JARPA Packet and Instructions

This packet includes the following:

JARPA Application

JARPA Instruction A & B

Attachments A through E

Carefully read the instructions included, since every situation is different, not all the Attachments may apply to your situation, so you may not need to fill out all the Attachments.

If you have any questions, please contact:

Dave at 360-795-3067

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

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

US Army Corps of Engineers ®
Seattle District

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

---

[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	
☐ 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]

8h. Have you prepared a Water Quality Monitoring Plan (WQMP) for all in-water work (below ordinary high water), over water work or discharges to waters of the state?

☐ Yes   ☐ No

If NO describe the monitoring that you will be conducting including parameters, equipment and locations, or explain why monitoring will not be necessary. [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.

> If you require this document in another format, contact the Governor's Office for Regulatory Innovation and Assistance (ORIA) at (800) 917-0043. People with hearing loss can call 711 for Washington Relay Service. People with a speech disability can call (877) 833-6341. ORIA publication number: ORIA-16-011 rev. 09/2018

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.

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.

_____
_____
_____
_____
_____

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.

_____
_____
_____
_____
_____

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/.

_____
_____
_____
_____
_____

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.

_____
_____
_____
_____
_____

E. **What is the zoning designation of 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.

_____

_____

_____

_____

_____

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 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

- **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.

WASHINGTON STATE
Joint Aquatic Resources Permit Application (JARPA)
Instruction B: Cell-by-Cell Technical Help

Part 1 – Project Identification

1. Project Name

The Project Name is a name for your project that you define to allow you to easily communicate with regulatory agencies about your project.

Definition(s):

- **Project**: A set of activities designed to achieve a desired endpoint or a list of activities to be completed on a certain property.

Part 2 – Applicant

Provide the applicant's contact information. Usually the "applicant" is the person filling out the application, but in circumstances where a consultant is filling out the application, the applicant is the party responsible for the project.

Definition(s):

- **Applicant**: The person or entity applying for a permit and/or responsible for the project.

Part 3 – Authorized Agent or Contact

Provide information for the authorized agent or contact.

Applicants may have an authorized agent complete the JARPA form on their behalf. Examples of authorized agents include an environmental consultant or lawyer. A contact is anyone else who can serve as a point of contact instead of the applicant or an authorized agent.

If this is not applicable, write N/A in the space provided.

Definition(s):

- **Authorized Agent or Contact**: The person or entity completing the application on behalf of the applicant or owner or who can be contacted with questions about the project.

Part 4 – Property Owner(s)

Provide contact information for the property owner, but only if different from the applicant.

If owner and applicant are the same, check the box next to "Same as Applicant" at the beginning of Part 4.

If there are multiple property owners, provide the information requested for each property owner. Use JARPA Attachment A for additional property owners.

Part 5 – Project Location(s)

As a first step, you should determine if your project will take place on Department of Natural Resources (DNR)-managed aquatic land. For help in making this determination, please contact DNR at (360) 902-1100.

5a. Indicate the type of ownership of the property.

Indicate the type of ownership of the property. This information is used to confirm which regulatory agencies have jurisdiction and what rules and laws may apply.

Definition(s):

- **Private**: Owned by an individual or company.
- **Federal**: Lands owned by the Federal Government, such as national parks, national wildlife refuges or military reservations
- **Publicly Owned**: Owned by the state, county or city governments, ports or schools.
- **Tribal**: Owned by a Native American Government.
- **Department of Natural Resources (DNR) – managed aquatic lands**: State owned aquatic lands include all tidelands, shorelands, harbor areas, the beds of navigable waters, and waterways owned by the State and administered by the Washington State Department of Natural Resources.

5b. Street Address

Provide the address of the project location. If there is no address, provide another description such as, highway segment, mileposts, or river mile. Use JARPA Attachment B for additional property locations.

5c. City, State, Zip

Provide the nearest city or town.

5d. County

Provide the county or counties where the project is located.

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

This information may be located on your property deed. You may also be able to get this information from your county assessor's office. If your project crosses multiple sections, townships, or ranges, list them all. This information is needed to help the permit reviewers and site inspectors to locate the project.

Local government contact information can be found at http://www.mrsc.org. To find your local government contact information select the link for your city or county.

If you know which Watershed Resource Inventory Area (WRIA) your project is located in, you can locate the section, township, and range using the WA Department of Ecology's WRIA maps, located at http://www.ecy.wa.gov/water/wria/index.html.

5f. Provide the latitude and longitude of the project location.

You can get your project's latitude and longitude using a Global Positioning Service (GPS) device, a topographic map, or by entering your address at: https://mynasadata.larc.nasa.gov/latitudelongitude-finder/. If applicable, report the latitude and longitude for the 'center point' of your project location.

Please specify which North American Datum (NAD) you use on your JARPA form. It is strongly recommended you use the "NAD 83" datum when determining the GPS coordinates of your project

Permitting agencies prefer latitude and longitude in the decimal format (e.g., 47.05061°, -122.84465°), though most will also accept the degrees, minutes, and seconds format (e.g., 47° 03' 02", -122° 50' 41").

5g. List the tax parcel number(s) for the project location.

Identify the tax parcel number(s) for the project location. If the project location does not have a tax parcel number, for example: a right-of-way, put "N/A" in the box.

If you do not know the tax parcel number, call the local county assessor's office. Local government contact information can be found at http://www.mrsc.org. To find your local government contact information select the link for your city or county.

5h. Contact information for all adjoining property owners.

Identify the name and mailing address for owners of properties located next to or bordering the project location. Use JARPA Attachment C for additional adjoining property owners.

