



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.