



SEPA ENVIRONMENTAL CHECKLIST INFORMATION

WHAT IS AN ENVIRONMENTAL CHECKLIST?

The purpose of the Environmental Checklist (SEPA) is to ensure government agencies consider environmental impacts of development proposals. Applicants provide information via an application form which assists the lead agency in identifying, evaluating, and potentially mitigating any likely environmental impacts which would result from the proposed development and reduce or avoid these impacts, if possible. The agency will also use this information to decide whether the likely environmental impacts of the project need a further study, have been adequately addressed by existing regulations, or can be mitigated. The lead agency will also notify other regulatory agencies of the project, initiate a public comment period, and issue a final SEPA review determination.

THE PROCESS

After a complete application is submitted and reviewed, the County must determine if there are possible adverse environmental impacts which would result from the proposed project. There are three possible determinations:

- **Determination of Non-Significance (DNS):** The impacts can be addressed by applying the Benton County Code;
- **Mitigated Determination of Non-Significance (MDNS):** The impacts can be addressed through conditions of approval; or,
- **Determination of Significance (DS):** The impacts cannot be mitigated through conditions of approval; thus, requiring the preparation of an Environmental Impact Statement (EIS).

Once a determination has been made, the County will send out a notice of application and send notice to concerned agencies for their review and comment. Typically, the review period of a SEPA application is a minimum of 30-45 days, however the review period may exceed this period if additional information is required or if the determination needs to be reconsidered based upon comments received during the review period.

INSTRUCTIONS FOR APPLICANTS

The Environmental Checklist asks you to describe some basic information about your proposal. Please answer each question accurately and carefully, to the best of your knowledge. You may need to consult with an agency specialist or private consultant for some questions. **All questions must be answered, please do not leave any questions blank.** You may use "not applicable" or "does not apply" only when you can explain why it does not apply and not when the answer is unknown. You may also attach or incorporate by reference additional studies or reports. Complete and accurate answers to these questions often avoid delays with the SEPA process as well as later in the decision-making process.

The checklist questions apply to all parts of your proposal, even if you plan to do them over a period of time or on different parcels of land. Attach any additional information that will help describe your proposal or its environmental effects. The agency to which you submit this checklist may ask you to explain your answers or provide additional information reasonably related to determining if there may be significant adverse impact.

USE OF CHECKLIST FOR NONPROJECT PROPOSALS

For nonproject proposals (such as ordinances, regulations, plans and programs), complete the applicable parts of sections A and B plus the supplemental sheet for nonproject actions (part D). Please completely answer all questions that apply and note that the words "project," "applicant," and "property or site" should be read as "proposal," "proponent," and "affected geographic area," respectively. The lead agency may exclude (for non-projects) questions in Part B - Environmental Elements –that do not contribute meaningfully to the analysis of the proposal.

APPEALS

Environmental checklist decisions are appealable under the terms and conditions as set forth WAC 197-11.



SEPA ENVIRONMENTAL CHECKLIST

Applicant

Staff

☐☐

Completed Environmental Checklist Form – All questions must be answered completely, indicate “N/A” if a question does not apply. Incomplete applications will not be accepted. If more space is needed, please attach a separate sheet of paper. *Please remember to sign the application.*

The Environmental Checklist must be submitted concurrently with another permit.

☐☐

Site Plan Map – A detailed map drawn to scale showing the dimensions of the property, location and size of all existing and proposed structures, access to the site, adjacent roads, well, septic system, easements, and parking areas. *No site plans larger than 11” x 17” and only maps drawn in **black ink** will be accepted.*

☐☐

\$500.00 Environmental Checklist Fee – The fee must be paid at the time of application submittal, cash or checks accepted. Checks made payable to the **Benton County Treasurer**. All application fees are non-refundable.