Definition(s):

- **Adjoining Property Owners**: All property owners whose properties directly connect to the project property.

5i. List all wetlands on or adjacent to the project area.

Definition(s):

- **Adjacent**: Something bordering, next to, or neighboring.
- **Wetland**: An area that is inundated or saturated by surface or ground water at a frequency and duration sufficient to support, and that under normal circumstances does support, a prevalence of vegetation adapted for life in saturated soil conditions. Wetlands generally include swamps, marshes, bogs, and similar areas.

5j. List all waterbodies (other than wetlands) on or adjacent to the project area.

Definition(s):

- **Adjacent**: Something bordering, next to, or neighboring.
- **Waterbody**: A river, creek, stream, lake, pool, bay, wetland, marsh, swamp, tidal flat, ocean or other water area.

5k. Is any part of the project area within a 100-year flood plain?

Floodplain maps can be located at the Federal Emergency Management Agency's (FEMA's) map center at, http://msc.fema.gov/.

You can also get this information by contacting your city or county government or contacting the Governor's Office for Regulatory Innovation and Assistance at (800) 917-0043 or help@oria.wa.gov.

Local government contact information can be found at http://www.mrsc.org. To find your local government contact information select the link for your city or county.

Definition(s):

- **100 Year Floodplain**: Lands in the floodplain subject to a one percent chance or greater of flooding in any given year.

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

Provide a brief description of the types of vegetation and habitat on the property (for example: fields, forests, prairie, grass lawn, streams, or wetland buffers), specifically the area in and around the project location.

Detailed information on the project and potential impacts will be asked for in Parts 6, 7, and 8.

Definition(s):

- **Habitat**: What plants and animals call 'home', including all the things they need to live. Some of these things are: water, soil, sunlight, protection from danger, and food.

5m. Describe how the property is currently used.

Describe how the property is currently used (for example: houses, shopping center, farming, or undeveloped). If you know how long the current use has been in place, include that information.

5n. Describe how the adjacent properties are currently used.

Describe the current use(s) of the adjacent properties (for example: houses, shopping center, farming, or undeveloped). If you know how long the current use(s) have been in place, include that information.

Definition(s):

- **Adjacent**: Something bordering, next to, or neighboring.

5o. Describe the structures (above and below ground) on the property, including their purpose(s).

Identify any man-made structures on the property. For example: parking lots, buildings, storage tanks, debris, concrete foundations, culverts, or roadways (gravel or asphalt), bridges, docks, or piers.

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

Provide driving directions to the project location from the closest major highway. Attach a map of the project location to your application.

Part 6 – Project Description

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

Provide a brief summary of your project proposal.

6b. Describe the purpose of the project and why you want to perform it.

This is an opportunity for you to discuss the needs and/or challenges of the project described in this application. Describe any project alternatives that were considered, and any project modifications that may have resulted from discussions with resource agency staff.

6c. Indicate the project category.

Check the box(es) that best describe your project.

6d. Indicate the major elements of your project.

Indicate the major elements of your project. Check all elements that apply and list any additional major elements under "Other."

Definition(s):

- **Aquaculture**: The cultivation of aquatic organisms (such as fish or shellfish) especially for food.

- **Bank Stabilization**: The placement of materials (such as native plants) to protect a streambank from erosion.

- **Boat House**: A building to house and protect boats, typically over water.

- **Boat Launch**: An established location along a waterbody where watercrafts can be placed in the water.

- **Boat Lift**: A device fixed in place or floating, used to hoist and moor a watercraft elevating it above water.

- **Bridge**: A structure carrying a pathway or roadway over a depression or obstacle (often over water).

- **Bulkhead**: A retaining wall along a waterfront; a structure or partition built to prevent land sliding behind it. It is normally vertical and built parallel, or nearly parallel, to the shoreline.

- **Buoy**: A floating object anchored to the bottom of a waterbody that provides a watercraft a place to tie up and stay away from the shore. Buoys are also used as navigational markers.

- **Channel Modification**: A change to the location and/or configuration of an existing channel. A channel may be natural or artificial, periodically or continuously contain moving water or form a connecting link between two bodies of water.

- **Culvert**: A man-made structure, generally a pipe, placed to convey water from one location to another.

- **Dam / Weir**: A barrier preventing the flow of water or loose, solid materials.

- **Dike / Levee / Jetty**: Dike; a wall or mound built around a low-lying area to control flooding. Levee; an embankment build to control flooding. Jetty; a structure extending into a body of water designed to prevent reduction of a waterway through a sediment buildup and to direct or confine stream and tidal flow.

- **Ditch**: A trench or a long, narrow excavation of earth.

- **Dock / Pier**: A platform built out from the shore into the water and supported by piles. It provides access to ships and boats from the shoreline.

- **Dredging**: The removal of material from a waterbody.

- **Fence**: A barrier used to enclose an area.

- **Ferry** Terminal: Facility built to receive, house and dock ferry boats.

- **Fishway**: A structure allowing fish to pass around a waterfall or dam in a stream. Also, a device designed to enable fish to effectively pass around or through an obstruction.

- **Float**: An anchored offshore platform used for water-related recreation.

- **Geotechnical Survey**: A professional assessment of the land and soils in an area. A geotechnical survey investigates the soils, rock, fault distributions, and bedrock properties on and below a site.

- **Land Clearing**: The removal of vegetation and/or structures from an area.

- **Marina / Moorage**: A facility, area or structure used to receive, dock, and store watercraft.

- **Mining**: The removal of minerals from the earth.

