



2009

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



US Army Corps
of Engineers
Seattle District

AGENCY USE ONLY

Date received: _____

Agency reference #: _____

Tax Parcel #(s): _____

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

Part 1—Project Identification

Unique project information that makes it easy to identify. [\[help\]](#)

1a. Unique Project Identifier Number (UPI #) [help] <ul style="list-style-type: none"> Don't have one yet? Get one at http://www.epermitting.wa.gov or call the Washington Governor's Office of Regulatory Assistance at (800) 917-0043.
1b. Project Name (Examples: Smith's Dock or Seabrook Lane Development) [help]

Part 2—Applicant

The person or organization legally responsible for the project. [\[help\]](#)

2a. Name (Last, First, Middle) and Organization (if applicable)			
2b. Mailing Address (Street or PO Box)			
2c. City, State, Zip			
2d. Phone (1)	2e. Phone (2)	2f. Fax	2g. E-mail
()	()	()	

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) and Organization (if applicable)			
3b. Mailing Address (Street or PO Box)			
3c. City, State, Zip			
3d. Phone (1)	3e. Phone (2)	3f. Fax	3g. E-mail
()	()	()	

Part 4–Property Owner(s) [\[help\]](#)

Contact information for people or organizations owning the property(ies) where the project will occur. [\[help\]](#)

- 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 property owners. Complete the section below and use [JARPA Attachment A](#) for each additional property owner.

4a. Name (Last, First, Middle) and Organization (if applicable)			
4b. Mailing Address (Street or PO Box)			
4c. City, State, Zip			
4d. Phone (1)	4e. Phone (2)	4f. Fax	4g. E-mail
()	()	()	

Part 5–Project Location(s)

Identifying information about the property or properties where the project will occur. [\[help\]](#)

- There are multiple properties or project locations (e.g., linear projects). Complete the section below and use [JARPA Attachment B](#) for each additional property.

5a. Street Address (Cannot be a PO Box. If there is no address, provide other location information in 5n.) [help]			
5b. City, State, Zip (If the project is not in a city or town, provide the name of the nearest city or town.) [help]			
5c. County [help]			
5d. Provide the section, township, and range for the project location. [help]			
¼ Section	Section	Township	Range
5e. Provide the latitude and longitude of the project location. [help]			
• Example: 47.03922 N lat. / -122.89142 W long			
5f. List the tax parcel number(s) for the project location. [help]			
• The local county assessor's office can provide this information.			
5g. Indicate the type of ownership of the property. (Check all that apply.) [help]			
<input type="checkbox"/> State Owned Aquatic Land <input type="checkbox"/> Tribal <input type="checkbox"/> Private			
<input type="checkbox"/> Other publicly owned (federal, state, county, city, special districts like schools, ports, etc.)			

5h. Contact information for all adjoining property owners, lessees, etc. (If you need more space, use [JARPA Attachment C.](#)) [\[help\]](#)

Name	Mailing Address	Tax Parcel # (if known)

5i. Is any part of the project area within a 100-year flood plain? [\[help\]](#)

Yes No Don't know

5j. Briefly describe the vegetation and habitat conditions on the property. [\[help\]](#)

5k. Describe how the property is currently used. [\[help\]](#)

5l. Describe how the adjacent properties are currently used. [\[help\]](#)

5m. Describe the structures (above and below ground) on the property, including their purpose(s). [\[help\]](#)

5n. Provide driving directions from the closest highway to the project location, and attach a map. [\[help\]](#)

Part 6—Project Description

6a. Summarize the overall project. You can provide more detail in 6d. [\[help\]](#)

6b. Indicate the project category. (Check all that apply.) [\[help\]](#)

- Commercial Residential Institutional Transportation Recreational
 Maintenance Environmental Enhancement

6c. Indicate the major elements of your project. (Check all that apply.) [\[help\]](#)

- | | | | |
|---|---|--|--|
| <input type="checkbox"/> Aquaculture | <input type="checkbox"/> Culvert | <input type="checkbox"/> Float | <input type="checkbox"/> Road |
| <input type="checkbox"/> Bank Stabilization | <input type="checkbox"/> Dam / Weir | <input type="checkbox"/> Geotechnical Survey | <input type="checkbox"/> Scientific Measurement Device |
| <input type="checkbox"/> Boat House | <input type="checkbox"/> Dike / Levee / Jetty | <input type="checkbox"/> Land Clearing | <input type="checkbox"/> Stairs |
| <input type="checkbox"/> Boat Launch | <input type="checkbox"/> Ditch | <input type="checkbox"/> Marina / Moorage | <input type="checkbox"/> Stormwater facility |
| <input type="checkbox"/> Boat Lift | <input type="checkbox"/> Dock / Pier | <input type="checkbox"/> Mining | <input type="checkbox"/> Swimming Pool |
| <input type="checkbox"/> Bridge | <input type="checkbox"/> Dredging | <input type="checkbox"/> Outfall Structure | <input type="checkbox"/> Utility Line |
| <input type="checkbox"/> Bulkhead | <input type="checkbox"/> Fence | <input type="checkbox"/> Piling | |
| <input type="checkbox"/> Buoy | <input type="checkbox"/> Ferry Terminal | <input type="checkbox"/> Retaining Wall (upland) | |
| <input type="checkbox"/> Channel Modification | <input type="checkbox"/> Fishway | | |

Other: _____

6d. Describe how you plan to construct each project element checked in 6c. 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 flood plain.

6e. What are the 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

6f. Describe the purpose of the work and why you want or need to perform it. [\[help\]](#)

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.)

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.

Yes No Not applicable

7g. 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 compensatory mitigation proposed. If you are submitting a compensatory mitigation plan with a similar table, you may simply state (below) where we can find this information in the mitigation plan. [\[help\]](#)

Activity causing impact (fill, drain, excavate, flood, etc.)	Wetland type and rating category ¹	Impact area (sq. ft. or acres)	Duration of impact ²	Proposed mitigation type ³	Wetland mitigation area (sq. ft. or acres)

¹ Ecology wetland category based on current Western Washington or Eastern Washington Wetland Rating System. Provide the wetland rating forms with the JARPA package.