- If a Determination of Significance is made and an Environmental Impact Statement (EIS) is required, the applicant must pay the **non-refundable \$1,500.00 fee** for processing the EIS.
- The non-refundable fee for a Threshold Determination Appeal for a Determination of Non-significance or Determination of Significance is **\$800.00**. An appeal of the determination must be made in writing to the Benton County Planning Division within 14 days from the date of the determination and a public hearing will be scheduled. There is no administrative appeal for a Determination of Non-significance.
- Applications may be submitted between the hours of 8am-12pm and 1pm-5pm Monday through Friday to either of the Planning Division offices or mailed to 102206 E Wiser Parkway, Kennewick, WA 99338.
- Please contact the Benton County Planning Division with questions regarding the environmental review process or completing the Environmental Checklist at (509) 786-5612 or planning.department@co.benton.wa.us



SEPA ENVIRONMENTAL CHECKLIST

Application No. _____

APPLICANT INFORMATION

Please check the box indicating primary contact person for this application

☐ **Applicant/Agent:** _____

Mailing Address: _____ City: _____

State: _____ ZIP: _____ Phone: _____ Work: _____

Email Address: _____

Signature: _____ Date: _____

☐ **Property Owner(s)** (if different): _____

Mailing Address: _____ City: _____

State: _____ ZIP: _____ Phone: _____ Work: _____

Email Address: _____

Signature: _____ Date: _____

Signature: _____ Date: _____

**If there are additional owners please copy this section, sign, and attach to the application*

If the property is owned by a corporation, trust, partnership or LLC please complete the entity signature block below showing that the person signing has the authority to sign on behalf of the company.

ENTITY SIGNATURE BLOCK

Applicant/Legal Owner: _____

Officer name: _____

Title: _____

Signature: _____ Date: _____

THE ABOVE SIGNED OFFICER OF _____ (name of entity) WARRANTS AND REPRESENTS THAT ALL NECESSARY LEGAL AND CORPORATE ACTIONS HAVE BEEN DULY UNDERTAKEN TO PERMIT _____ (name of applicant) TO SUBMIT THIS APPLICATION AND THAT THE ABOVE SIGNED OFFICER HAS BEEN DULY AUTHORIZED AND INSTRUCTED TO EXECUTE THIS APPLICATION.

BACKGROUND

1. Name of proposed project, if applicable: _____

2. Parcel Number: ____ - ____ - ____ - ____ - ____

3. Date checklist prepared: _____

4. Agency requesting checklist: _____

5. Proposed timing or schedule (including phasing, if applicable): _____

6. Do you have any plans for future additions, expansion, or further activity related to or connected with this proposal? If yes, explain. _____

7. List any environmental information you know about that has been prepared, or will be prepared, directly related to this proposal. _____

8. Do you know whether applications are pending for governmental approvals of other proposals directly affecting the property covered by your proposal? If yes, explain. _____

9. List any government approvals or permits that will be needed for your proposal, if known.: _____

10. Give a brief, complete description of your proposal, including the proposed uses and the size of the project and site. There are several questions later in this checklist that ask you to describe certain aspects of your proposal. You do not need to repeat those answers on this page.

11. Location of the proposal. Give sufficient information for a person to understand the precise location of your proposed project, including a street address, if any, and section, township, and range, if known. If a proposal would occur over a range of area, provide the range or boundaries of the site(s). Provide

a legal description, site plan, vicinity map, and topographic map, if reasonably available. While you should submit any plans required by the agency, you are not required to duplicate maps or detailed plans submitted with any permit applications related to this checklist.

B. ENVIRONMENTAL ELEMENTS

1. Earth

a. General description of the site (circle one):

Flat Rolling Hilly Steep Slopes Mountainous

Other : _____

b. What is the steepest slope on the site (approximate percent slope)? _____

c. What general types of soils are found on the site (for example, clay, sand, gravel, peat, muck)? If you know the classification of agricultural soils, specify them and note any agricultural land of long-term commercial significance and whether the proposal results in removing any of these soils.

d. Are there surface indications or history of unstable soils in the immediate vicinity? If so, describe.

e. Describe the purpose, type, total area, and approximate quantities and total affected area of any filling, excavation, and grading proposed. Indicate source of fill. _____

f. Could erosion occur as a result of clearing, construction, or use? If so, generally describe.