- **Outfall Structure**: A structure extending into a body of water for the purpose of discharging an effluent such as sewage, storm runoff or cooling water.

- **Piling**: Long heavy timbers or sections of concrete or metal driven into the ground or seabed for support or protection.

- **Raft**: A flat structure, typically made of planks, logs, barrels, or other buoyant materials that floats on water.

- **Retaining Wall (upland)**: A wall built to keep earth from sliding from its location. Also to keep water from flooding an area (such as a home).

- **Road**: A structure for driving vehicles on. A narrow strip of land made suitable for travel between places.

- **Scientific Measurement Device**: Equipment or instrument used to collect data.

- **Stairs**: A set of steps connecting two locations.

- **Stormwater Facility**: A facility that retains water for a period of time to control and/or improve the quality of stormwater runoff.

- **Swimming Pool**: A man-made basin, chamber, or tank containing water for swimming, diving, or recreational bathing.

- **Upland**: The dry land area above and landward of the ordinary high water mark.

- **Utility Line**: Cables and pipes used to transfer resources such as electric, oil, natural gas, water, and sewage.

6e. Describe how you plan to construct each project element checked in 6c. Include specific construction methods and equipment that will be used.

For each of the major elements that you checked in 6c, provide detail about how you propose to construct them. Include detail about how the proposed construction methods and techniques (for example: silt fences, tarps, water diversion, or bubble curtains) will reduce impacts to the environment. List any staging areas and equipment that will be used. Be as specific as possible.

Make sure to identify where each element will occur in relation to the nearest waterbody. Also indicate whether each activity is within the 100-year floodplain.

If your activities will occur at different times or in phases, describe which activities will occur during which timeframes.

Definition(s):

- **100 Year Floodplain**: Lands in the floodplain subject to a one percent chance or greater of flooding in any given year.

- **Waterbody**: A river, creek, stream, lake, pool, bay, wetland, marsh, swamp, tidal flat, ocean or other water area.

6f. What are the start and end dates for project construction?

Provide your best estimates of the overall start and end dates for the project. If the project activities will be conducted in phases, provide the start and end of each phase and which activities are included.

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

Provide the estimated cost of your project including materials, value of paid or volunteer labor, and equipment.

Definition(s):

- **Fair Market Value**: The fair market value is the open market bid price for doing the work, using the equipment and facilities, and purchasing the goods, services, and materials necessary to accomplish the project. This would normally include the cost of hiring a contractor to do the work from start to finish, including the cost of labor, materials, equipment and facility usage, transportation and contractor overhead, and profit. The fair market value should include the fair market value of any donated, contributed, or found labor, equipment, or materials. (Definition from Washington Administrative Code (WAC) 173-27-030 (8), can be found at http://apps.leg.wa.gov/WAC/default.aspx?cite=173-27-030).

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

If any portion of the project, including planning and design, is funded by federal money, check "yes." This could include direct funding, grants or loans. If yes, list the federal agencies or programs providing the funding.

This information is used to determine the federal agency that is responsible for compliance with the Endangered Species Act, Section 106 of the National Historic Preservation Act, and other federal laws.

Definition(s):

- **Endangered Species Act**: The Endangered Species Act of 1973 provides protection for endangered or threatened plants and animals and the habitats in which they are found. Species include birds, insects, fish, reptiles, mammals, crustaceans, flowers, grasses, and trees. Additional information on the Endangered Species Act can be found at http://www.nmfs.noaa.gov/pr/laws/esa/.

Part 7 – Wetlands: Impacts and Mitigation

Definition(s):

- **Adjacent**: Something bordering, next to, or neighboring.
- **Wetland**: An area that is inundated or saturated by surface or ground water at a frequency and duration sufficient to support, and that under normal circumstances does support, a prevalence of vegetation adapted for life in saturated soil conditions. Wetlands generally include swamps, marshes, bogs, and similar areas.
- **Wetland Buffer**: A protective area of land surrounding a wetland.
- **Mitigation**: Actions taken to avoid, minimize, and compensate for adverse environmental impacts.

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

Describe how your project is designed to avoid or reduce impacts to wetlands. Include whether the project location was selected to reduce impacts and how construction techniques would help reduce or avoid impacts.

Definition(s):

- **Impact**: For the purposes of this JARPA any activity in or adjacent to a wetland should be considered an impact; impacts may be temporary or permanent
- **Mitigation**: Actions taken to avoid, minimize, and compensate for adverse or negative effects on the environment.
- **Wetland**: An area that is inundated or saturated by surface or ground water at a frequency and duration sufficient to support, and that under normal circumstances does support, a prevalence of vegetation adapted for life in saturated soil conditions. Wetlands generally include swamps, marshes, bogs, and similar areas.

7b. Will the project impact wetlands?

Indicate whether your project will or could impact wetlands. Impacts to wetlands can happen from activities that occur within a wetland or some distance away (for example: filling, excavating, draining, or clearing vegetation). If you have wetland impacts, describe the impacts, including type, amount, and duration in Question 7h.

For more information about wetland regulations and the Clean Water Act go to: http://water.epa.gov/type/wetlands/index.cfm.

Definition(s):

- **Impact**: For the purposes of this JARPA any activity in or adjacent to a wetland should be considered an impact; impacts may be temporary or permanent

- **Wetland**: An area that is inundated or saturated by surface or ground water at a frequency and duration sufficient to support, and that under normal circumstances does support, a prevalence of vegetation adapted for life in saturated soil conditions. Wetlands generally include swamps, marshes, bogs, and similar areas.

