



# SEPA ENVIRONMENTAL CHECKLIST

Department of Community & Economic Development

321 E. 5th Street, Port Angeles, WA 98362  
360.417.4750 | www.cityofpa.us | ced@cityofpa.us

file no. \_\_\_\_\_

## PURPOSE OF CHECKLIST

The State Environmental Policy Act (SEPA), Chapter 43.21C RCW, requires all governmental agencies to consider the environmental impacts of a proposal before making decisions. An environmental impact statement (EIS) must be prepared for all proposals with probable significant adverse impacts on the quality of the environment. The purpose of this checklist is to provide information to help you and the agency identify impacts from your proposal (and to reduce or avoid impacts from the proposal, if it can be done) and to help the agency decide whether an EIS is required.

## INSTRUCTIONS FOR APPLICANTS (Derived from WAC 197-11-960)

This environmental checklist asks you to describe some basic information about your proposal. Governmental agencies use this checklist to determine whether the environmental impacts of your proposal are significant, requiring preparation of an EIS. Answer the questions briefly, with the most precise information known, or give the best description you can.

You must answer each question accurately and carefully, to the best of your knowledge. In most cases, you should be able to answer the questions from your own observations or project plans without the need to hire experts. If you really do not know the answer, or if a question does not apply to your proposal, write “do not know” or “does not apply.” Complete answers to the questions now may avoid unnecessary delays later.

Some questions ask about governmental regulations, such as zoning, shoreline, and landmark designations. Answer these questions if you can. If you have problems, the governmental agencies can assist you.

The checklist questions apply to all parts of your proposal, even if you plan to complete 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, complete this checklist and the supplemental sheet for nonproject actions (Part D). The lead agency may exclude any question for the environmental elements (Part B) which they determine do not contribute meaningfully to the analysis of the proposal.

For nonproject actions, the references in the checklist to the words “project,” “applicant,” and “property or site” should be read as “proposal,” “proposer,” and “affected geographic area,” respectively.

## A. BACKGROUND

1. Name of proposed project, if applicable: \_\_\_\_\_
2. Name of applicant: \_\_\_\_\_
3. Address and phone number of applicant and contact person: \_\_\_\_\_
  
4. Date checklist prepared: \_\_\_\_\_
5. Agency requesting checklist: \_\_\_\_\_
6. Proposed timing or schedule (including phasing, if applicable): \_\_\_\_\_

7. Do you have any plans for future additions, expansion, or further activity related to or connected with this proposal? Yes  No  If yes, explain.
  
8. List any environmental information you know about that has been prepared, or will be prepared, directly related to this proposal.
  
9. Do you know whether applications are pending for governmental approvals of other proposals directly affecting the property covered by your proposal? Yes  No  If yes, explain.
  
10. List any government approvals or permits that will be needed for your proposal, if known.
  
11. Give 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. (Lead agencies may modify this form to include additional specific information on project description.)
  
12. 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**

**CITY USE ONLY**

**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)? Yes  No  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? Yes  No  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? Yes  No  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**

CITY USE ONLY

- a. What types of emissions to the air would result from the proposal during construction, operation, and maintenance when the project is completed?  
Yes  No  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? Yes  No  If so, generally describe.
  
- c. Proposed measures to reduce or control emissions or other impacts to air, if any:

**3. Water**

a. Surface:

- 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)?  
Yes  No  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? Yes  No  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?  
Yes  No  Give general description, purpose, and approximate quantities if known.
  
- 5. Does the proposal lie within a 100-year flood plain? Yes  No  If so, note

location on the site plan.

CITY USE ONLY

6. Does the proposal involve any discharges of waste materials to surface waters?  
 Yes  No  If so, describe the type of waste and anticipated volume of discharge.

b. Ground:

1. Will groundwater be withdrawn from a well for drinking water or other purposes?  
 Yes  No  If so, give a general description of the well, proposed uses and approximate quantities withdrawn from the well? Will water be discharged to groundwater? Yes  No  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 stormwater) and method of collection and disposal, if any (include quantities, if known). Where will this water flow? Will this water flow into other waters? Yes  No  If so, describe.