² Indicate the time (in months or years, as appropriate) the wetland will be measurably impacted by the activity. Enter "permanent" if applicable.

³ 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: _____

7h. For all filling activities identified in 7g., 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. [\[help\]](#)

7i. For all excavating activities identified in 7g., describe the excavation method, type and amount of material in cubic yards you will remove, and where the material will be disposed. [\[help\]](#)

7j. Summarize what the compensatory mitigation plan is meant to accomplish, and describe how a watershed approach was used to design the plan. [\[help\]](#)

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. Summarize impact(s) to each waterbody in the table below. [\[help\]](#)

Activity causing impact (clear, dredge, fill, pile drive, etc.)	Waterbody name	Impact location ¹	Duration of impact ²	Amount of material to be placed in or removed from waterbody	Area (sq. ft. or linear ft.) of waterbody directly affected

¹ 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.

² Indicate the time (in months or years, as appropriate) the waterbody will be measurably impacted by the work. Enter “permanent” if applicable.

8d. 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.

Yes No Not applicable

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

- If you already completed 7j., you do not need to restate your answer here. [\[help\]](#)

8f. For all activities identified in 8c., 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 8c., describe the method for excavating or dredging, type and amount of material you will remove, and where the material will be disposed. [\[help\]](#)

Part 9—Additional Information

Any additional information you can provide helps the reviewer(s) understand your project.

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 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: <http://www.ecy.wa.gov/programs/wq/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 <http://www.ecy.wa.gov/services/gis/maps/wria/wria.htm> to find the WRIA #.

<p>9e. Will the in-water construction work comply with the State of Washington water quality standards for turbidity? [help]</p> <ul style="list-style-type: none"> Go to http://www.ecy.wa.gov/programs/wq/swqs/criteria.html for the standards. <p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable</p>
<p>9f. If the project is within the jurisdiction of the Shoreline Management Act, what is the local shoreline environment designation? [help]</p> <ul style="list-style-type: none"> If you don't know, contact the local planning department. For more information, go to: http://www.ecy.wa.gov/programs/sea/sma/laws_rules/173-26/211_designations.html. <p><input type="checkbox"/> Rural <input type="checkbox"/> Urban <input type="checkbox"/> Natural <input type="checkbox"/> Aquatic <input type="checkbox"/> Conservancy <input type="checkbox"/> Other _____</p>
<p>9g. What is the Washington Department of Natural Resources Water Type? [help]</p> <ul style="list-style-type: none"> Go to http://www.dnr.wa.gov/BusinessPermits/Topics/ForestPracticesApplications/Pages/fp_watertyping.aspx for the Forest Practices Water Typing System. <p><input type="checkbox"/> S <input type="checkbox"/> F <input type="checkbox"/> Np <input type="checkbox"/> Ns</p>
<p>9h. Will this project be designed to meet the Washington Department of Ecology's most current stormwater manual? [help]</p> <ul style="list-style-type: none"> If no, provide the name of the manual your project is designed to meet. <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Name of manual:</p>
<p>9i. If you know what the property was used for in the past, describe below. [help]</p>
<p>9j. Has a cultural resource (archaeological) survey been performed on the project area? [help]</p> <ul style="list-style-type: none"> If yes, attach it to your JARPA package. <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>9k. 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]</p>
<p>9l. 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]</p>

Part 10—Identify the Permits You Are Applying For

Use the resources and checklist below to identify the permits you are applying for.

- Online Project Questionnaire at <http://apps.ecy.wa.gov/opas/>.
- Governor's Office of Regulatory Assistance at (800) 917-0043 or help@ora.wa.gov.

<p>10a. Compliance with the State Environmental Policy Act (SEPA). (Check all that apply.) [help]</p> <ul style="list-style-type: none"> • For more information about SEPA, go to www.ecy.wa.gov/programs/sea/sepa/e-review.html. <p><input type="checkbox"/> A copy of the SEPA determination or letter of exemption is included with this application.</p> <p><input type="checkbox"/> A SEPA determination is pending with _____ (lead agency). The expected decision date is _____.</p> <p><input type="checkbox"/> I am applying for a Fish Habitat Enhancement Exemption. (Check the box below in 10b.)</p> <ul style="list-style-type: none"> • Submit the Fish Habitat Enhancement Project form with this application. The form can be found at http://www.epermitting.wa.gov/Portals/_JarpaResourceCenter/images/default/fishenhancement.doc <p><input type="checkbox"/> This project is exempt (choose type of exemption below).</p> <p><input type="checkbox"/> Categorical Exemption. Under what section of the SEPA administrative code (WAC) is it exempt? _____</p> <p><input type="checkbox"/> Other: _____</p> <p><input type="checkbox"/> SEPA is pre-empted by federal law. [help]</p>
<p>10b. Indicate the permits you are applying for. (Check all that apply.) [help]</p>
LOCAL GOVERNMENT
<p>Local Government Shoreline permits:</p> <p><input type="checkbox"/> Substantial Development <input type="checkbox"/> Conditional Use <input type="checkbox"/> Variance</p> <p><input type="checkbox"/> Shoreline Exemption Type (explain): _____</p>
<p>Other city/county permits:</p> <p><input type="checkbox"/> Floodplain Development Permit <input type="checkbox"/> Critical Areas Ordinance</p>
STATE GOVERNMENT
<p>Washington Department of Fish and Wildlife:</p> <p><input type="checkbox"/> Hydraulic Project Approval (HPA) <input type="checkbox"/> Fish Habitat Enhancement Exemption</p>
<p>Washington Department of Ecology:</p> <p><input type="checkbox"/> Section 401 Water Quality Certification</p>
<p>Washington Department of Natural Resources:</p> <p><input type="checkbox"/> Aquatic Resources Use Authorization</p>
FEDERAL GOVERNMENT
<p>United States Department of the Army permits (U.S. Army Corps of Engineers):</p> <p><input type="checkbox"/> Section 404 (discharges into waters of the U.S.) <input type="checkbox"/> Section 10 (work in navigable waters)</p>
<p>United States Coast Guard permits:</p> <p><input type="checkbox"/> General Bridge Act Permit <input type="checkbox"/> Private Aids to Navigation (for non-bridge projects)</p>

Part 11—Authorizing Signatures

Signatures required before submitting the JARPA package.