7c. Will the project impact wetland buffers?

Indicate whether your project will or could impact wetland buffers. Impacts to buffers can happen from activities occurring within a wetland or some distance away (for example: filling, excavating, draining, or clearing vegetation). If you will or could have wetland buffer impacts, describe the impacts, including type, amount, and duration in Question 7h.

For more information about wetland regulations and the Clean Water Act go to: http://water.epa.gov/type/wetlands/index.cfm.

Definition(s):

- **Impact**: For the purposes of this JARPA any activity in or adjacent to a wetland should be considered an impact; impacts may be temporary or permanent

- **Wetland**: An area that is inundated or saturated by surface or ground water at a frequency and duration sufficient to support, and that under normal circumstances does support, a prevalence of vegetation adapted for life in saturated soil conditions. Wetlands generally include swamps, marshes, bogs, and similar areas.

- **Wetland Buffer**: A protective area of land surrounding a wetland.

7d. Has a wetland delineation report been prepared?

Wetland delineation is a process for identifying the presence of wetlands and determining their boundaries.

For more information on wetland delineation reports, go to the Washington State Wetlands Delineation Website at: http://www.ecy.wa.gov/programs/sea/wetlands/delineation.html and US Army Corps of Engineer's Wetlands Delineation Manual at: http://www.nws.usace.army.mil/Missions/Civil-Works/Regulatory/Permit-Guidebook/Wetlands/.

Definition(s):

- **Wetland**: An area that is inundated or saturated by surface or ground water at a frequency and duration sufficient to support, and that under normal circumstances does support, a prevalence of vegetation adapted for life in saturated soil conditions. Wetlands generally include swamps, marshes, bogs, and similar areas.

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

The rating system categorizes wetlands into four categories based on wetland functions, sensitivity to disturbance, rarity, and the ability to replace them. There are separate rating systems for wetlands located in Eastern Washington and Western Washington.

For more information about rating wetlands, go to: http://www.ecy.wa.gov/programs/sea/wetlands/ratingsystems/index.html.

Definition(s):

- **Wetland**: An area that is inundated or saturated by surface or ground water at a frequency and duration sufficient to support, and that under normal circumstances does support, a prevalence of vegetation adapted for life in saturated soil conditions. Wetlands generally include swamps, marshes, bogs, and similar areas.

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

A mitigation plan is a description of additional activities you propose to compensate for a project's likely adverse impacts to wetlands. These activities may occur on-site or off-site and include creating new wetlands or restoring, enhancing, or preserving existing wetlands.

For guidance on creating a mitigation plan, refer to Wetland Mitigation in Washington State Part 1&2 Guidance located at: http://www.ecy.wa.gov/programs/sea/wetlands/mitigation/guidance/index.html.

If you have a draft mitigation plan, attach it to your application.

Definition(s):

- **Mitigation Plan**: A detailed document describing the restoration, establishment, enhancement, or preservation of aquatic resources to compensate for unavoidable adverse impacts that remain after all appropriate and practical avoidance and minimization has been achieved.
- **Mitigation**: Actions taken to avoid, minimize, and compensate for adverse or negative effects on the environment.
- **Wetland**: An area that is inundated or saturated by surface or ground water at a frequency and duration sufficient to support, and that under normal circumstances does support, a prevalence of vegetation adapted for life in saturated soil conditions. Wetlands generally include swamps, marshes, bogs, and similar areas.

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

Provide a brief summary of how the activities you are proposing would adequately compensate for the project's likely adverse impacts to wetlands and how a watershed approach was used to design the plan.

Definition(s):

- **Mitigation**: Actions taken to avoid, minimize, and compensate for adverse or negative effects on the environment.

7h. Use the table below to list the type and rating of each wetland that will be impacted; the extent and duration of the impact; and the type and amount of mitigation you propose. If you are submitting a mitigation plan that includes a similar table, you may simply state (below) where we can find this information in the mitigation plan.

List the proposed activities causing impacts and mitigation for those impacts in the summary table. Include information on the activity causing impact (for example: excavation or fill), and wetland type separately for each wetland (based on the Western Washington/Eastern Washington wetland rating system). State how much area of each wetland (square feet or acres) will be impacted, duration of impact for each wetland (temporary or permanent), and what type of mitigation is proposed (for example: creation or restoration), and how many acres of mitigation will be provided.

If a table or chart containing this information is available by wetland in your mitigation plan, you can list the page number where the table or chart can be found.

Definition(s):

- **Wetland**: An area that is inundated or saturated by surface or ground water at a frequency and duration sufficient to support, and that under normal circumstances does support, a prevalence of vegetation adapted for life in saturated soil conditions. Wetlands generally include swamps, marshes, bogs, and similar areas.

- **Impact**: For the purposes of this JARPA any activity in or adjacent to a wetland should be considered an impact; impacts may be temporary or permanent

- **Mitigation**: Actions are taken to avoid, minimize, and compensate for adverse or negative effects on the environment.

- **Mitigation Bank**: A mitigation bank is a wetland, stream, or other aquatic resource area that has been restored, established, enhanced, or (in certain circumstances) preserved for the purpose of providing compensation for unavoidable impacts to aquatic resources permitted under a federal, state or local regulation. A mitigation bank may be created when a government agency, corporation, nonprofit organization, or other entity undertakes these activities under a formal agreement with a regulatory agency.

- **In Lieu Fee**: An approach to compensatory mitigation that allows permit applicants to pay a fee to a third party such as a government agency or conservation organization. These fees are then used to restore, create, enhance, or preserve wetlands. Generally, in-lieu fee contributions are collected in advance of wetland losses. These funds are accumulated until they are sufficient to design and implement a wetland compensation project.