g. About what percent of the site will be covered with impervious surfaces after project construction (for example, asphalt or buildings)? _____

h. Proposed measures to reduce or control erosion, or other impacts to the earth, if any: _____

2. Air

a. What types of emissions to the air would result from the proposal during construction, operation, and maintenance when the project is completed? If any, generally describe and give approximate quantities if known. _____

b. Are there any off-site sources of emissions or odor that may affect your proposal? If so, generally describe. _____

c. Proposed measures to reduce or control emissions or other impacts to air, if any: _____

3. Water

a. Surface Water:

1) Is there any surface water body on or in the immediate vicinity of the site (including year-round and seasonal streams, saltwater, lakes, ponds, wetlands)? If yes, describe type and provide names. If appropriate, state what stream or river it flows into. _____

2) Will the project require any work over, in, or adjacent to (within 200 feet) the described waters? If yes, please describe and attach available plans. _____

3) Estimate the amount of fill and dredge material that would be placed in or removed from surface water or wetlands and indicate the area of the site that would be affected. Indicate the source of fill material. _____

4) Will the proposal require surface water withdrawals or diversions? Give general description, purpose, and approximate quantities if known. _____

5) Does the proposal lie within a 100-year floodplain? If so, note location on the site plan.

6) Does the proposal involve any discharges of waste materials to surface waters? If so, describe the type of waste and anticipated volume of discharge. _____

b. Ground Water:

1) Will groundwater be withdrawn from a well for drinking water or other purposes? If so, give a general description of the well, proposed uses and approximate quantities withdrawn from the well. Will water be discharged to groundwater? Give general description, purpose, and approximate quantities if known. _____

2) Describe waste material that will be discharged into the ground from septic tanks or other sources, if any (for example: Domestic sewage; industrial, containing the following chemicals...; agricultural; etc.). Describe the general size of the system, the number of such systems, the number of houses to be served (if applicable), or the number of animals

or humans the system(s) are expected to serve. _____

c. Water runoff (including stormwater):

1) Describe the source of runoff (including storm water) and method of collection and disposal, if any (include quantities, if known). Where will this water flow? Will this water flow into other waters? If so, describe. _____

2) Could waste materials enter ground or surface waters? If so, generally describe. ____

3) Does the proposal alter or otherwise affect drainage patterns in the vicinity of the site? If so, describe. _____

4) Proposed measures to reduce or control surface, ground, and runoff water, and drainage pattern impacts, if any: _____

4. Plants

a. Check the types of vegetation found on the site:

____ Deciduous tree (*alder, maple, aspen, other*)
____ Evergreen tree (*fir, cedar, pine, other*)
____ Shrubs
____ Grass
____ Pasture

____ Crop or grain
____ Orchards, vineyards or other permanent crops
____ Wet soil plants (*cattail, buttercup, bullrush, skunk cabbage, other*)
____ Water plants (*water lily, eelgrass, milfoil, other*)
____ Other types of vegetation

b. What kind and amount of vegetation will be removed or altered? _____

c. List threatened and endangered species known to be on or near the site. _____

d. Proposed landscaping, use of native plants, or other measures to preserve or enhance vegetation on the site, if any: _____

e. List all noxious weeds and invasive species known to be on or near the site. _____

5. Animals

a. List any birds and other animals which have been observed on or near the site or are known to be on or near the site. Examples include: birds: hawk, heron, eagle, songbirds, other; mammals: deer, bear, elk, beaver, other; fish: bass, salmon, trout, herring, shellfish, other. ____

b. List any threatened and endangered species known to be on or near the site. _____

c. Is the site part of a migration route? If so, explain. _____

d. Proposed measures to preserve or enhance wildlife, if any: _____

e. List any invasive animal species known to be on or near the site. _____

6. Energy and Natural Resources

a. What kinds of energy (electric, natural gas, oil, wood stove, solar) will be used to meet the completed project's energy needs? Describe whether it will be used for heating, manufacturing, etc. _____

b. Would your project affect the potential use of solar energy by adjacent properties? If so, generally describe. _____

c. What kinds of energy conservation features are included in the plans of this proposal? List other proposed measures to reduce or control energy impacts, if any: _____