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

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

Date

11c. Property Owner Signature (if not applicant) [\[help\]](#)

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

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 of Regulatory Assistance (ORA). People with hearing loss can call 711 for Washington Relay Service. People with a speech disability can call (877) 833-6341.
ORA publication number: ENV-019-09



2009



US Army Corps of Engineers
Washington Field

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

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

AGENCY USE ONLY

Date received: _____

Agency reference #: _____

Tax Parcel #(s): _____

TO BE COMPLETED BY APPLICANT [\[help\]](#)

UPI #: _____

Project Name: _____

Use this attachment only if you have more than one property owner.

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

4a. Name (Last, First, Middle) and Organization (if applicable)			
4b. Mailing Address (Street or PO Box)			
4c. City, State, Zip			
4d. Phone (1)	4e. Phone (2)	4f. Fax	4g. E-mail
()	()	()	
Address or tax parcel number of property you own:			

4a. Name (Last, First, Middle) and Organization (if applicable)			
4b. Mailing Address (Street or PO Box)			
4c. City, State, Zip			
4d. Phone (1)	4e. Phone (2)	4f. Fax	4g. E-mail
()	()	()	
Address or tax parcel number of property you own:			

If you require this document in another format, contact The Governor's Office of Regulatory Assistance (ORA). People with hearing loss can call 711 for Washington Relay Service. People with a speech disability can call (877) 833-6341. ORA publication number: ENV-020-09



2009



US Army Corps of Engineers
Washington Field

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

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

Use this attachment only 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.

AGENCY USE ONLY

Date received: _____

Agency reference #: _____

Tax Parcel #(s): _____

TO BE COMPLETED BY APPLICANT [\[help\]](#)

UPI #: _____

Project Name: _____

5a. Street Address (Cannot be a PO Box. If there is no address, please provide other location information in 5n.) [\[help\]](#)

5b. City, State, Zip (If the project is not in a city or town, please provide the name of the nearest city or town.) [\[help\]](#)

5c. County [\[help\]](#)

5d. Please provide the section, township, and range for the project location. [\[help\]](#)

¼ Section	Section	Township	Range

5e. Please provide the latitude and longitude of the project location. [\[help\]](#)

- Example: 47.03922 N lat. / -122.89142 W long

5f. List the tax parcel number for the project location. [\[help\]](#)

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

5g. Identify the type of ownership of the property. (Check all that apply.) [\[help\]](#)

State Owned Aquatic Land
 Tribal
 Private
 Other publicly owned (federal, state, county, city, special districts like schools, ports, etc.)

5h. Contact information for all adjoining property owners, lessees, etc. (If more space is needed, please use [JARPA Attachment C](#)). [\[help\]](#)

Name	Mailing Address	Tax Parcel # (if known)

5i. Is any part of the project area within a 100-year flood plain? [\[help\]](#)

Yes No Don't know

5j. Briefly describe the vegetation and habitat conditions on the property. [\[help\]](#)

5k. Describe how the property is currently being used. [\[help\]](#)

If you require this document in another format, contact The Governor's Office of Regulatory Assistance (ORA). People with hearing loss can call 711 for Washington Relay Service. People with a speech disability can call (877) 833-6341.
 ORA publication number: ENV-021-09



2009



US Army Corps of Engineers
Washington Field

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

JARPA Attachment D: Construction sequence [\[help\]](#)

Use this attachment only 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.

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

Phase or Stage	Start Date	End Date	Activity Description

AGENCY USE ONLY

Date received: _____

Agency reference #: _____

Tax Parcel #(s): _____

TO BE COMPLETED BY APPLICANT [\[help\]](#)

UPI #: _____

Project Name: _____

If you require this document in another format, contact The Governor's Office of Regulatory Assistance (ORA). People with hearing loss can call 711 for Washington Relay Service. People with a speech disability can call (877) 833-6341.
ORA publication number: ENV-023-09

Application for Streamlined Process for FISH HABITAT ENHANCEMENT PROJECTS Addition to the Joint Aquatic Permit Application Form (JARPA)

Under recent laws, you may qualify for a streamlined permit process with no fees, if your project is designed to enhance fish habitat. If your project meets the requirements below, you are entitled to the streamlined Hydraulic Project Approval (HPA) process, exemption from the State Environmental Policy Act, and exemption from all local government permits and fees. To apply for the exemption process, the applicant must provide on the same day, the JARPA form and this cover addition to: the Department of Fish and Wildlife (WDFW) and all applicable Local Government planning and permitting departments. Local governments have 15-days to provide comments to WDFW, who will use these comments to aid them in making decisions (see below for details).

APPLICANTS - To QUALIFY for the fish habitat enhancement exemption you must check at least one each from A and B:

- A) Projects must accomplish one or more of the following fish habitat restoration tasks (check which one applies):
- Removal of human-made fish passage barriers; or
 - Restoration of an eroded or unstable stream bank using bioengineering techniques; or
 - Placement of woody debris or other in-stream structures that benefit naturally reproducing fish stocks.