- **Creation**: The manipulation of the physical, chemical, or biological characteristics present to develop a wetland on an upland or deepwater site where a wetland did not previously exist. Establishment results in a gain in wetland acreage and function.

- **Re-establishment**: The manipulation of the physical, chemical, or biological characteristics of a site with the goal of returning natural or historic functions to a former wetland. Re-establishment results in rebuilding a former wetland and results in a gain in wetland acres and functions.

- **Rehabilitation**: The manipulation of the physical, chemical, or biological characteristics of a site with the goal of repairing natural or historic functions and processes of a degraded wetland. Rehabilitation results in a gain in wetland function but does not result in a gain in wetland acres.

- **Enhancement**: The manipulation of the physical, chemical, or biological characteristics of a wetland to heighten, intensify or improve specific function(s) or to change the growth stage or composition of the vegetation present. Enhancement is undertaken for specified purposes such as water quality improvement, flood water retention, or wildlife habitat. Enhancement results in a change in wetland function(s) and can lead to a decline in other wetland functions, but does not result in a gain in wetland acres.

- **Preservation**: The removal of a threat to, or preventing the decline of, wetland conditions by an action in or near a wetland. This term includes the purchase of land or easements, repairing water control structures or fences, or structural protection. Preservation does not result in a gain of wetland acres but may result in a gain in functions over the long term.

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.

If you have any activities that involve placing fill material in wetlands, describe the material that would be used, including the type, source, and amount of material (for example: three cubic yards of dirt from the upland staging area). Indicate where and how it will be placed in the wetland (for example: fill placed in the western edge using a backhoe).

Definition(s):

- **Cubic Yards**: A measure of volume calculated by measuring length by width by depth (one yard x one yard x one yard). One cubic yard = 27 cubic feet.
- **Fill Material**: Any material that will change the bottom elevation of an aquatic area, wetland or waterbody.
- **Nature of the Fill Material**: What the fill material is made of (for example: rocks, sand, soil, or woody debris).
- **Wetland**: An area that is inundated or saturated by surface or ground water at a frequency and duration sufficient to support, and that under normal circumstances does support, a prevalence of vegetation adapted for life in saturated soil conditions. Wetlands generally include swamps, marshes, bogs, and similar areas.

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.

If you have any activities that involve excavating in a wetland, describe the type of material you will be removing, the method and equipment for removing it, how much you will be removing, and where you will place the removed material. (For example: using a backhoe to remove approximately two cubic yards of dirt and vegetation and placing it along the access road).

Definition(s):

- **Cubic Yards**: A measure of volume calculated by measuring length by width by depth (one yard x one yard x one yard). One cubic yard = 27 cubic feet.

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

Definition(s):

- **Adjacent**: Something bordering, next to, or neighboring.
- **Impact**: For purposes of this JARPA, any activity in or adjacent to a waterbody should be considered an impact; impacts may be temporary or permanent.
- **Mitigation**: Actions taken to avoid, minimize, and compensate for adverse or negative effects on the environment.
- **Waterbody**: A river, creek, stream, lake, pool, bay, wetland, marsh, swamp, tidal flat, ocean or other water area.
- **Wetland**: An area that is inundated or saturated by surface or ground water at a frequency and duration sufficient to support, and that under normal circumstances does support, a prevalence of vegetation adapted for life in saturated soil conditions. Wetlands generally include swamps, marshes, bogs, and similar areas.

8a. Describe how the project has been designed to avoid and minimize adverse impacts to the aquatic environment.

Describe how your project is designed to avoid or reduce impacts to the aquatic environment. Include whether placement of the project was selected to reduce impacts, and how construction was modified to reduce or avoid impacts.

Attach plans and specifications for activities designed to protect fish life (for example: fish-rearing pools, creating spawning areas, or adding large woody debris).

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

Waterbodies include rivers, lakes, streams, creeks, seasonally dry river beds, ponds, bays, and ditches. Impacts could occur from activities that take place in these waterbodies or some distance away.

If you are unsure whether your activities could impact waterbodies, please contact the Governor's Office for Regulatory Innovation and Assistance at (800) 917-0043 or help@oria.wa.gov.

Definition(s):

- **Impact**: For purposes of this JARPA, an activity in or adjacent to a waterbody should be considered an impact; impacts may be temporary or permanent.
- **Waterbody**: A river, creek, stream, lake, pool, bay, wetland, marsh, swamp, tidal flat, ocean or other water area.

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

A mitigation plan is a description of additional activities you propose to compensate for a project's likely adverse impacts to the aquatic environment. These activities may occur on-site or off-site and include creating new aquatic resources or restoring, enhancing, or preserving existing aquatic resources.

If you have a draft mitigation plan, attach it to your application.

Definition(s):

- **Mitigation**: Actions taken to avoid, minimize, and compensate for adverse or negative effects on the environment.
- **Wetland**: An area that is inundated or saturated by surface or ground water at a frequency and duration sufficient to support, and that under normal circumstances does support, a prevalence of vegetation adapted for life in saturated soil conditions. Wetlands generally include swamps, marshes, bogs, and similar areas.

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

Provide a brief summary of how the activities you are proposing would compensate for the project's likely adverse impacts to non-wetland waterbodies and how a watershed approach was used to design the plan.

Definition(s):

- **Mitigation**: Actions taken to avoid, minimize, and compensate for adverse or negative effects on the environment.