7. Environmental Health

a. Are there any environmental health hazards, including exposure to toxic chemicals, risk of fire and explosion, spill, or hazardous waste, that could occur as a result of this proposal? If so, describe. _____

1) Describe any known or possible contamination at the site from present or past uses. _____

2) Describe existing hazardous chemicals/conditions that might affect project development and design. This includes underground hazardous liquid and gas transmission pipelines located within the project area and in the vicinity. _____

3) Describe any toxic or hazardous chemicals that might be stored, used, or produced during the project's development or construction, or at any time during the operating life of the project.

4) Describe special emergency services that might be required.

5) Proposed measures to reduce or control environmental health hazards, if any: ____

b. Noise

1) What types of noise exist in the area which may affect your project (for example: traffic, equipment, operation, other)? _____

2) What types and levels of noise would be created by or associated with the project on a short-term or a long-term basis (for example: traffic, construction, operation, other)? Indicate what hours noise would come from the site. _____

3) Proposed measures to reduce or control noise impacts, if any: _____

8. Land and Shoreline Use

a. What is the current use of the site and adjacent properties? Will the proposal affect current land uses on nearby or adjacent properties? If so, describe. _____

b. Has the project site been used as working farmlands or working forest lands? If so, describe. How much agricultural or forest land of long-term commercial significance will be converted to other uses as a result of the proposal, if any? If resource lands have not been designated, how many acres in farmland or forest land tax status will be converted to nonfarm or nonforest use?

1) Will the proposal affect or be affected by surrounding working farm or forest land normal business operations, such as oversize equipment access, the application of pesticides, tilling, and harvesting? If so, how: _____

c. Describe any structures on the site. _____

d. Will any structures be demolished? If so, what? _____

e. What is the current zoning classification of the site? _____

f. What is the current comprehensive plan designation of the site? _____

g. If applicable, what is the current shoreline master program designation of the site? _____

h. Has any part of the site been classified as a critical area by the city or county? If so, specify.

i. Approximately how many people would reside or work in the completed project? _____

j. Approximately how many people would the completed project displace? _____

k. Proposed measures to avoid or reduce displacement impacts, if any: _____

l. Proposed measures to ensure the proposal is compatible with existing and projected land uses and plans, if any: _____

m. Proposed measures to reduce or control impacts to agricultural and forest lands of long-term commercial significance, if any: _____

9. Housing

a. Approximately how many units would be provided, if any? Indicate whether high, middle, or low income housing. _____

b. Approximately how many units, if any, would be eliminated? Indicate whether high, middle, or low income housing. _____

c. Proposed measures to reduce or control housing impacts, if any: _____

10. Aesthetics

a. What is the tallest height of any proposed structure(s), not including antennas; what is the principal exterior building material(s) proposed? _____

b. What views in the immediate vicinity would be altered or obstructed? _____

c. Proposed measures to reduce or control aesthetic impacts, if any: _____

11. Light and Glare

a. What type of light or glare will the proposal produce? What time of day would it mainly occur? _____

b. Could light or glare from the finished project be a safety hazard or interfere with views? _____

c. What existing off-site sources of light or glare may affect your proposal? _____

d. Proposed measures to reduce or control light and glare impacts, if any: _____

12. Recreation

a. What designated and informal recreational opportunities are in the immediate vicinity? _____

b. Would the proposed project displace any existing recreational uses? If so, describe. _____

c. Proposed measures to reduce or control impacts on recreation, including recreation opportunities to be provided by the project or applicant, if any: _____

13. Historic and cultural preservation

a. Are there any buildings, structures, or sites, located on or near the site that are over 45 years old listed in or eligible for listing in national, state, or local preservation registers ? If so, specifically describe.

b. Are there any landmarks, features, or other evidence of Indian or historic use or occupation? This may include human burials or old cemeteries. Are there any material evidence, artifacts, or areas of cultural importance on or near the site? Please list any professional studies conducted at the site to identify such resources.

c. Describe the methods used to assess the potential impacts to cultural and historic resources on or near the project site. Examples include consultation with tribes and the department of archeology and historic preservation, archaeological surveys, historic maps, GIS data, etc.

d. Proposed measures to avoid, minimize, or compensate for loss, changes to, and disturbance to resources. Please include plans for the above and any permits that may be required.

