

## **WETLAND PERMIT REVIEW PROCESS**

This packet provides the information and forms necessary to apply for a wetland permit to do one of the following: decrease or average a wetland buffer width, fill wetlands or fill wetland buffer.

A wetland buffer is determined when wetland delineation is complete and the classification of a wetland is established. The wetland classifications and minimum wetland buffer widths are set by the Washougal Municipal Code, Section 16.210.080.

### **PROCEDURES:**

Upon receipt of an application, the Planning and Development Department will:

- Determine within 28 calendar days if the application is *technically complete*. An application is complete if it contains all of the information listed in attached list (see WMC 16.20.090 and 18.94).
- If the application is complete, a written notice to that effect will be sent to the applicant. If the application is not complete, a written notice to that effect will be sent to the applicant specifically indicating what items must be submitted to make the application complete.
- Once the application has been determined to be complete, the Planning and Development Director will complete a notification process which consists of mailing notification to property owners within 500' of the boundary of the site, posting of the property and forwarding the notice of application to the applicant, engineer/consultant and appropriate agencies for review and comment, as well as publish the notice of application in the newspaper of record. Notified parties have 15 days from the date of notice of application to comment on the proposal.
- Once the application has been determined to be complete, the Planning and Development Director will review the application in concert with the site plan to determine if the proposed wetland or buffer alteration is consistent with the criteria for approval (WMC 16.20.110)
- A SEPA Threshold Determination will be issued within 20 days of the date the application is determined to be complete. A decision to approve, approve with conditions or deny the application will be issued within 45 days of technically complete.
- Any SEPA threshold determination or decision made by the Planning and Development Director may be appealed to the Board of Adjustment within 15 days following the issuance of a wetland permit or parent application decision.

### **Technically Complete**

- Within twenty-eight (28) calendar days of submittal, the director shall determine if the application is technically complete and shall send to the applicant a letter stating that the application is technically complete or identifying what additional information is required to make it technically complete.
  
- Within fourteen (14) calendar days after the city receives additional information from the

applicant in response to an initial or subsequent notice that an application is technically incomplete, the city shall mail to the applicant a written statement that the application is technically complete or identifying what information is required to make it technically complete.

The Final Decision shall be made and mailed not more than 120 calendar days after the date of technically complete determination is made. This period shall not include:

- Time spent by the applicant to revise plans or provide additional studies or materials requested by the city.
- Substantial project remissions made or requested by an applicant, in which case the timelines set forth will be calculated from the time that the city determines the revised application to be complete.
- Projects involving the siting of an essential public facility.
- Time spent preparing an environmental impact statement.
- All time required to obtain a variance.
- Time between submittal and resolution of an appeal, including remands and determination of significance.
- Time required to process a request for reconsideration.
- Any extension of time mutually agreed upon by the applicant and the City in writing.

#### **Notice of Application Routing for Comments**

- Within fourteen (14) calendar days after the director finds an application is technically complete, the director shall schedule the proposal for public hearing before the hearing examiner and issue the Notice of Application consistent with WMC 18.94.080. The notice shall be mailed to all property owners as shown on the records of the county assessor of properties within 500 feet of the boundary of the site, and to the applicant, property owner, and engineer/consultant, and be published once in the official newspaper of the city. The publication and mailing of such notice shall occur on the same date.

#### **Environmental Review (SEPA)**

- Development shall be reviewed in accordance with the policies and procedures contained in Chapter 16.36 of the Washougal Municipal Code and the State Environmental Policy Act. **The city shall not issue a SEPA threshold determination until expiration of the comment period on the notice application.**

#### **Hearing Notice**

- Publication at least ten (10) calendar days before the date of an initial public meeting, hearing or pending action in the official newspaper of the city; and
- At least ten (10) calendar days before the date of an initial public meeting, hearing, or pending action, mailing of written notice to all property owners as shown on the records of the county assessor within 500 feet, not including street right of way, of the boundaries of the property which is the subject of the meeting or pending action, and to the applicant, property owner and engineer/consultant;
- Posting at least ten (10) calendar days before the initial meeting, hearing, or pending action, three or more notices, as determined necessary by the director, on the subject property, one in the library and one notice in City Hall.

#### **Staff Report**

- At least seven (7) calendar days prior to the public hearing, the director shall issue and mail to the applicant a staff report.

### **Final Notice and Order**

- Within five (5) calendar days after the director receives a written final order from the hearings examiner, the director shall mail to the applicant and parties of record a copy of the order.
  - a. In the case of a final order by the examiner, the director also shall summarize how the order can be appealed to superior court consistent with section 18.94.140.B.

### **WETLAND PERMIT APPLICATION REQUIREMENTS**

The following is a checklist of the required information for submitting a WETLAND PERMIT application. Applications will not be processed until ALL of the following information is submitted and determined technically complete. (WMC Sec 16.20.090).

1. APPLICATION FORM completed and signed by owner(s) of record, or their authorized representative. If signed by an authorized representative, a letter of authorization, signed by the property owner shall accompany the application.
2. One (1) copy of the PRE-APPLICATION CONFERENCE SUMMARY, if completed, and a description of information submitted in response to any issues, comments and concerns in the summary.
3. **Two (2) copies of the WETLAND BUFFER AND MITIGATION PLANS** - including the following:
  - a. A wetland delineation report;
  - b. A description and maps, with buffer demarcated, of upland vegetative, hydrological and soil conditions at the site;
  - c. A topographic map of the site;
  - d. An assessment of current functions provided by the buffer area;
  - e. The location of any wetlands on the site; and
  - f. A project schedule (construction sequence) for all activities.

