



ENVIRONMENTAL ASSESSMENT APPLICATION SUMMARY

The purpose of this summary is to consolidate and briefly describe City requirements for Environmental Assessment Applications; facilitate coordination of City administration and applicant responsibilities; and assist administration in tracking projects in their various stages of processing. Please submit this Summary along with other components of the application as outlined in Paragraph II below.

	ADMINISTRATION COMMENTS ONLY
<p>I. APPLICATION CONTENTS</p> <ul style="list-style-type: none"> A. Environmental Checklist B. Example of Radius Map (Appendix 1), Indexed Property Ownership List (Appendix 2), and Procedure for Obtaining Information on Adjacent Properties (Appendix 2A). C. Affidavit of Mailing/Personal Delivery (Appendix 3) D. Affidavit of Certification--Signage (Appendix 4) E. Sign Design Standards (Appendix 5) F. Sign Installation Standards (Appendix 6) G. Detail of City Emblem (Mandatory in Sign Design) (Appendix 7) 	
<p>II. INITIAL APPLICATION SUBMITTAL REQUIREMENTS</p> <ul style="list-style-type: none"> A. Filing Fee B. Completed Environmental Checklist C. Three (3) sets of site, floor, and elevation plans (or as deemed necessary by the City SEPA official) D. Radius map and indexed property ownership list printed on address labels E. A photostat copy of the property ownership labels F. Affidavit of adjacent property ownership/tenant list G. Environmental Assessment Application Summary 	
<p>III. APPLICATION PROCESSING</p> <ul style="list-style-type: none"> A. <u>Administration Duties</u> <ul style="list-style-type: none"> 1. Review application for completeness 2. Send requests for comments to affected public agencies, document who was sent Requests for Comments on standardized form list, attach list to this Summary and staple to inside cover of Environmental Assessment file. 3. Review comments, application and plans; determine if sufficient information exists to make threshold determination. 4. Prepare Determination of Non-Significans (DNS) or Determination of Significance (DS). 5. Provide public notice by: <ul style="list-style-type: none"> a. Requiring the applicant to post the subject property in a conspicuous manner, no later than the day DNS or DS is issued. b. Administration posting a copy of the DNS or DS at public notice bulletin boards located at the libraries, City Hall, the Redondo Community store and the City web-site on the date the DNS or DS is issued. c. Administration sending copies of the DNS or DS (and the Notice of Action) to agencies or private parties that have expressed interest in the proposal and to the Department of Ecology no later than the date the DNS or DS is issued. 	



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- d. Administration publishing a notice of action of the DNS or DS once in a newspaper having substantial circulation in the community with this publication occurring on the date the DNS or DS is to be issued.
 - 6. Process appeals filed pursuant to RCW 43.21C.075 WAC 197-11-680, and DMMC 16-04.200 and DMMC 16.04.220.
 - 7. Facilitating scoping for impact statements (if necessary).
 - 8. Require, review, and determine adequacy of and approve or deny subsequent environmental information pursuant to issuance of DS (if necessary).
- B. Applicant Duties:
Upon direction of the SEPA official, the applicant shall:
- 1. Obtain envelopes with City insignia and adjacent property owner/tenant information from City Administration.
 - 2. Provide postage, address, seal and return envelopes to the SEPA official for review and mailing.
 - 3. Construct and install "Proposed Land Use Action" sign(s) on subject property as required by SEPA official.
 - 4. Remove sign(s) posted on property after final comment of appeal periods of underlying action or as directed by the SEPA official.



ENVIRONMENTAL CHECKLIST

Fee: _____

File No. _____

Receipt #: _____

Date Received: _____

A. BACKGROUND

1. Name of proposed project, if applicable:

2. Name of applicant:

3. Address and phone number of applicant and contact person:

4. Date checklist prepared:

5. Agency requesting checklist:

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

7. Do you have any plans for future additions, expansion, or further activity related to or connected with this proposal? 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, and section, township, and range, if known. If a proposal would occur over a range of area, provide the range or boundaries of the site(s). Provide a legal description, site plan, vicinity map, and topographic map, if reasonably available. While you should submit any plans required by the agency, you are not required to duplicate maps or detailed plans submitted with any permit applications related to this checklist.