AND

- B) Projects must **also** be approved in one or more of the following ways (check which apply, and provide details as requested):
- By WDFW, through the Salmon Enhancement, or Volunteer Cooperative Fish and Wildlife Enhancement Programs; ***Provide project name, and who at WDFW approved the project _____;***
 - By the sponsor of a watershed restoration plan as provided in chapter 89.08RCW; ***Provide title of plan and date, and approving or sponsoring agency _____;***
 - By the Department of Fish and Wildlife as a department-sponsored fish enhancement or restoration project;
 - Through the review and approval process for the Jobs for the Environment program;
 - Through the review and approval process for Conservation District sponsored projects, where the project complies with design standards established by the conservation commission through interagency agreement with the United States Fish and Wildlife Service and the Natural Resource Conservation Service; ***Provide approval date and name of Conservation District approving project _____;*** or
 - Through a formal grant program established by the legislature or the Department of Fish and Wildlife for fish habitat enhancement or restoration (currently the Dept. of Transportation is handling grant applications – contact Peter Downey at (360) 705-7492 for information) ***Provide grant application date _____, and circle status- Approved, Denied, or Pending.***

To APPLY for the Exemption – if you have checked a box from both A and B above, complete the following:

- 1) Submit this cover letter and a complete JARPA form as an application for the fish habitat enhancement exemption to the Local Government planning department, and WDFW. **These applications must be submitted on the same day** starting a 15-day comment period. If significant concerns are raised during the 15-day comment period regarding adverse impacts that cannot be addressed through HPA conditions, WDFW can determine that the project does not qualify for the exemption process. If this determination is made, the applicant may re-apply to WDFW, the applicable Local Government, and any other applicable permitting agency for approval under the full permitting process.
Provide 1) name and number of habitat biologist at WDFW you applied to _____, and 2) what local government you applied to _____;
- 2) Apply for all other Federal and State permits needed as defined in the JARPA form. (Fill in waters of the state will require a 404 permit from the Corps of Engineers, and possibly a 401 Water Quality Certification from Ecology).
- 3) The **only** work covered by the exemption process must be for fish habitat enhancement. If only a piece of your project is for habitat enhancement, the remainder of the project must be covered by the full permitting process.
- 4) If WDFW determines that your project meets the criteria for the exemption, your project is exempt from SEPA and from local government permits and fees. You will have an answer from WDFW within 45 days of the receipt of this cover letter and complete JARPA form.

LOCAL GOVERNMENTS: PLEASE NOTE – you only have 15 days to review the projects and provide comments to WDFW or your comments will be considered waived. Per the new law, you are responsible for the following:

1. You must accept the JARPA application form and this revised cover addition for project review;

2. If the Local Government chooses to comment on the project, comments (support or objection) must be provided to the WDFW local habitat biologist responsible for the project area within 15-days of receipt of the JARPA form;
3. If determined by WDFW that the project meets the habitat enhancement exemption criteria, SEPA and all local government permits are considered exempt and consistent with the revisions to the WACs, and local government fees are waived.
4. The law determines that “fish habitat enhancement projects that conform to the provisions of the act are determined to be consistent with local shoreline master programs”.

DEPARTMENT OF FISH AND WILDLIFE:

1. Upon receipt of a complete JARPA and request for the fish habitat exemption process, review the proposed project plan for compliance with the requirements listed in section 1 and 2 of 2SHB 2879 (also listed on page 1, applicant section #A and B).
 - a) If JARPA is incomplete or if it is determined that a project does NOT meet the exemption criteria, contact the applicant and local government planning department and inform them the project does not qualify for the exemption. Return JARPA to the applicant. The applicant may reapply to WDFW, the applicable Local Government and other permitting agencies for approval under the full permitting process.
 - b) If JARPA is complete and the project meets the criteria, start the HPA 45-day exemption process (defined below);
1. WDFW must allow 15 days for interested parties, and local governments to provide comments on the project – no approval action can be taken within the first 15 days of receipt of the JARPA;
2. If comments are received, WDFW will decide whether the concerns raised can be mitigated through conditions of the HPA – if yes, continue to #4. If no, WDFW will notify the applicant and applicable Local Government. The applicant may reapply to WDFW, the applicable Local Government and other permitting agencies for approval under the full permitting process;
3. WDFW must approve or deny the HPA, or make a determination that the proposed work does not qualify for the exemption process within 45 days.



2 0 0 9
WASHINGTON STATE
Joint Aquatic Resources Permit
Application (JARPA) Form



Instruction A: Completing JARPA 2009

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 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) General Bridge 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 (WDNR) 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

See http://www.epermitting.wa.gov/site/alias_resourcecenter/jarpa/9983/jarpa.aspx

II. Preparing and Submitting the 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 the JARPA for their local shoreline permits. Use the “Questions to Ask Local Government” on page 4 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 the JARPA.
4. Use the most current application being accepted by your local jurisdiction. It can be found at www.epermitting.wa.gov or by calling 800-917-0043.
5. 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.
6. Contact each agency making permitting decisions. Most agencies will require more information or materials not specifically noted in the JARPA. Early coordination with all of the regulatory agencies may prevent delays in processing of your application.

B. When You Fill in the 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. Use the on-line glossary at http://www.epermitting.wa.gov/site/alias__resourcecenter/resources_glossary/2485/glossary.aspx for definitions of words that are new to you. If you cannot find the word you are looking for, let us know and we will add it to the glossary.
6. Please select “N/A” for any questions that do not apply to your project. Do not just leave it blank.
7. If you have access to the Internet, use the “Help” screens available to clarify any confusing questions.
8. Use the Checklist on page seven of this document to make sure you have everything you need to submit a complete application package.
9. While you only need to complete one application, you must sign each application you submit to each individual agency. This means you must first make copies of the application, then sign each copy with your original signature. Agencies will not accept applications with a copied signature.
10. 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 they start the review process, they can 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 a letter of acknowledgement as soon as possible. This will help prevent 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 do this, it may delay your permits and/or project construction, or you may receive a penalty.
4. Call the Office of Regulatory Assistance (ORA) Information Center at 800-917-0043 or help@ora.wa.gov if you have any questions or concerns. We are here to help you.

D. JARPA Help Feature →

The 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.

E. Submitting Copies Of The JARPA →

Carefully determine all agencies you should submit a copy of your completed JARPA to (all those you have checked on the application) and determine the correct agency mailing location for your project from the list provided.

F. Get Help

If you have a question about the application or additional documents, call the Governor's Office of Regulatory Assistance (ORA) Information Center at 800-917-0043 or send an email to help@ora.wa.gov.

You may also find helpful information at these locations:

1. **On-Line Permit Assistance System (OPAS)**: <http://www.ora.wa.gov/resources/questionnaire.asp> Fill out an on-line questionnaire to find out what permits you may need for your project.
2. **Environmental Permit Handbook**: <http://www.ora.wa.gov/resources/handbook.asp>
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 the JARPA?** Not all cities and counties accept the JARPA form for their local shoreline permits.

