



Public Works Department
Building and Land Use Services Division
747 Market Street, Room 345
Tacoma, WA 98402-3769
(253) 591-5363

Environmental Checklist

Submit checklist to the Public Works Department, Building and Land Use Services Division

To avoid delay in processing, be sure to complete the following:

- Answer **all** questions on the checklist.
If a question does not apply to your project, write "does not apply."
- Attach a vicinity map and an 8 ½ x 11 site plan.
These plans are in *addition* to any plans submitted for other permits.
- Indicate name and phone number of contact person (page 1).
- Sign checklist (page 12).
- Include appropriate filing fee.

Purpose of the Checklist

The State Environmental Policy Act (SEPA), RCW Chapter 43.21C, requires all governmental agencies to consider the environmental impacts of a proposal before the proposal is decided upon. This checklist will help City staff and you determine if the environmental impacts of your proposal are significant. If the impacts are determined to be significant, you will be required by SEPA to prepare an environmental impact statement (EIS) for your proposal. If the impacts are determined not to be significant, a Determination of Non-Significance will be issued for your proposal and you will not be required to perform anymore environmental assessment.

Instructions

This environmental checklist asks you to describe some basic information about your proposal. Answer the questions briefly, with the most precise information known, or give the best description you can.

You must answer each question accurately, carefully and 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, City staff can assist you.

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 you describe your proposal or its environmental effects.

Environmental Review Process

Environmental review is conducted by a land use planner. For projects requiring a land use permit, the environmental review is conducted concurrently with the land use permit process. For projects which do not require a land use permit, the review typically takes less than 6 weeks. Below are the major steps involved for projects not requiring a land use permit.

Step 1: Pre-Application Meeting

Before you submit your application, you must meet with staff from the Building and Land use Services Division to discuss your project, the regulations and policies the project will be subject to, the permit requirements and the pertinent filing fees. Call 591-5363 to make an appointment with a land use planner.

Step 2: Submit Application

Submit your environmental checklist to a land use planner in the Building and Land Use Services Division.

Step 3: Issuance of Preliminary Environmental Determination and Public Comment

Within 1-week of the date your environmental checklist is submitted, a preliminary environmental determination will be made concerning your project. This preliminary determination will be published in the Tacoma News Tribune and will be subject to a 2-week comment period. The City will reconsider this determination based on timely comments and may retain, modify, or if significant adverse impacts are likely, withdraw the determination.

Step 4: Issuance of Final Environmental Determination

Unless modified by the City, the preliminary determination noted above will become a final determination following the comment period. This final determination will be published in the Tacoma News Tribune and will be subject to a 3-week appeal period.

Step 5: Appeal

Final determination may be appealed. Appeals may be filed at the Superior Court of the State of Washington for Pierce County. Appeals to the Superior Court shall be taken in accordance with procedures and limitations. Set forth in RCW 43.21C.075.

Step 6: Begin Work

If no appeal is filed, you may begin work immediately following the appeal period - *provided that you have obtained a building permit and any other necessary permits*. If an appeal is filed, you must wait until the appeal is decided before you begin work.

A. BACKGROUND

1. Name of proposed project, if applicable: _____
2. **Proponent/applicant**--Name and phone number: _____
Proponent/applicant--Address: _____

3. **Contact Person**--Name and phone number: _____
Contact Person--Address: _____

4. Date checklist prepared: _____
5. Agency requesting checklist: City of Tacoma _____
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?
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? 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. _____

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. If a proposal would occur over a range of area, provide the
range or boundaries of the site(s). _____

13. Assessor Parcel Number: _____

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 prime farmland.

- d. Are there surface indications or history of unstable soils in the immediate vicinity?

- e. Describe the purpose, type and approximate quantities of filling or 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 (i.e., dust, automobile, odors, industrial wood smoke) during construction and 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
 - 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 in or adjacent to (within 200 feet) of the described waters? If yes, please describe and attach available plans.

TO BE COMPLETED BY APPLICANT

**EVALUATION FOR
AGENCY USE ONLY**

- 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 flood plain? 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:
- 1) Will the ground water be withdrawn, or will water be discharged to ground water? 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 storm water):
- 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?
- d. Proposed measures to reduce or control surface, ground, and runoff water impacts, if any.

4. Plants

- a. Check or circle 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
 - 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 or 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:

5. Animals

- a. Underline any birds and animals which have been observed on or near the site or are known to be on or near the site:

birds: hawk, heron, eagle, songbirds, other:

mammals: deer, bear, elk, beaver, other:

fish: bass, salmon, trout, herring, shellfish, other:

- b. List any threatened or 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.

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:
- 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 special emergency services that might be required.
 - 2) 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 of levels would be created by or associated with the project on a short-term or long-term basis (i.e., 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?

- b. Has the site been used for agriculture? If so, describe.

TO BE COMPLETED BY APPLICANT

**EVALUATION FOR
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- 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 an "environmentally sensitive" area? 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 use and plans, 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 designation 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 places or objects listed on, or proposed for, national, state, or local preservation registers known to be on or next to the site?
- b. Generally describe any landmarks or evidence of historic, archaeological, scientific, or cultural importance known to be on or next to the site.
- c. Proposed measures to reduce or control impacts, if any.

14. Transportation

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

- b. Is site currently served by public transit? If not, what is the approximate distance to the nearest transit stop?

- c. How many parking spaces would the completed project have? How many would the project eliminate?

- d. Will the proposal require any new roads or streets, or improvements to existing roads or streets, not including driveways? If so, generally describe (indicate whether public or private).

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

- f. How many vehicular trips per day would be generated by the completed project? If known, indicate when peak volumes would occur.

- 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 (i.e., fire protection, police protection, 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. Underline 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 of Proponent/Applicant: _____

Date: _____

Received, Buildings and Land Use Services Division: _____
Date Submitted: _____
Receipt # _____ Filing Fee \$ _____