B. ENVIRONMENTAL ELEMENTS

1. Earth

a. General description of the site (circle one): Flat, rolling, hilly, steep slopes, mountainous, other

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

c. What general types of soils are found on the site (for example, clay, sand, gravel, peat, muck)? If you know the classification of agricultural soils, specify them and note any prime farmland.

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

e. Describe the purpose, type, and approximate quantities of any 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 over, in, or adjacent to (within 200 feet) the described waters? If yes, please describe and attach available plans.

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

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

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

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

b. Ground:

1) Will 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 stormwater):

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

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

3) 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. Circle 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? Describe whether it will be used for heating, manufacturing, etc.

b. Would your project affect the potential use of solar energy by adjacent properties?

If so, generally describe.

c. What kinds of energy conservation features are included in the plans of this proposal?

List other proposed measures to reduce or control energy impacts, if any:

7. Environmental health

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

If so, describe.

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

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

8. Land and shoreline use

- a. What is the current use of the site and adjacent properties?**

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

- 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 uses 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 designated and informal recreational opportunities are in the immediate vicinity?

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

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

13. Historic and cultural preservation

a. Are there any places or objects listed on, or proposed for, national, state, or local preservation registers known to be on or next to the site? If so, generally describe.

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 (for example: 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. Circle utilities currently available at the site: electricity, natural gas, water, refuse service, telephone, sanitary sewer, septic system, other.

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

C. SIGNATURE

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

Signature: _____

Date Submitted: _____

ADMINISTRATION ONLY:

Administrative review by: _____

Title: _____

Date: _____

D. SUPPLEMENTAL SHEET FOR NONPROJECT ACTIONS

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

Proposed measures to avoid or reduce such increases are:

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

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

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

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

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

Proposed measures to protect such resources or to avoid or reduce impacts are:

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

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

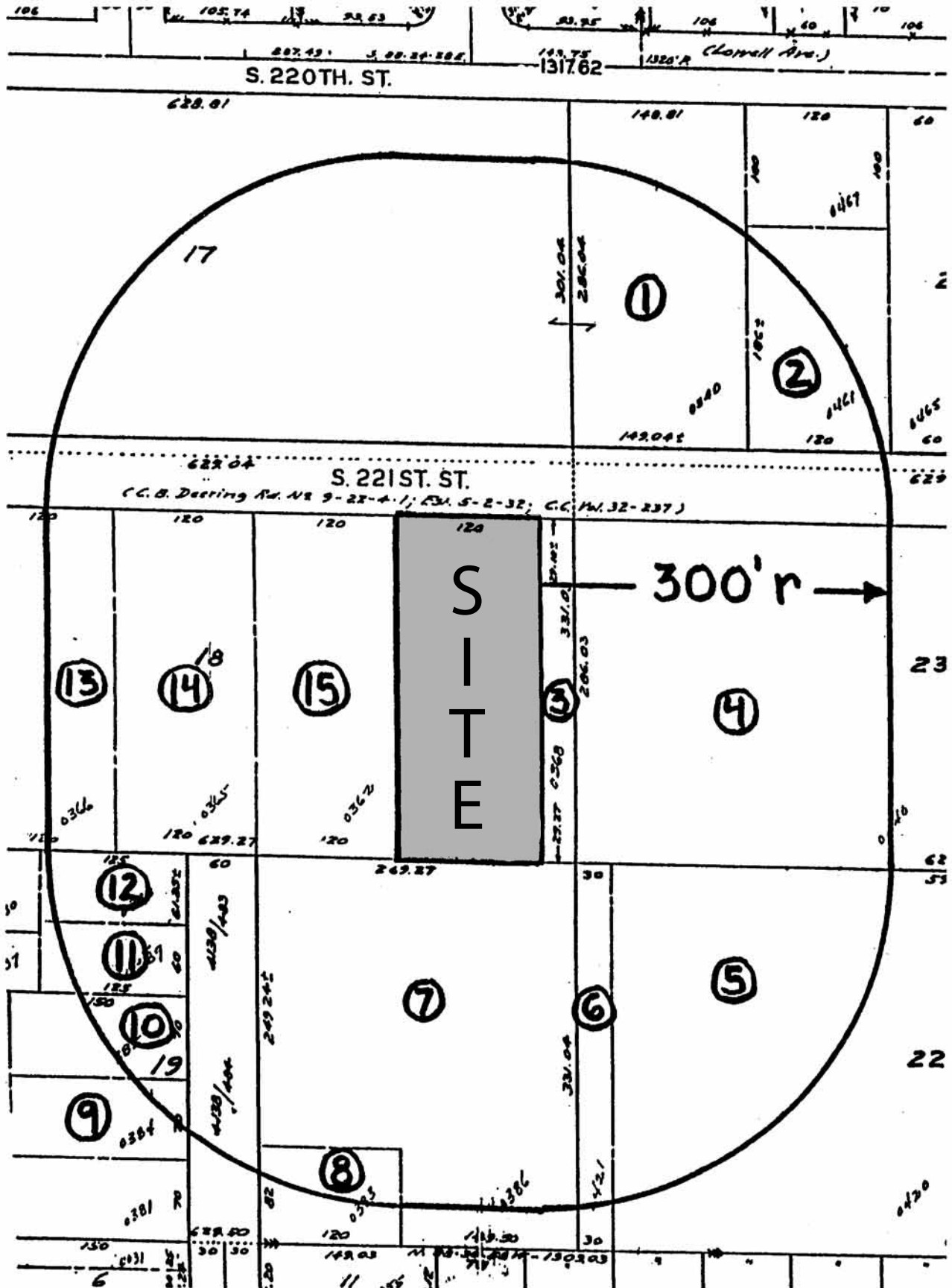
6. How would the proposal be likely to increase demands on transportation or public services and utilities?

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

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



RADIUS MAP (example only)



(EXAMPLE OF INDEXED GUMMED LABELS WITH PROPERTY OWNERSHIP / TENENTS NAMES AND ADDRESSES SHOWN ON NEXT PAGE)



PROPERTY OWNERSHIP/TENANT'S LIST PRINTED ON LABELS

1 John Morris 3011 S. 221st Street Des Moines, WA 98198	2 Robert Downey 3015 S. 221st Street Des Moines, WA 98198	3 Greg Johnson 3006 S. 221st Street Des Moines, WA 98198
4 Fred Jacobson 3010 S. 221st Street Des Moines, WA 98198	5 Dan Whitlock 22228 30th Avenue South Des Moines, WA 98198	6 Dan Whitlock 22228 30th Avenue South Des Moines, WA 98198
7 Dan Whitlock 22228 30th Avenue South Des Moines, WA 98198	8 George Clifford 22230 30th Avenue South Des Moines, WA 98198	9 Reginald Phillips 22227 30th Avenue South Des Moines, WA 98198
10 Joe Jones 22225 30th Avenue South Des Moines, WA 98198	11 Lisa Meyers 22223 30th Avenue South Des Moines, WA 98198	12 Jane Fredericks 22221 30th Avenue South Des Moines, WA 98198
13 Peter Robinson 2912 South 221st Street Des Moines, WA 98198	14 Erma Evans 2916 South 221st Street Des Moines, WA 98198	15 Roger Clark 2922 South 221st Street Des Moines, WA 98198

PROPERTY OWNERSHIP INFORMATION AND MAPS ARE AVAILABLE FROM THE KING COUNTY DEPARTMENT OF ASSESSMENTS. THEIR OFFICES ARE LOCATED ON THE 7TH FLOOR OF THE KING COUNTY ADMINISTRATION BUILDING, 500 4TH AVENUE, SEATTLE. THE PROCEDURE FOR OBTAINING THIS INFORMATION IS OUTLINED ON APPENDIX 2A.