B. **Does your project fall under the jurisdiction of the Critical Areas Ordinances and the National Flood Insurance Program? If so, can you use the JARPA?** If your project does fall under either of these laws, you may not be able to use the JARPA.

C. **What is the 1/4 Section, Section, Township, Range, Government Lot, Latitude, Longitude and the Tax Parcel number for the property?** Ask your local planning department for information required for question 5 thru 5i on the 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: <http://www.ecy.wa.gov/services/gis/maps/wria/townships/trs.htm>.

D. **What is the Shoreline Designation 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: http://www.ecy.wa.gov/programs/sea/SMA/local_planning/index.html. Also, ask about public notice requirements for shoreline management compliance.

E. **What is the zoning designation of the property?** Zoning designation examples include Residential, Rural, Agricultural, and General Commercial.

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 available at the Corps' Web site.
http://www.nws.usace.army.mil/PublicMenu/Menu.cfm?sitename=REG&pagename=Drawing_Checklist
- F. See the Washington Department of Fish and Wildlife (WDFW) guidance for a complete application here:
http://www.wdfw.wa.gov/hab/hpa_criteria.htm
- 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 do not limit the size to 8 ½" x 11" like the Corps does. Check this Web site http://www.wdfw.wa.gov/hab/hpa_criteria.htm for a brief discussion of what WDFW needs for "complete plans and specifications for proper protection of fish life."

V. Sample Wetland Mitigation Table

If wetlands are present, include a Mitigation Table like the one below.

The table should include:

- A. Area (sq. ft.)
- B. [Cowardin 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	Ecology Rating	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.npwrc.usgs.gov/resource/wetlands/classwet/index.htm>.

2 The Washington State Wetland Rating System categorizes wetlands based on specific attributes such as rarity, sensitivity to disturbance, and functions. Western Washington, see <http://www.ecy.wa.gov/pubs/0406025.pdf>. For Eastern Washington, see <http://www.ecy.wa.gov/pubs/0406015.pdf>.

VI. Pre-submittal Checklist

Review the checklist below to ensure you have a complete application package to submit to each agency.

- Did you write your Unique Project Identifier number (UPI#) on each document you are submitting?
- In Part 10 of the application, did you indicate which permits you are applying for?
- Have you included JARPA Attachments A-D as necessary?
- Did you locate the correct mailing addresses for those 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 and include the UPI#.)
- Did you include your SEPA decision letter?
- If you are applying for an HPA from the Department of Fish and Wildlife 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 common Microsoft program, PDF, TIFF, JPEG, or GIF formats?
- 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.

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.

- For city and county contact information, go to: <http://www.mrsc.org>. Click on the “LINKS” tab to find your city or county.

Mailing location for Hydraulic Project Approvals (HPA)

Send to: Washington State Department of Fish and Wildlife (please submit two copies)

- If you are NOT requesting emergency or expedited processing, submit two copies of your application to the headquarters office in Olympia.
- If you are requesting emergency or expedited processing, submit two copies of your application to the appropriate regional office.
- Application documents may not exceed 11” x 17”.
- If your application package (including the 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 common Microsoft program, PDF, TIFF, JPEG, or GIF formats.

Headquarters

Receives all applications when emergency or expedited processing is NOT being requested.

Habitat Program
600 Capitol Way North
Olympia, Washington 98501-1091

Tel (360) 902-2534
TDD (360) 902-2207
Fax (360) 902-2946

Regions

Receive all applications for emergency or expedited processing.

Region 1

(Pend Oreille, Ferry, Stevens, Spokane, Lincoln, Whitman, Columbia, Garfield, Asotin, and Walla Walla Counties)

2315 North Discovery Place
Spokane, WA 99216

Tel (509) 892-1001
Fax (509) 921-2440

Region 2

(Okanogan, Douglas, Grant, Adams, and Chelan Counties)

1550 Alder Street NW
Ephrata, WA 98823-9699

Tel (509) 754-4624
Fax (509) 754-5257

Region 3

(Franklin, Kittitas, Yakima, and Benton Counties)

1701 South 24th Avenue
Yakima, WA 98902-5720

Tel (509) 575-2740
Fax (509) 575-2474

Region 4 (Whatcom, Skagit, Snohomish, King, Island, and San Juan Counties)	16018 Mill Creek Boulevard Mill Creek, WA 98012-1296	Tel (425) 775-1311 Fax (425) 338-1066
Region 5 (Lewis, Wahkiakum, Cowlitz, Skamania, Clark, and Klickitat Counties)	2108 Grand Blvd. Vancouver, WA 98661-4624	Tel (360) 696-6211 Fax (360) 906-6776
Region 6 (Pacific, Pierce, Thurston, Grays Harbor, Mason, Jefferson, Clallam, and Kitsap Counties)	48 Devonshire Road Montesano, WA 98563-9618	Tel (360) 249-4628 Fax (360) 664-0689

Mailing location for 401 Water Quality Certification

Send to: Washington State Department of Ecology– Federal Permit Unit

- Use the address below for the region where your project is located.
- For a map of Ecology Regional Offices, go to: www.ecy.wa.gov/org.html

Headquarters	<u>Mailing Address</u> P.O. Box 47600 Olympia, WA 98504-7600 <u>Physical Address</u> 300 Desmond Drive Lacey, WA 98504	Tel (360) 407-6000
Central Region	15 West Yakima Avenue, Suite 200 Yakima, WA 98902-3401	Tel (509) 575-2490 Fax (509) 575-2809
Eastern Region	4601 North Monroe, Suite 202 Spokane, WA 99205-1295	Tel (509) 329-3400 Fax (509) 329-3529
Northwest Region	3190 - 160th Avenue S.E. Bellevue, WA 98008-5452	Tel (425) 649-7000 Fax (425) 649-7098
Southwest Region	<u>Mailing Address:</u> P.O. Box 47775 Olympia, WA 98504-7775 <u>Physical Address:</u> 300 Desmond Drive Lacey, WA 98504	Tel (360) 407-6300 Fax (360) 407-6305