2. Could waste materials enter ground or surface waters? Yes  No  If so, generally describe.

3. Does the proposal alter or otherwise affect drainage patterns in the vicinity of the site? Yes  No  If so, describe.

d. Proposed measures to reduce or control surface, ground, runoff water, and drainage pattern impacts, if any:

CITY USE ONLY

**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? Yes  No  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? Yes  No  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? Yes  No



If so, describe.

**CITY USE ONLY**

b. Has the project site been used as working farmlands or working forest lands?  
 Yes  No  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?  
 Yes  No  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?  
 Yes  No  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? Yes  No
  
- c. What existing offsite 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?  
Yes  No  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? Yes  No  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?  
Yes  No  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.

CITY USE ONLY

## 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?  
Yes  No  If so, generally describe. If not, what is the approximate distance to the nearest transit stop?
- c. How many additional parking spaces would the completed project or nonproject proposal have? How many would the project or proposal eliminate?
- d. Will the proposal require any new or improvements to existing roads, streets, pedestrian, bicycle or state transportation facilities, not including driveways?  
Yes  No  If so, generally describe (indicate whether public or private).
- e. Will the project or proposal use (or occur in the immediate vicinity of) water, rail, or air transportation? Yes  No  If so, generally describe.
- f. 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?
- g. Will the proposal interfere with, affect or be affected by the movement of agricultural and forest products on roads or streets in the area? Yes  No   
If so, generally describe.

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

CITY USE ONLY

**15. Public services**

---

a. Would the project result in an increased need for public services?  
Yes  No  (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. Utilities currently available at the site:  Electricity,  natural gas,  water,  refuse service,  telephone,  sanitary sewer,  septic 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.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**D. SUPPLEMENTAL SHEET FOR NONPROJECT ACTIONS**

**CITY USE ONLY**

(do not 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? Proposed measures to avoid or reduce such increases are:

2. How would the proposal be likely to affect plants, animals, fish, or marine life? Proposed measures to protect or conserve plants, animals, fish, or marine life are:

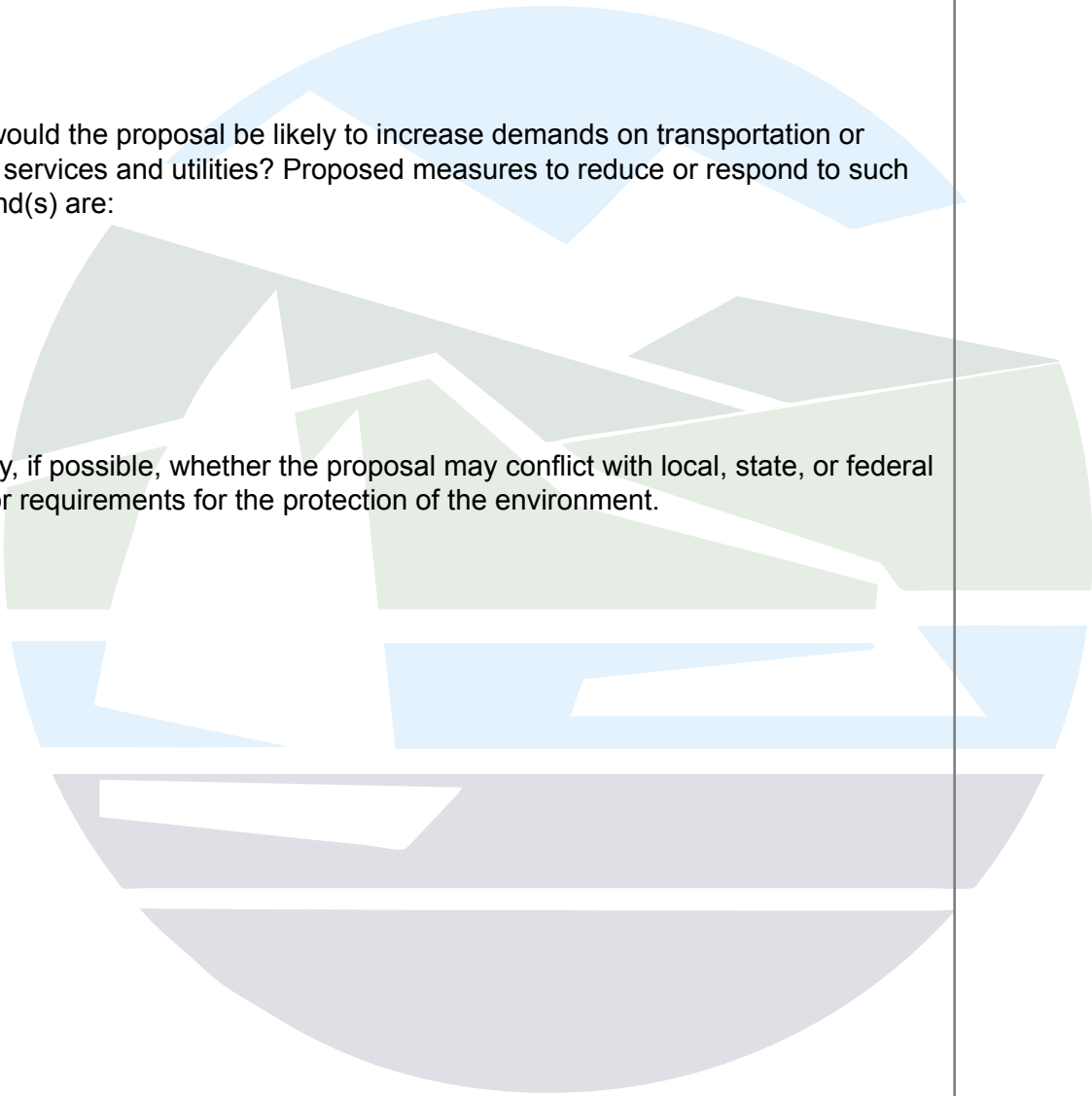
3. How would the proposal be likely to deplete energy or natural resources? Proposed measures to protect or conserve energy and natural resources are:

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, flood plains, or prime farmlands? 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? 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? 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.



**ENDANGERED SPECIES ACT (Supplemental Checklist)**

**CITY USE ONLY**

Answer to the best of your knowledge.

This checklist was developed to help project proponents and government agencies identify when a project needs further analysis regarding potential adverse effects on Endangered Species as required by the Endangered Species Act (ESA). For our purposes, "ESA listed species" are any species listed as endangered, threatened, or being considered for listing.

This supplemental checklist is for all development within ESA Potential Impact Areas, which include the following locations:

- Federal Emergency Management Act (FEMA) designated floodplain and/or floodway areas;
- Riparian Buffer Zones (RBZ) as described by the Dept of Natural Resources 2007 stream typing system and WDFW's 1997 stream buffer guidelines; and/or
- Channel Migration Zones (CMZ) plus 50' as identified according to Dept of Ecology 2003).

If ESA listed species are present or ever were present within the ESA Potential Impact Area where your project will be located, your project has the potential for affecting them, and you must comply with the ESA. The questions in this section will help determine if your proposed project could have an impact.

The Port Angeles regional watershed is an area where several endangered species have historically been present. Please answer the following questions to the best of your knowledge to assist the city in determining if your project will have adverse impacts to ESA species or their habitats.

Port Angeles Community and Economic Development Department staff can provide technical assistance in answering the following questions in this checklist. If necessary, the Washington Department of Fish and Wildlife (WDFW) regional office can also provide information to help you answer these questions.

**PROJECT SPECIFICS: The questions in this section are specific to the project and vicinity.**

1. Do you know of any endangered species or WDFW priority species on or in the vicinity of your project? Yes  No  If yes, identify those species:
  
2. Name of waterbody nearest to your project:
  
3. What is the distance from your project to the nearest body of water? (Often a buffer between the project and a stream can reduce the chance of a negative impact to fish.)



4. What is the current land use adjacent to the potentially affected water body (developed including commercial, parking lots, residential, paved and/or graveled surfaces, agriculture, forestry, etc)?
  
5. What is the predominant vegetative cover between the project and the potentially affected water body (dense forest, woodland, scrub, grasses, etc)?
  