14. Transportation

a. Identify public streets and highways serving the site or affected geographic area and describe proposed access to the existing street system. Show on site plans, if any.

b. Is the site or affected geographic area currently served by public transit? If so, generally describe. If not, what is the approximate distance to the nearest transit stop?

c. Will the proposal require any new or improvements to existing roads, streets, pedestrian, bicycle or state transportation facilities, not including driveways? If so, generally describe (indicate whether public or private).

d. Will the project or proposal use (or occur in the immediate vicinity of) water, rail, or air transportation? If so, generally describe.

e. How many vehicular trips per day would be generated by the completed project or proposal? If known, indicate when peak volumes would occur and what percentage of the volume would be trucks (such as commercial and nonpassenger vehicles). What data or transportation models were used to make these estimates?

f. Will the proposal interfere with, affect or be affected by the movement of agricultural and forest products on roads or streets in the area? If so, generally describe.

g. Proposed measures to reduce or control transportation impacts, if any:

15. Public Services

a. Would the project result in an increased need for public services (for example: fire protection, police protection, public transit, health care, schools, other)? If so, generally describe.

b. Proposed measures to reduce or control direct impacts on public services, if any.

16. Utilities

a. Circle utilities currently available at the site:

electricity	natural	gas	water	refuse service
telephone	sanitary	sewer	system	other : _____

b. Describe the utilities that are proposed for the project, the utility providing the service, and the general construction activities on the site or in the immediate vicinity which might be needed.

C. SIGNATURE

The above answers are true and complete to the best of my knowledge. I understand that the lead agency is relying on them to make its decision.

Applicant

Signature: _____

Name of Signee _____

Position and Agency/Organization _____

Date Submitted: _____

Legal Owner (if different than applicant)

Signature: _____

Name of Signee _____

Position and Agency/Organization _____

Date Submitted: _____

D. SUPPLEMENTAL SHEET FOR NONPROJECT ACTIONS

(IT IS NOT REQUIRED to use this sheet for project actions)

- Because these questions are very general, it may be helpful to read them in conjunction with the list of the elements of the environment.
- When answering these questions, be aware of the extent the proposal, or the types of activities likely to result from the proposal, would affect the item at a greater intensity or at a faster rate than if the proposal were not implemented. Respond briefly and in general terms.

1. How would the proposal be likely to increase discharge to water; emissions to air; production, storage, or release of toxic or hazardous substances; or production of noise?

a. Proposed measures to avoid or reduce such increases are: _____

2. How would the proposal be likely to affect plants, animals, fish, or marine life? _____

a. Proposed measures to protect or conserve plants, animals, fish, or marine life are: _____

3. How would the proposal be likely to deplete energy or natural resources?

a. Proposed measures to protect or conserve energy and natural resources are: _____

4. How would the proposal be likely to use or affect environmentally sensitive areas or areas designated (or eligible or under study) for governmental protection; such as parks, wilderness, wild and scenic rivers, threatened or endangered species habitat, historic or cultural sites, wetlands, floodplains, or prime farmlands?

a. proposed measures to protect such resources or to avoid or reduce impacts are: _____

5. How would the proposal be likely to affect land and shoreline use, including whether it would allow or encourage land or shoreline uses incompatible with existing plans?

a. Proposed measures to avoid or reduce shoreline and land use impacts are: _____

6. How would the proposal be likely to increase demands on transportation or public services and utilities?

a. Proposed measures to reduce or respond to such demand(s) are: _____

7. Identify, if possible, whether the proposal may conflict with local, state, or federal laws or requirements for the protection of the environment.