Mailing location for Aquatic Resources Use Authorizations

Send to: Department of Natural Resources

- Use the address below for the region where your project is located.
- For a map of DNR regional offices, go to: <http://www.dnr.wa.gov/ContactDNR/Pages/Home.aspx>

Headquarters	PO Box 47000 1111 Washington Street SE Olympia, WA 98504-7000	Tel (360) 902-1100
Northwest Region	919 N Township Street Sedro Woolley, WA 98284-9384	Tel (360) 856-3800
Pacific Cascade Region	601 Bond Road PO Box 280 Castle Rock, WA 98611-0280	Tel (360) 577-2025
South Puget Sound Region	950 Farman Avenue N Enumclaw, WA 98022-9282	Tel (360) 825-1631
Northeast Region	225 S Silke Road PO Box 190 Colville, WA 99114-0190	Tel (509) 684-7474
Southeast Region	713 Bowers Road Ellensburg, WA 98926-9301	Tel (509) 925-8510
Olympic Region	411 Tillicum Lane Forks, WA 98331-9271	Tel (360) 374-6131

Mailing location for Department of the Army Permits (U.S. Army Corps of Engineers)

Send to: U.S. Army Corps of Engineers

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
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Mailing location for General Bridge Act Permits and Private Aids to Navigation (for non-bridge projects)

Send to: United States Coast Guard

Section 9 Bridge Permit	Commander 13th Coast Guard District (OAN) 915 Second Avenue. Room 3510 Seattle, WA 98174-1067 Attn: Bridge Administrator	Tel (206) 220-7282 Fax (206) 220-7265
Private Aids to Navigation	Commander 13th Coast Guard District (OAN) 915 Second Avenue, Room 3510 Seattle, WA 98174-1067 Attn: PATON Manager	Tel (206) 220-7285 Fax (206) 220-7265

VIII. Resources and Helpful Information

On-line 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.
- **On-line Permit Assistance System (OPAS):** <http://apps.ecy.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.
- **Environmental Permit Handbook:** <http://apps.ecy.wa.gov/permithandbook>. The Environmental Permit Handbook provides an overview for each environmental permit, including contacts and resources for more detailed information. You can view the handbook online, download a copy, or request a hardcopy from the ORA Information Center by contacting them at 800-917-0043 or help@ora.wa.gov. Links to descriptions of common environmental permits in the JARPA are listed below:
 - Shoreline permit and local permits:
 - Substantial Development: <http://apps.ecy.wa.gov/permithandbook/permitdetail.asp?id=38>
 - Conditional Use: <http://apps.ecy.wa.gov/permithandbook/permitdetail.asp?id=44>
 - Variance: <http://apps.ecy.wa.gov/permithandbook/permitdetail.asp?id=45>
 - Floodplain Development Permit: <http://apps.ecy.wa.gov/permithandbook/permitdetail.asp?id=47>
 - WA Department of Fish & Wildlife Hydraulic Project Approval: <http://apps.ecy.wa.gov/permithandbook/permitdetail.asp?id=25>
 - WA Department of Ecology Section 401 Water Quality Certification: <http://apps.ecy.wa.gov/permithandbook/permitdetail.asp?id=43>
 - WA Department of Natural Resources Aquatic Resources Use Authorization: <http://apps.ecy.wa.gov/permithandbook/permitdetail.asp?id=31>
 - Department of the Army permits :
 - Section 404 (discharges into waters of the US): <http://apps.ecy.wa.gov/permithandbook/permitdetail.asp?id=37>
 - Section 10 (work in navigable waters): <http://apps.ecy.wa.gov/permithandbook/permitdetail.asp?id=36>
 - United States Coast Guard permits
 - General Bridge Act Permit: <http://apps.ecy.wa.gov/permithandbook/permitdetail.asp?id=106>
 - Private Aids to Navigation (for non-bridge projects): <http://apps.ecy.wa.gov/permithandbook/permitdetail.asp?id=98>
- **Governor's Office of Regulatory Assistance Information Center** - The Governor's Office of Regulatory Assistance Information Center is a great resource when you have questions about the JARPA form or process. Center staff 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. The Center is open Monday through Friday from 9:00 am to 4:00 pm. Staff can be reached at 800-917-0043 or by email at help@ora.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 the JARPA to apply for local Shoreline permits. Not all cities and counties accept the 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 the JARPA. Local government contact information can be found at <http://www.mrsc.org>. Click on the "LINKS" tab to find your city or county.
- 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 the JARPA to apply for a permit or approval. Local government contact information can be found at <http://www.mrsc.org>. Click on the "LINKS" tab to find your city or county.
- E. Make sure you fill out the most current version of the 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 Web site.
- 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 delay in processing your application. Most agencies will require more information or materials than what is asked for in the JARPA. Early coordination could help agencies identify additional application materials you need to submit for a more efficient project review.



2009

WASHINGTON STATE

Joint Aquatic Resources Permit Application (JARPA)



Instruction B: Cell-by-Cell Technical Help

Part 1 – Project Identification

1a. Unique Project Identifier Number (UPI)

You need to have a unique project identifier for each project that requires JARPA related permits. This number is used by the regulatory agencies to communicate with each other about your project. Additionally this gives you a single number that you can use to discuss your project with any of the agencies.

To get your unique project identifier, go to www.epermitting.wa.gov or call the Governor's Office of Regulatory Assistance at 1-800-917-0043 or help@ora.wa.gov.

1b. Project Name

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

Part 2 – Applicant

Provide the contact information of the applicant. Usually the "applicant" is the person filling out the application, but in circumstances where a consultant is filling out the application, the applicant would be the party that is legally 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 that 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.

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, please indicate "Same as Applicant" in the space provided.

If there are multiple property owners, please provide the information requested below for each property owner. Please use JARPA Attachment A for additional property owners.

Part 5 – Project Location(s)

5a. Street Address

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

5b. City, State, Zip

Provide the nearest city or town.

5c. County

Provide the county or counties where the project is located.

5d. 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 obtain this information from your county assessor's office. If your project crosses multiple sections, townships or ranges, please list them all. This information is needed to assist the permit reviewers and site inspectors to locate the project.