KING COUNTY PROCEDURE FOR OBTAINING INFORMATION ON ADJACENT PROPERTIES

1. Identify your subject property and obtain its quarter section-township-range map coordinates. Use the Kroll map books, or the self-service terminals, or ask our public information staff for assistance. The terminals and staff are located on the 7th floor of the King County Administration Building, 500 – 4th Avenue, Seattle. For general questions, please call King County Information Line at 206-296-0100.
2. Get a copy of the appropriate quarter section map from our staff, plus a scaled template of the required radius. We can make photocopies if needed of portions of our maps. Full size map copies may be ordered from Public Works on the 9th floor.
3. Locate your subject property on the map, then use the template to identify all adjacent parcels within the required distance. (Adjacent maps may be necessary in case of overlaps.) Determine the Assessor's account number of the parcels from the information included on the map. Public Information staff can provide you with a handbook of examples to assist you in determining the account numbers.
4. You may use the self-service terminals to look up information on individual accounts. The Tax Information screen includes the taxpayer/owner mailing address. The Property Characteristics screen and the index browse screens contain the property street addresses in case you need to contact tenants/occupants where different from taxpayer. Printouts may be made of any of these screen displays.

To obtain computerized address labels and/or printouts:

5. Obtain a Batch Request Sheet and Source Sheet(s) from our staff. Fill out the request sheet and list the parcel/account numbers on the source sheet(s). Examples are contained in the handbook referred to in Step 3. Return the sheets. Our staff will check them and assign a batch request number.
6. Sign and have notarized an agreement limiting allowable uses of the information to be obtained (see example in the handbook). One signed agreement will serve for the entire year. We do have limited notary services available in the Department. Our staff can direct you to them.
7. We will log your completed request and deliver it to King County Systems Services, Room E208 in the Courthouse across the street.
8. Systems Services prints labels and printouts on Monday, Wednesday, or Friday nights for requests received by 2:00 p.m. that day. They will notify you.
9. You must pick up the labels or printouts at the Systems Services Office located at 700 5th Avenue, Suite 2300, Receptionist Desk.
10. Payment is required at the time of pickup. The minimum charge is currently \$25.00 plus tax. Address labels are \$.65 each, plus tax; printouts are \$.60 per parcel, plus tax. Please note that fees are subject to change. For updated fee information, please call 206-296-0600.



AFFIDAVIT OF PUBLIC NOTICE SIGN INSTALLATION

STATE OF WASHINGTON)
)
County of King)

I, _____, being duly sworn on oath, certify, depose, and say:

1. On a date determined by, and at the direction of the Community Development Department or SEPA Official, I have installed or caused to be installed public notice information signs on property located at _____.
2. These public information signs were constructed in the manner and installed in locations in accordance with the requirements of Des Moines Municipal Code 16.04.160 (1), and as prescribed by the City of Des Moines Community Development Department or SEPA Official pursuant thereto.

AFFIANT

Signed and sworn to before me this _____ day of _____, 200____.

NOTARY PUBLIC in and for the State of Washington,
residing at _____ County.

My Commission expires: _____

PROPOSED LAND USE ACTION

4" Helvetica Capital Letters Black
(2" Helvetica Capital Letters Black)*

PROPOSED ACTION: 2" Helvetica Capital Letters Black
(1" Helvetica Capital Letters Black)*

Description of Proposed Action in 2" Helvetica Capital Letters Blue
(Description of Proposed Action in 1" Helvetica Capital Letters Blue)*

Leave 24" x 36" SITE MAP Posting Area

(Leave Proportionate Area for Alternative Signage)*

TO SUBMIT COMMENTS OR OBTAIN INFORMATION

PLEASE CONTACT CITY STAFF AT: 2" Helvetica Capital Letters Black
(1" Helvetica Capital Letters Black)*



