



# SEPA ENVIRONMENTAL CHECKLIST

## **When is a SEPA Environmental Checklist Required?**

A SEPA environmental checklist is required for many types of projects in the City of Olympia that require a State Environmental Policy Act (SEPA) threshold determination. For a list of categorical exemptions, refer to WAC 197-11-800 and OMC 14.04.065. If a presubmission conference was held for your project, please refer to the notes you received from the City which indicate if an environmental checklist is required.

Please read the instructions carefully under *Instructions for Applicants* on the cover sheet of the SEPA environmental checklist. If unsure how to answer the questions, please refer to the Department of Ecology's SEPA Checklist Guidance <https://ecology.wa.gov/Regulations-Permits/SEPA/Environmental-review/SEPA-guidance/SEPA-checklist-guidance>.

## **The following information will need to be gathered prior to applying online:**

1. Applicant name
2. Applicant phone number
3. Applicant address
4. Applicant e-mail address
5. Project name
6. Project address
7. Tax parcel number(s) of subject property
8. Section/township/range of subject property
9. Total acres
10. Zone district
11. Shoreline designation, if applicable
12. Water body, if any
13. Initial permit type(s)
14. List all supplemental reports accompanying this application

## ***The following documents meeting the document submission standards (see handout for information) will need to be uploaded concurrently or after the application has been submitted:***

1. Title company certified list of adjacent property owners within 300 feet or as identified on the public notification map provided by City staff with the presubmission notes.
2. Two copies of all supplemental reports.
3. Reproducible site plan and vicinity map (11" x 17" or smaller)