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

List each activity causing an impact, the waterbody, and the details of the impact, including duration, location, amount of impact (for example: material placed or removed), and the portion of the waterbody that will be affected.

Definition(s):

- **Dredging**: Removing material built up on the bottom of a waterbody.
- **Waterbody**: A river, creek, stream, lake, pool, bay, wetland, marsh, swamp, tidal flat, ocean or other water area.
- **Impact**: For the purposes of this JARPA any activity in or adjacent to a waterbody should be considered an impact; impacts may be temporary or permanent

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.

If you have any activities that involve placing fill material in non-wetland waterbodies, describe the material you will use, including the type, source, and the amount of material (for example: three cubic yards of dirt from the upland staging area). Indicate where and how it will be placed in the waterbody (for example: fill placed on the western bank using a backhoe).

Definition(s):

- **Cubic Yards**: A measure of volume calculated by measuring length by width by depth (one yard x one yard x one yard). One cubic yard = 27 cubic feet.

- **Fill Material**: Any material that will change the bottom elevation of an aquatic area, wetland or waterbody.

8g. For all excavating or dredging activities identified in 8e., describe the method for excavating or dredging, the type and amount of material that will be removed, and where the material will be disposed.

If the project would involve excavating or dredging in a waterbody, describe what type of material you will be removing, what method and equipment will be used for removing it, how much you will be removing, and where you will place the removed material. (For example: I will use a backhoe to remove approximately two cubic yards of sand and rocks and placing it along the access road.)

Definition(s):

- **Dredging**: The removal of material built up on the bottom of a waterbody.

Part 9 – Additional Information

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

List any contacts you have had with city, county, state, and federal agencies as part of preparing your application or determining your site and construction activities.

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

If you know whether the waterbodies you propose to impact are on the current 303(d) list, indicate that and provide the parameters of the 303(d) list. The 303(d) list is a designation of the current conditions of a waterbody including existing problems and pollutants the waterbody may contain.

You can find out whether the waterbodies are on the 303d list by going to:
http://www.ecy.wa.gov/programs/wq/303d/.

Definition(s):

- **303(d) list**: A list of all surface waters in the state where pollutants impair beneficial uses of the water (such as drinking, recreation, aquatic habitat, and industrial use).

- **Wetland**: An area that is inundated or saturated by surface or ground water at a frequency and duration sufficient to support, and that under normal circumstances does support, a prevalence of vegetation adapted for life in saturated soil conditions. Wetlands generally include swamps, marshes, bogs, and similar areas.

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

These codes are part of a national system for identifying specific watersheds.

For more information and to determine your HUC, visit http://cfpub.epa.gov/surf/locate/index.cfm.

Definition(s):

- **Hydrological Unit Code**: A unit or watershed classified at four levels; regions, sub-regions, accounting units, and cataloging units. The hydrologic units are arranged within each other, from the smallest to the largest. Each hydrologic unit is identified by a unique hydrologic unit code consisting of two to eight digits based on the four levels of classification in the hydrologic unit system. This classification system was developed by the U.S. Geologic Survey.

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

The WRIA number is a Washington State-based system for identifying watersheds and helps determine the important resources in the project area.

You can find out what your WRIA number is by going to: http://www.ecy.wa.gov/water/wria/index.html.

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

If you know whether your project impacts will comply with the State of Washington water quality standards for turbidity (suspended sediments in water) you can note it here. The Water Quality Standards, Washington Administrative Code (WAC) 173-201A, can be found at http://www.ecy.wa.gov/programs/wq/swqs/criteria.html.

You can also read more about these standards by going to: http://www.ecy.wa.gov/programs/wq/swqs/index.html.

Definition(s):

- **Water Quality Standards**: The basis for protecting and regulating the quality of surface waters in Washington State. The standards also contain policies to protect high quality waters.
- **Turbidity**: Muddiness created by stirring up sediment or having foreign particles suspended in the water.

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

If you know your project location is within jurisdiction of the Shoreline Management Act, indicate the local shoreline designation. This usually occurs when your project is within 200 feet of a waterbody or within the 100-year flood plain.

You can find the information by contacting your city or county planning department. Local government contact information can be found at http://www.mrsc.org. To find your local government contact information select the link for your city or county.

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

You can find out more about water types and get the water type for the waterbodies your project may be impacting by visiting: http://www.dnr.wa.gov/forest-practices-water-typing

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

The stormwater manual provides guidance on how to design and maintain stormwater controls, including the control of runoff, and stormwater holding ponds. If you are not using the standards in this manual, indicate whether you are following a different manual approved by the Department of Ecology.

For more information on Ecology's stormwater manual, visit
http://www.ecy.wa.gov/programs/wq/stormwater/tech.html.

9i Does the project site have known contaminated sediment?

Use the Department of Ecology Cleanup Site Search located at:
https://fortress.wa.gov/ecy/gsp/SiteSearchPage.aspx.

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

If you have any historical knowledge of the property, you can describe its past uses here. Include any previous land uses or previous states of the natural environment (for example: used to be a dairy farm, a gas station was here 20 years ago, or it was forested until 30 years ago).

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

If a cultural resource or archaeological survey has been conducted on the project area, include a copy of the report with your application.

For more information on cultural resource surveys, contact the Washington Department of Archaeology and Historic Preservation (http://www.dahp.wa.gov) at (360) 586-3065 or your local government. Local government contact information can be found at http://www.mrsc.org. To find your local government contact information select the link for your city or county.

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.

