <http://www.dnr.wa.gov/ContactDNR/Pages/Home.aspx>

Headquarters	PO Box 47000 1111 Washington Street SE Olympia, WA 98504-7000	Tel (360) 902-1100
Northwest Region	919 N Township Street Sedro Woolley, WA 98284-9384	Tel (360) 856-3800
Pacific Cascade Region	601 Bond Road PO Box 280 Castle Rock, WA 98611-0280	Tel (360) 577-2025
South Puget Sound Region	950 Farman Avenue N Enumclaw, WA 98022-9282	Tel (360) 825-1631
Northeast Region	225 S Silke Road PO Box 190 Colville, WA 99114-0190	Tel (509) 684-7474
Southeast Region	713 Bowers Road Ellensburg, WA 98926-9301	Tel (509) 925-8510
Olympic Region	411 Tillicum Lane Forks, WA 98331-9271	Tel (360) 374-6131

Mailing location for Department of the Army Permits (U.S. Army Corps of Engineers)

Send to: U.S. Army Corps of Engineers

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
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Mailing location for General Bridge Act Permits and Private Aids to Navigation (for non-bridge projects)

Send to: United States Coast Guard

Section 9 Bridge Permit	Commander 13th Coast Guard District (OAN) 915 Second Avenue, Room 3510 Seattle, WA 98174-1067 Attn: Bridge Administrator	Tel (206) 220-7282 Fax (206) 220-7265
Private Aids to Navigation	Commander 13th Coast Guard District (OAN) 915 Second Avenue, Room 3510 Seattle, WA 98174-1067 Attn: PATON Manager	Tel (206) 220-7285 Fax (206) 220-7265

VIII. Resources and Helpful Information

On-line 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.
- **On-line Permit Assistance System (OPAS):** <http://apps.ecy.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.
- **Environmental Permit Handbook:** <http://apps.ecy.wa.gov/permithandbook>. The Environmental Permit 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 the JARPA are listed below:
 - Shoreline permit and local permits:
 - Substantial Development: <http://apps.ecy.wa.gov/permithandbook/permitdetail.asp?id=38>
 - Conditional Use: <http://apps.ecy.wa.gov/permithandbook/permitdetail.asp?id=44>
 - Variance: <http://apps.ecy.wa.gov/permithandbook/permitdetail.asp?id=45>
 - Floodplain Development Permit: <http://apps.ecy.wa.gov/permithandbook/permitdetail.asp?id=47>
 - WA Department of Fish & Wildlife Hydraulic Project Approval: <http://apps.ecy.wa.gov/permithandbook/permitdetail.asp?id=25>
 - WA Department of Ecology Section 401 Water Quality Certification: <http://apps.ecy.wa.gov/permithandbook/permitdetail.asp?id=43>
 - WA Department of Natural Resources Aquatic Resources Use Authorization: <http://apps.ecy.wa.gov/permithandbook/permitdetail.asp?id=31>
 - Department of the Army permits :
 - Section 404 (discharges into waters of the US): <http://apps.ecy.wa.gov/permithandbook/permitdetail.asp?id=37>
 - Section 10 (work in navigable waters): <http://apps.ecy.wa.gov/permithandbook/permitdetail.asp?id=36>
 - United States Coast Guard permits
 - General Bridge Act Permit: <http://apps.ecy.wa.gov/permithandbook/permitdetail.asp?id=106>
 - Private Aids to Navigation (for non-bridge projects): <http://apps.ecy.wa.gov/permithandbook/permitdetail.asp?id=98>
- **Governor's Office of Regulatory Assistance Information Center** - The Governor's Office of Regulatory Assistance Information Center is a great resource when you have questions about the JARPA form or process. Center staff 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. The Center is open Monday through Friday from 9:00 am to 4:00 pm. Staff can be reached at 800-917-0043 or by email at help@ora.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 the JARPA to apply for local Shoreline permits. Not all cities and counties accept the 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 the JARPA. Local government contact information can be found at <http://www.mrsc.org>. Click on the “LINKS” tab to find your city or county.
- 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 the JARPA to apply for a permit or approval. Local government contact information can be found at <http://www.mrsc.org>. Click on the “LINKS” tab to find your city or county.
- E. Make sure you fill out the most current version of the 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 Web site.
- 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 the JARPA. Early coordination could help agencies identify additional application materials you need to submit for a more efficient project review.

If you require this document in another format, contact The Governor’s Office of Regulatory Assistance (ORA). People with hearing loss can call 711 for Washington Relay Service. People with a speech disability can call (877) 833-6341.
ORA publication number: ENV-024-09