In addition to the above requirements, the city may require the following information. If a Pre-application Conference was not held on your project, inquire with the Director regarding the following submittal requirements:

- g. Detailed construction plans which may include, but are not limited to, grading and excavation details and water and nutrient requirements for planting. These written specifications may also be required to be accompanied by detailed site diagrams, scaled cross-sectional drawings, topographic maps showing slope percentage and final grade elevations, and any other drawings appropriate to show construction techniques or anticipated final outcome;

- h. A detailed plan for monitoring the success of the buffer. The buffer monitoring element, if required, shall specify the period of time the buffer will be monitored, and it may include the establishment of vegetation plots to track changes in plant species composition over time. Any monitoring requirements are the responsibility of the applicant.
4. Proof of ownership (recorded deed) or authority to act on behalf of owner.
5. Completed ENVIRONMENTAL CHECKLIST (if required). If a SEPA was done through a parent application, an additional Environmental Checklist is not necessary.
6. Provide a WRITTEN NARRATIVE and attach EXHIBITS which demonstrate that the proposed wetland alteration complies with the following criteria:
  - a. The proposed activity shall not cause significant degradation of wetland groundwater or surface water quality;
  - b. The proposed activity shall comply with all federal, state and local laws, including those related to sediment control, pollution control, flood plain restrictions, stormwater management and on-site wastewater disposal;
  - c. Wetland and buffer impacts shall be minimized;
  - d. Activities shall be designed to blend with the natural landscape;
  - e. Buffer functions, as they pertain to the protection of the adjacent wetland and its functions, shall be replaced if impacted;
  - f. The activity is temporary and will cease or be completed within three months of the date the activity begins unless stipulated otherwise in the buffer permit;
  - g. No reasonable alternatives are available which accomplish the same purpose but in a less impacting way;
  - h. The activity will not result in a significant reduction of buffer acreage;
  - i. Plantings within the buffer, if required, shall conform to general guidelines provided by the city;
  - j. The applicant shall provide evidence of financial capability to successfully implement the project or shall submit a compliance bond;
  - k. A contingency plan identifying potential course of action and any corrective measures to be taken if drainage or vegetation standards, as may be provided, in the permit are not being met.
7. THE CURRENT LIST OF NAMES AND ADDRESSES of all property owners within 500' of the perimeter of the subject property and contiguous property under the same ownership, as shown upon the Clark County Assessor's records. The list shall be dated and certified as being a complete list of adjacent owners *by the Assessor's office, Surveyor, or Title Company*. For purposes of notification, it is necessary to include parcels across a right-of-way or easement from the property that is the subject of the application. You must also provide this list TYPED ON SELF-ADHESIVE LABELS (include owner, applicant, and contact person). A list is considered current if the certification date is within thirty (30) days of the application.
8. A SEPA fee (See attached fee sheet).

9. An application fee (See attached fee sheet).

**CITY OF WASHOUGAL  
WETLAND PERMIT APPLICATION FORM**

**PROJECT TITLE:** \_\_\_\_\_

**APPLICANT:**

\_\_\_\_\_  
Name Phone

\_\_\_\_\_  
Address

\_\_\_\_\_  
City State Zip

**PROPERTY OWNER (list multiple owners separately)**

\_\_\_\_\_  
Name Phone

\_\_\_\_\_  
Address

\_\_\_\_\_  
City State Zip

**CONTACT PERSON (list if not same as APPLICANT) – FAX #for contact:** \_\_\_\_\_

\_\_\_\_\_  
Name Phone

\_\_\_\_\_  
Address

\_\_\_\_\_  
City State Zip

**PROPOSED ACTIVITY:** \_\_\_\_\_

Area to be reduced or eliminated through buffer reduction/averaging (acres/square feet): \_\_\_\_\_

Area of proposed mitigation (acres/square feet): \_\_\_\_\_

**LOCATION OF PROJECT:**

**Site Address** \_\_\_\_\_ **Cross Street** \_\_\_\_\_

**Serial #s of parcels included:** \_\_\_\_\_

**Comp Plan Designation:** \_\_\_\_\_ **Zoning:** \_\_\_\_\_

**Overlay Zone(s):** \_\_\_\_\_ **1/4 of Sec:** \_\_\_\_\_ **Township:** \_\_\_\_\_ **Range** \_\_\_\_\_

**Total Acreage of Original parcel(s):** \_\_\_\_\_

**AUTHORIZATION**

The undersigned hereby certifies that all information submitted with this application is complete and correct. I understand that any errors and/or omissions may lengthen the time to process the request. **The information on and accompanied by this application is certified by me to be true and correct under penalty of perjury by the laws of the State of Washington.**

**In addition, my signature below also grants permission for city staff to access or enter the subject property to examine the site.**

\_\_\_\_\_  
Authorized Signature (Letter of authorization required if other than property owner) Date

SUBMIT THIS APPLICATION TO THE PLANNING AND DEVELOPMENT DEPARTMENT AT CITY HALL,  
1701 "C" STREET, WASHOUGAL, WA (360) 835-8501.