The Endangered Species Act of 1973 provides protection for endangered or threatened plants and animals and the habitats where they are found. Species include birds, insects, fish, reptiles, mammals, crustaceans, flowers, grasses, and trees. Additional information on the Endangered Species Act can be found at
http://www.nmfs.noaa.gov/pr/laws/esa/.

A list of species considered endangered or threatened in Washington can be found at
http://ecos.fws.gov/tess_public//pub/stateListing.jsp?status=listed&state=WA.

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.

The Washington Department of Fish and Wildlife (WDFW) publishes a catalog of habitats and species considered priorities for conservation and management. This catalog is called the Priority Habitats and Species List. More information on the List, including the most recent edition, can be found at
http://wdfw.wa.gov/conservation/phs/list/. Contact the WDFW area habitat biologist to determine the habitats and species for your area: http://wdfw.wa.gov/conservation/habitat/ahb/.

Definition(s):

- **Habitat**: What plants and animals call 'home', including all the things they need to live. Some of these things are: water, soil, sunlight, protection from danger, and food.

Part 10 – SEPA Compliance and Permits

10a. Compliance with the State Environmental Policy Act (SEPA)

The State Environmental Policy Act (SEPA) environmental review is usually started early in the application process. This review involves filling out an environmental checklist to help you determine if significant impacts may be caused by your proposal.

Usually county or city government staff can work with you to make an initial evaluation of whether the impacts are significant or not.

If your project has a National Environmental Policy Act (NEPA) document that has been adopted by the lead agency for SEPA compliance, please mark the box to indicate a SEPA decision letter (or SEPA determination) is attached, and attach the Notice of Adoption letter to your application.

If you have not started the SEPA review process, please contact your local government or go to http://www.ecy.wa.gov/programs/sea/sepa/e-review.html for more information about this process, the checklist, and forms.

If your project is designed to enhance fish habitat and meets specific requirements, you may qualify for the streamlined Hydraulic Project Approval (HPA) process, exemption from the State Environmental Policy Act (SEPA), and exemption from all local government permits and fees. State and federal permits and fees still apply.

Submit the Fish Habitat Enhancement Project form with this application. The form can be found at: http://www.epermitting.wa.gov/Portals/_JarpaResourceCenter/VersionedDocuments/JARPA_Documents/JARPA_supplement_fish_enhancement%202014.pdf.

10b. Indicate the permits you are applying for:

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

Regulatory Handbook: 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 at http://apps.oria.wa.gov/permithandbook.

Shoreline permits: (Verify that your local city or county will accept the JARPA for these 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.

Other city/county permits: (Verify that your local city or county will accept the JARPA for these permits.)

Floodplain Development Permit: http://apps.oria.wa.gov/permithandbook/permitdetail/47.

Washington Department of Fish & Wildlife

Hydraulic Project Approval: http://apps.oria.wa.gov/permithandbook/permitdetail/25.

Washington Department of Natural Resources

Aquatic Use Authorization: http://apps.oria.wa.gov/permithandbook/permitdetail/31.

Washington Department of Ecology

Section 401 Water Quality Certification: http://apps.oria.wa.gov/permithandbook/permitdetail/43.

Non-Federally Regulated Wetlands: https://apps.oria.wa.gov/permithandbook/permitdetail/80

Department of the Army (U.S. Army Corps of Engineers) 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.

United States Coast Guard permits (*Please call 206-220-7285 for information and clarification on required Coast Guard permitting.*)

General Bridge Act Permit: http://apps.oria.wa.gov/permithandbook/permitdetail.asp?id=106
Private Aids to Navigation (for non-bridge projects): http://apps.oria.wa.gov/permithandbook/permitdetail/98.

Part 11 – Authorizing Signatures

Application documents may not exceed 11" x 17". If your application package (including the JARPA form, 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.

11a. Applicant Signature

The applicant, identified in Part 2, must sign the application before submitting the JARPA package to the reviewing agencies. Each JARPA you are mailing requires an original signature from the applicant.

If applicable, the applicant must also initial the statement granting authority to his or her designated agent in Part 3. The applicant must also initial the statement granting the authority to access the property. If the applicant identified in Part 2 is not the property owner, the owner's signature is required in question 11c.

11b. Authorized Agent Signature

If an authorized agent is identified in Part 3, they must sign the application before submitting the JARPA package to the reviewing agencies.

11c. Property Owner Signature (if not applicant)

If the applicant identified in Part 2 is not the property owner, the owner's signature is required. This signature provides authorization for the permitting agencies to access the property for inspections of the project site and work.

WASHINGTON STATE
Joint Aquatic Resources Permit Application (JARPA) [help]

US Army Corps of Engineers ®
Seattle District

Attachment A:
For additional property owner(s) [help]

TO BE COMPLETED BY APPLICANT [help]

Project Name: _____

Location Name (if applicable): _____

Use this attachment <u>only</u> if you have more than one property owner. Complete <u>one</u> attachment for <u>each</u> additional property owner impacted by the project.

Signatures of property owners are not needed for repair or maintenance activities on existing rights-of-way or easements.

Use black or blue ink to enter answers in white spaces below.

1. Name (Last, First, Middle) and Organization (if applicable)			

2. Mailing Address (Street or PO Box)			

3. City, State, Zip			

4. Phone (1)	**5.** Phone (2)	**6.** Fax	**7.** E-mail

Address or tax parcel number of property you own:

Signature of Property Owner
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.

Printed Name   Signature

WASHINGTON STATE
Joint Aquatic Resources Permit Application (JARPA) [help]

Attachment B:
For additional project location(s) [help]

US Army Corps of Engineers ®
Seattle District

Use this attachment <u>only</u> if you have more than one project location.