Local government contact information can be found at <http://www.mrsc.org>. Click on the "LINKS" tab to find 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/services/GIS/maps/wria/townships/trs.htm>.

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

This information is another way to identify and verify the location of the project. You can obtain your projects latitude and longitude using a Global Positioning Service (GPS) device, a topographic map, or by entering your address at: <http://teraserver-usa.com/>. If applicable, report the latitude and longitude for the 'center point' of your project location.

If you know which Watershed Resource Inventory Area (WRIA) your project is located in, you can locate the latitude and longitude using the WA Department of Ecology's WRIA maps, located at <http://www.ecy.wa.gov/services/GIS/maps/wria/townships/trs.htm>.

The permitting agencies prefer latitude and longitude in the decimal format (47.05061 lat/ -122.84465 long), though most will also accept degree, minutes, seconds (5° 02' 27").

5f. 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, please put N/A in the box.

If you do not know, call the local county assessor's office. Local government contact information can be found at <http://www.mrsc.org>. Click on the "LINKS" tab to find your city or county.

5g. 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.

5h. Contact information for all adjoining property owners, lessees, etc.

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

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

Is the project area within a 100-year floodplain? Floodplain maps can be located at FEMA’s map center, <http://msc.fema.gov/>.

This information can also be obtained by contacting your city or county government or contacting the Governor’s Office of Regulatory Assistance at 1-800-917-0043 or help@ora.wa.gov.

Local government contact information can be found at <http://www.mrsc.org>. Click on the “LINKS” tab to find your city or county.

5j. 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, etc.), 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.

5k. Describe how the property is currently being used.

Describe how the property is currently being used (for example, houses, shopping center, farming, undeveloped, etc.). How long has the current use been in place?

5l. Describe how the adjacent properties are currently being used.

Describe the current use(s) of the adjacent properties (for example, houses, shopping center, farming, undeveloped, etc.). How long have those current uses been in place?

5m. Describe the structures (above or 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, roadways (gravel, asphalt, etc.), bridges, docks, piers, etc.

5n. Provide driving directions, from the closest highway, and attach a map.

Provide driving directions to the project location from the closest major highway. If you have a map of the project location, please attach it to your application.

Part 6 – Project Description

6a. Summarize the overall project. You can provide more detail in 6d.

Provide a few sentences describing your project proposal. More detailed information will be asked for in the next few parts.

6b. Indicate the project category.

Check the box(es) for the category that best describes your project.

6c. Indicate the major elements of your project.

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

6d. 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 have checked in 6c, please provide detail of how you propose to construct them. Include detail about how the construction methods and techniques will reduce impacts to the natural environment (e.g. silt fences, tarps, water diversion, bubble curtains, etc.). List any staging areas and equipment that will be used. Please 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.

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

Indicate your best estimates of the overall start and end dates for the project. If the project activities will be completed during multiple timeframes, please indicate the start and end of each phase and which activities are included.

6f. Describe the purpose of the work and why you want or need to perform it.

Explain why the proposed activity is necessary or desired.

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. Attach additional sheets to the application if necessary.

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

Provide the estimated cost of your project. In your estimate, include materials, value of paid or volunteered labor and equipment.

"Fair market value" of a development is the open market bid price for conducting the work, using the equipment and facilities, and purchasing the goods, services, and materials necessary to accomplish the development. This would normally comprise the cost of hiring a contractor to undertake the development from start to finish, including the cost of labor, materials, equipment and facility usage, transportation and contractor overhead, and profit. The fair market value of the development 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), <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, please indicate which federal agencies or programs are 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 regulations.

Part 7 – Wetlands: Impacts and Mitigation

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

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

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 (e.g. filling, excavating, draining, clearing vegetation, etc.). If you have wetland impacts, please 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://www.epa.gov/owow/wetlands/pdf/reg_authority_pr.pdf.

7c. Will the project impact wetland buffers?

Indicate whether your project will or could impact wetland buffers. Impacts to buffers can happen from activities that occur within a wetland buffer, wetland or some distance away (e.g. filling, excavating, draining, clearing vegetation, etc.). If you may have wetland buffer impacts, please 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://www.epa.gov/owow/wetlands/pdf/reg_authority_pr.pdf

7d. Has a wetland delineation report been prepared?

Wetland delineation is a process for determining the boundary of a wetland in a certain location. This information is used to help determine accurate wetland boundaries and jurisdiction. It is also used to help determine the extent of the impacts to the wetland from proposed construction activities.

For more information on wetland delineation reports, go to the Washington State Wetlands Identification and Delineation Manual at <http://www.ecy.wa.gov/biblio/9694.html> and US Army Corps of Engineer's Wetlands Delineation Manual at:
http://www.nws.usace.army.mil/PublicMenu/Menu.cfm?sitename=REG&pagename=mainpage_Wetlands_and_Waters

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

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

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

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

A mitigation plan is a description of the additional activities you propose to compensate for adverse impacts to wetlands. These activities may include onsite or offsite creation of additional wetlands, restoration or enhancement of wetlands, or preservation of 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>

7g. 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 compensatory mitigation you propose. If you are submitting a compensatory 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 (excavation, fill, etc.) wetland type (based on the Western Washington/Eastern Washington wetland rating system), how much area (square feet or acres) will be impacted,

duration of impact (temporary, permanent) as well as what type of mitigation is proposed (creation, restoration, etc.) and how many acres of mitigation will be provided.

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

7h. For all filling activities identified in 7g, 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 “filling-in” wetlands, describe the material being used, including the type, source, and amount of material (e.g. 3 cubic yards of dirt from the upland staging area). Also indicate where and how it will be placed in the wetland (e.g. fill placed in the western edge using a backhoe).

7i. For all excavating activities identified in 7g, 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 what type of material you will be removing, what method or equipment will be used for removing it, how much you will be removing and where you will place the removed material. (e.g. I will be using a backhoe to remove approximately 2 cubic yards of dirt and vegetation and placing it along the access road.)

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

Provide a brief summary of the activities you are proposing to compensate for impacts to wetlands. Include information on what the mitigation plan intends to accomplish. Also describe how a watershed approach was used to design the plan.