6. Is the project above a barrier to fish passage:
  - natural permanent barrier (waterfall): Yes  No
  - natural temporary barrier (beaver pond): Yes  No
  - human-made barrier (culvert, dam): Yes  No
  - other: Yes  No  If yes, explain:
  
7. If you answered yes to the questions above, describe the barrier and source of information:
  
8. If you answered yes to question 7 above, are there any resident salmonid populations above the blockage? Yes  No  Don't know
  
9. Percent of the project as impervious surface (includes pavement & roof area)?

**FISH MIGRATION: The questions in this section will help determine if this project could interfere with the migration of adult and juvenile fish. (Both increases and decreases in water flows can affect fish migration.)**

10. Does the project require the withdrawal of:
  - i. Surface water? Yes  No , Amount:  
Name of surface water body:
  - ii. Ground water? Yes  No   
Amount:                      From where:                      Depth of well:

(If you answered yes to any of the above questions, you will need to contact the Washington Department of Fish and Wildlife and the Washington Department of Ecology to obtain appropriate approvals)
11. Will any water be rerouted? Yes  No  If yes, will this require a channel relocation? Yes  No  Please describe:

**CITY USE ONLY**

12. Will there be retention or detention ponds? Yes  No  If you answer yes, will this be an infiltration pond or a surface discharge to either a municipal storm water system or a surface water body? Yes  No  If you answer "yes" to a surface water discharge, please give the name of the waterbody that will receive the discharge:

13. Will this project require the building of any temporary or permanent roads? Yes  No  (Increased road distance may affect the timing of water reaching a stream and may impact fish habitat.)

14. Are any new or replacement culverts or bridges proposed as part of this project? Yes  No

15. Will topography changes affect the duration/direction of runoff flows? Yes  No  If yes, describe the changes:

16. Will the project involve any placement of fill within the ESA Potential Impact Area? Yes  No  If you answered yes, describe expected impacts on flood storage and/or flood conveyance and how these impacts will either be avoided or mitigated:

**WATER QUALITY: The questions in this section will help determine if this project could adversely impact water quality for either surface or groundwater. Such impacts can cause problems for listed species. (Water quality can be made worse by runoff from impervious surfaces, altering water temperature, discharging contaminants, etc.)**

1. Do you know of any problems with water quality in any of the streams within ESA Potential Impact Areas? Yes  No  (Information on impaired water bodies can be obtained from Washington Department of Ecology) If you answered yes, describe:

2. Will your project either reduce or increase shade along or over a waterbody? Yes  No  (Removal of shading vegetation or the building of structures

such as docks or floats often result in a change in shade). If you answered yes, please describe:

**CITY USE ONLY**

Will the project introduce any nutrients or other contaminants (fertilizers, other waste discharges, or storm water runoff) to the waterbody? Yes  No

3. Will turbidity be introduced to a water body by construction of the project or during operation of the project? Yes  No  (In-water or near water work will often increase turbidity.) If you answered yes, consult with Washington Department of Ecology to ensure compliance with water quality regulations.
4. Will your project require long term maintenance that could affect water quality in the future, e.g., bridge cleaning, highway salting, chemical sprays for vegetation management, clearing of parking lots? Yes  No  If yes, please describe:

**VEGETATION: The following questions are designed to determine if the project will affect riparian vegetation, thereby, adversely impacting salmon.**

5. Will the project involve the removal of any vegetation from the stream banks? Yes  No  If you answered yes, please describe the existing conditions, and the amount and type of vegetation to be removed:
  
6. If any vegetation is removed from a riparian area, a mitigation plan will be required, please provide a copy of the plan if available. Describe briefly what your proposed mitigation would consist of:

**NOTE:** Most applicants should have the information necessary to answer most of the questions in this checklist. Additional information will need to be obtained from local and state agencies if it appears that the project is likely to affect ESA listed species.

**RESOURCE AGENCIES:**

**Washington Department of Fish and Wildlife Website**

<http://wdfw.wa.gov/>

This site has useful information on fish habitat.

**Washington Department of Ecology Website**

[www.ecy.wa.gov](http://www.ecy.wa.gov)

**National Marine Fisheries Services Website**

Evolutionarily Significant Unit (ESU) maps can be found at

[www.nwr.noaa.gov](http://www.nwr.noaa.gov)