Use a separate form for **each** additional location.

Use black or blue ink to enter answers in white spaces below.

1. 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)

2. Street Address (Cannot be a PO Box. If there is no address, provide other location information in 16) [help]

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

4. County [help]

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

¼ Section	Section	Township	Range

6. Provide the latitude and longitude of the project location. [help]

- Example: 47.03922 N lat. / -122.89142 W long (Use decimal degrees - NAD 83)

7. List the tax parcel number(s) for the project location. [help]

- The local county assessor's office can provide this information.

8. Contact information for all adjoining property owners. (If you need more space, use JARPA Attachment C.) [help]		
Name	**Mailing Address**	**Tax Parcel # (if known)**

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

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

11. Is any part of the project area within a 100-year flood plain? [help]

☐ Yes ☐ No ☐ Don't know

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

13. Describe how the property is currently used. [help]

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

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

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

WASHINGTON STATE
Joint Aquatic Resources Permit Application (JARPA) [help]

US Army Corps of Engineers ®
Seattle District

Attachment C:
Contact information for adjoining property owners. [help]

Use this attachment only if you have more than four adjoining property owners.

TO BE COMPLETED BY APPLICANT [help]

Project Name: _____

Location Name (if applicable): _____

_____

Use black or blue ink to enter answers in white spaces below.

1. Contact information for all adjoining property owners. [help]

Name	Mailing Address	Tax Parcel # (if known)

WASHINGTON STATE
Joint Aquatic Resources Permit Application (JARPA) [help]

Attachment D:
Construction sequence [help]

US Army Corps of Engineers ®
Seattle District

Use this attachment <u>only</u> if your project will be constructed in phases or stages. Complete the outline showing the construction sequence and timing of activities, including the start and end dates of each phase or stage.

TO BE COMPLETED BY APPLICANT [help]

Project Name: _____

Location Name (if applicable): _____

_____

Use black or blue ink to enter answers in white spaces below.

Phase or Stage	Start Date	End Date	Activity Description

If you require this document in another format, contact the Governor's Office for Regulatory Innovation and Assistance (ORIA) at (800) 917-0043. People with hearing loss can call 711 for Washington Relay Service. People with a speech disability can call (877) 833-6341. ORIA publication number: ORIA-16-015 rev. 10/2016

WASHINGTON STATE
Joint Aquatic Resources Permit Application (JARPA) [help]

US Army Corps of Engineers ®
Seattle District

Attachment E:
Aquatic Use Authorization on Department of Natural Resources (DNR)-managed aquatic lands [help]

Complete this attachment and submit it with the completed JARPA form <u>only</u> if you are applying for an Aquatic Use Authorization with DNR. Call (360) 902-1100 or visit http://www.dnr.wa.gov/programs-and-services/aquatics/leasing-and-land-transactions for more information.

- DNR recommends you discuss your proposal with a DNR land manager before applying for regulatory permits. Contact your regional land manager for more information on potential permit and survey requirements. You can find your regional land manager by calling (360) 902-1100 or going to http://www.dnr.wa.gov/programs-and-services/aquatics/aquatic-districts-and-land-managers-map. [help]
- The applicant may not begin work on DNR-managed aquatic lands until DNR grants an Aquatic Use Authorization.
- Include a $25 non-refundable application processing fee, payable to the "Washington Department of Natural Resources." (Contact your Land Manager to determine if and when you are required to pay this fee.) [help]

DNR may reject the application at any time prior to issuing the applicant an Aquatic Use Authorization. [help]

Use black or blue ink to enter answers in white spaces below.

1. Applicant Name (Last, First, Middle)

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

3. Phone Number and Email

4. Which of the following applies to Applicant? Check one and, if applicable, attach the written authority – bylaws, power of attorney, etc. [help]

☐ Corporation

☐ Limited Partnership

☐ General Partnership

☐ Limited Liability Company

Home State of Registration:
_____

☐ Individual

☐ Marital Community (Identify spouse):

_____

☐ Government Agency

☐ Other (Please Explain):

_____

5. Washington UBI (Unified Business Identifier) number, if applicable: [help]

6. Are you aware of any existing or previously expired Aquatic Use Authorizations at the project location?

☐ Yes ☐ No ☐ Don't know

If Yes, Authorization number(s): _____

7. Do you intend to sublease the property to someone else?

☐ Yes ☐ No

If Yes, contact your Land Manager to discuss subleasing.

8. If fill material was used previously on DNR-managed aquatic lands, describe below the type of fill material and the purpose for using it. [help]

To be completed by DNR and a copy returned to the applicant.

Signature for projects on DNR-managed aquatic lands:

Applicant must obtain the signature of DNR Aquatics District Manager OR Assistant Division Manager if the project is located on DNR-managed aquatic lands.

I, a designated representative of the Dept. of Natural Resources, am aware that the project is being proposed on Dept. of Natural Resources-managed aquatic lands and agree that the applicant or his/her representative may pursue the necessary regulatory permits. My signature does not authorize the use of DNR-managed aquatic lands for this project.

_____   _____   _____
Printed Name   **Signature**   **Date**
Dept. of Natural Resources   Dept. of Natural Resources
District Manager or Assistant Division Manager   District Manager or Assistant Division Manager

---

If you require this document in another format, contact the Governor's Office for Regulatory Innovation and Assistance (ORIA) at (800) 917-0043. People with hearing loss can call 711 for Washington Relay Service. People with a speech disability can call (877) 833-6341. ORIA Publication ORIA-16-016 rev. 10/2016