PLANNING DEPARTMENT
21630 11TH AVENUE SOUTH, SUITE D
DES MOINES, WA 98198
PHONE: (206) 870-7576

Leave 11" x 17"
PLACARD
Posting Area

Leave 11" x 17"
PLACARD
Posting Area

(Leave 11" x 14"
PLACARD
Posting Area)*

4' X 8' PUBLIC INFORMATION SIGN

*ALTERNATIVE SIGNAGE

Only Upon Approval By City Staff

NOTES:

- 4' X 8' X 1/2" MDO Plywood
- Both Sides Painted White
- Official City of Des Moines Emblem
- Black and Blue Lettering on White Background
- Site Map and Placards Laminated and Affixed Securely to Sign

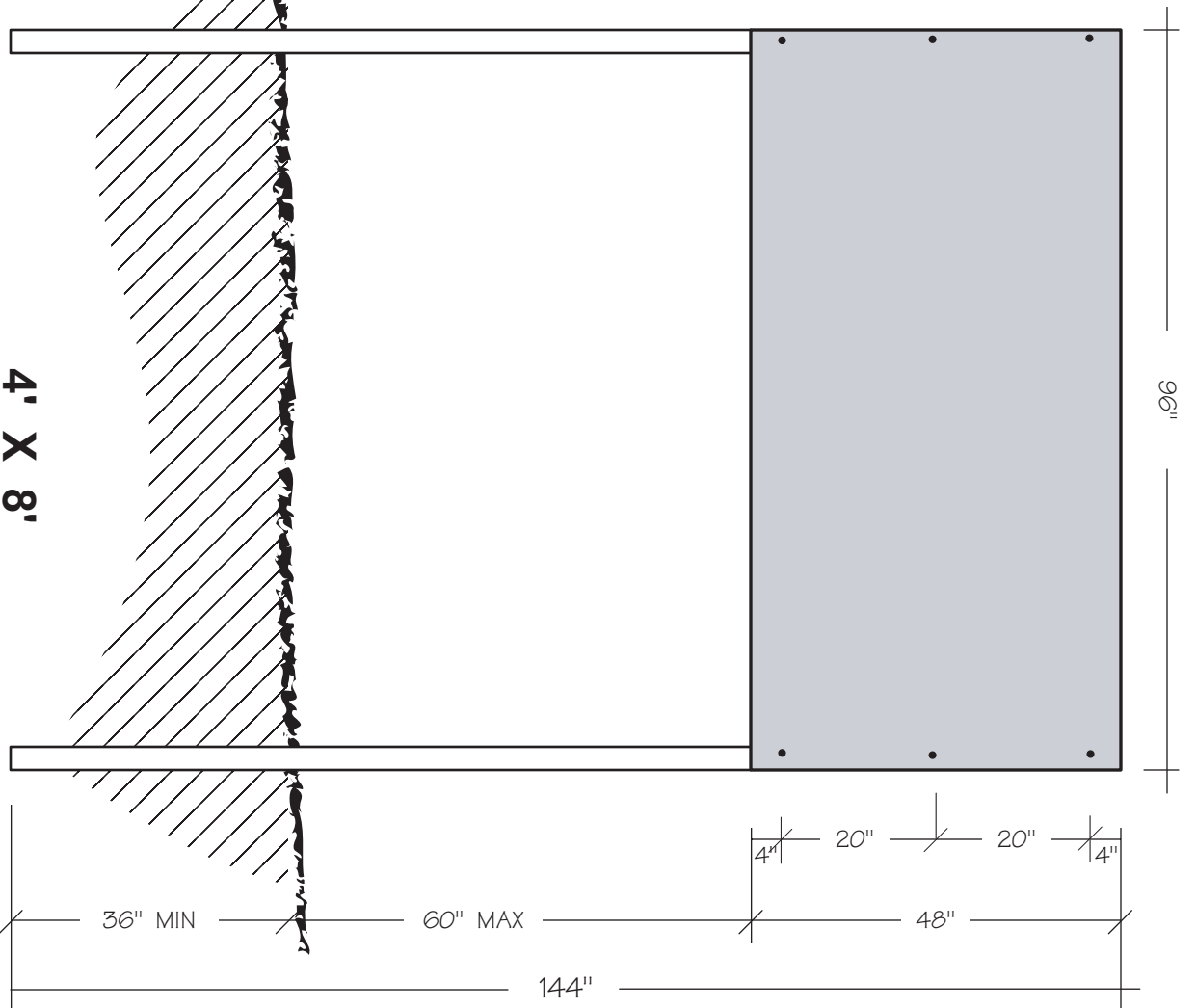
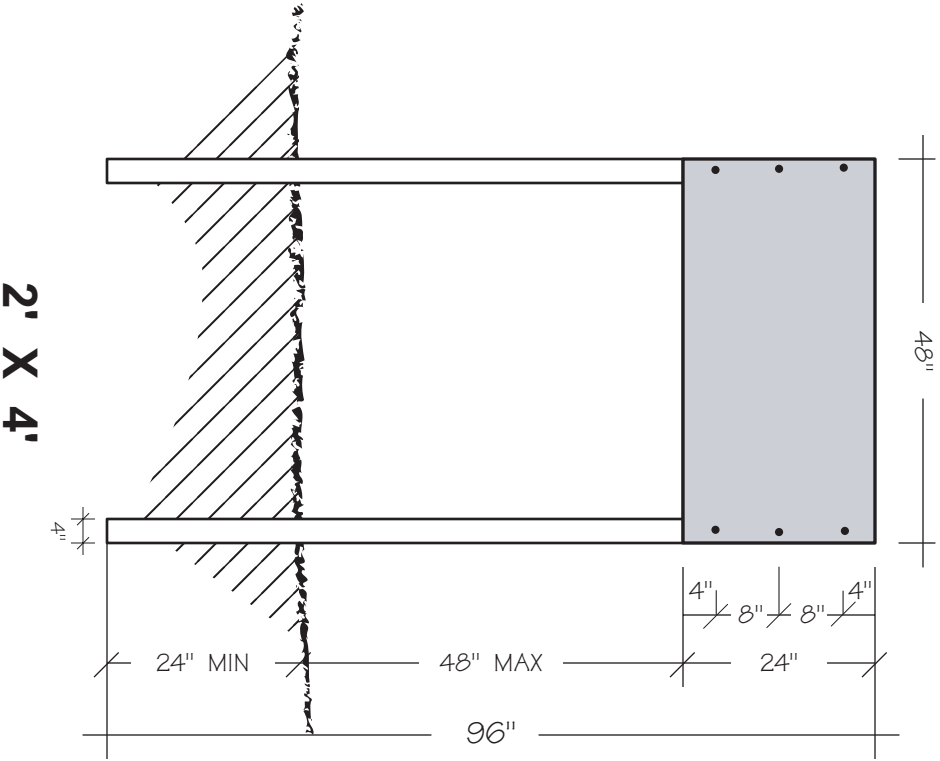
NOTES:

- 2' X 4' X 1/2" MDO Plywood
- Both Sides Painted White
- Black and Blue Lettering on White Background
- Lettering Font, Stroke Width, Size, and Color Indicated in Parentheses.
- Site Map and Placards Laminated and Affixed Securely to Sign
- Official City of Des Moines Emblem



PUBLIC INFORMATION SIGN Installation Instructions

SCALE: 1/2" = 1' - 0"



NOTES:

- 4" X 4" X 8' Posts
- 1/4" x 3" Galvanized Lag Bolts w/ Washers

NOTES:

- 4" X 4" X 12' Posts
- 1/4" x 3" Galvanized Lag Bolts w/ Washers



**City Of
Des Moines**



Sails With Pride