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

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

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

In addition to the summary, please attach plans and specifications for activities designed to protect fish life (e.g. fish rearing pools, creation of spawning areas, addition of large woody debris, etc.).

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, ditches, etc. Impacts could occur from activities that take place in these waterbodies or some distance away.

If you are unsure as to whether your activities could impact waterbodies please contact the Governor’s Office of Regulatory Assistance at 1-800-917-0043 or help@ora.wa.gov.

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

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

8d. 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 the additional activities you propose to compensate for adverse impacts to the aquatic environment.

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

Provide a brief summary of the activities you are proposing to compensate for impacts to non-wetland waterbodies. Include information on what the mitigation plan intends to accomplish. Also describe how a watershed approach was used to design the plan.

8f. For all activities identified in 8c., 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 “filling-in” portions of waterbodies, please describe the material being used, including the type, source, and the amount of material (e.g. 3 cubic yards of dirt from the upland staging area). Also indicate where and how it will be placed in the waterbody (e.g. fill placed on the western bank using a backhoe).

8g. For all excavating or dredging activities identified in 8c., 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 you have any activities that involve excavating or dredging in a waterbody, please describe what type of material you will be removing, what method or equipment will be used for removing it, how much you will be removing, and where you will place the removed material. (e.g. I will be using a backhoe to remove approximately 2 cubic yards of sand and rocks and placing it along the access road.)

Part 9 – Additional Information

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

List any contacts that 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 that you propose to impact are on the current 303d list, please indicate below and provide the parameters of the 303d listing. The 303d list is a designation of the current conditions of a waterbody including the existing problems and pollutants that 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/>.

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

If you know the United State Geological Survey (USGS) national Hydrological Unit Code (HUC) that the project is occurring in, please list it below. These codes are based upon watersheds and help determine the resources that are important in the project area.

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

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

If you know the Water Resource Inventory Area number (WRIA) that your project is occurring within, please provide it below. The WRIA number is based upon watersheds and helps determine the resources that are important in the project area.

You can find out what your WRIA number is by going to: <http://www.ecy.wa.gov/services/gis/maps/wria/wria.htm>

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) please indicate below. The Water Quality Standards, 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>

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

If you know whether your project location is within jurisdiction of the Shoreline Management Act, please indicate the local shoreline designation. This is usually when your project is occurring within 200ft 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>. Click on the "LINKS" tab to find your city or county.

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

If you know the Department of Natural Resources Water Type classification, indicate it below. You can find out more about water types and obtain the water type for the waterbodies that your project may be impacting by going to: http://www.dnr.wa.gov/BusinessPermits/Topics/ForestPracticesApplications/Pages/fp_watertyping.aspx

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

If you know whether the proposed project is designed to meet Department of Ecology's most recent stormwater manual, indicate that below. If not, indicate whether you are following a different manual approved by the Department of Ecology. The stormwater manual provides guidance on how to design and maintain stormwater controls, including the control of runoff, stormwater holding ponds, etc.

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

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

If you have any historical knowledge of the property please indicate that below. Include any previous land uses or previous states of the natural environment (e.g. used to be a dairy farm, a gas station was here 20 years ago, it was forested until 30 years ago, etc.).

9j. 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>. Click on the "LINKS" tab to find your city or county.

9k. 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 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/>.

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.

9l. List 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 publishes a catalog of habitats and species considered to be 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/hab/phslist.htm>.

For more information on the priority species and habitats in your area, please contact your local government. Local government contact information can be found at <http://www.mrsc.org>. Click on the “LINKS” tab to find your city or county.

Part 10 – Identify the Permits You Are Applying For

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 that helps you to determine if significant impacts are caused by your proposal.

Usually county or city government staff can work with you to make an initial evaluation 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 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.

10b. Identify the permits you are applying for:

On-line 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.ecy.wa.gov/opas>.

Environmental Permit Handbook

The Environmental Permit Handbook can provide you with an overview for each environmental permit, including contacts and resources for more detailed information. You can view the handbook online, download a copy at <http://apps.ecy.wa.gov/permithandbook>, or request a hardcopy from the Governor’s Office or Regulatory Assistance by contacting them at help@ora.wa.gov or 800-917-0043.

Shoreline permits:

Substantial Development: <http://apps.ecy.wa.gov/permithandbook/permitdetail.asp?id=38>

Conditional Use: <http://apps.ecy.wa.gov/permithandbook/permitdetail.asp?id=44>

Variance: <http://apps.ecy.wa.gov/permithandbook/permitdetail.asp?id=45>

Other city/county permits:

Floodplain Development Permit: <http://apps.ecy.wa.gov/permithandbook/permitdetail.asp?id=47>

Washington Department of Fish & Wildlife

Hydraulic Project Approval: <http://apps.ecy.wa.gov/permithandbook/permitdetail.asp?id=25>

Washington Department of Ecology

Section 401 Water Quality Certification: <http://apps.ecy.wa.gov/permithandbook/permitdetail.asp?id=43>

Washington Department of Natural Resources

Aquatic Resources use Authorization: <http://apps.ecy.wa.gov/permithandbook/permitdetail.asp?id=31>

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

Section 404 (discharges into waters of the US): <http://apps.ecy.wa.gov/permithandbook/permitdetail.asp?id=37>

Section 10 (work in navigable waters): <http://apps.ecy.wa.gov/permithandbook/permitdetail.asp?id=36>

United States Coast Guard permits

General Bridge Act Permit: <http://apps.ecy.wa.gov/permithandbook/permitdetail.asp?id=106>

Private Aids to Navigation (for non-bridge projects): <http://apps.ecy.wa.gov/permithandbook/permitdetail.asp?id=98>

Part 11 – Authorizing Signatures

11a. Applicant Signature

The applicant, identified in Part 2, must sign the application for submitting the JARPA package to the reviewing agencies.

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 will be required in question 11c.

11b. Authorized Agent Signature

If an authorized agent is identified in Part 3, he or she 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 will be required. This signature provides authorization for the permitting agencies to access the property for inspections of the project site and work.