



STATE ENVIRONMENTAL POLICY ACT (SEPA) SUBMITTAL REQUIREMENTS

Project Name: _____

File No(s): _____

- This form is to be used by an applicant as a guide in determining what constitutes a complete application for SEPA review. This guide is for projects that do not have an associated land use process.
- All checked items must be submitted to constitute a complete application. If you are unsure of a requirement, please contact a planner prior to submittal.
- Applicant will be notified of a complete application within 28 days.
- A complete application does not imply compliance or conformance with applicable codes.
- Additional fees may be required for consultant review of critical areas.

Required	Submitted	
<input type="checkbox"/>	<input type="checkbox"/>	Master Land Use application, with owner's signature
<input type="checkbox"/>	<input type="checkbox"/>	Application fees
<input type="checkbox"/>	<input type="checkbox"/>	Vicinity map on separate 8½ x 11 sheet
<input type="checkbox"/>	<input type="checkbox"/>	Six (6) copies of completed State Environmental Policy Act (SEPA) Checklist
<input type="checkbox"/>	<input type="checkbox"/>	Six (6) copies of Plan(s)
<input type="checkbox"/>	<input type="checkbox"/>	Four (4) copies of Special Studies if required
<input type="checkbox"/>	<input type="checkbox"/>	Provide one set of self-addressed, stamped business sized envelopes (with City of Federal Way return address) of persons receiving property tax statements for all properties within 300 feet of the boundary of the subject property. Include a separate list of the addresses with their parcel numbers and an assessor's map showing the 300-foot boundary. See the Mailing Labels handout.
		IMPORTANT – Please do not submit metered envelopes. The Federal Way Post Office may refuse such envelopes. In addition, you are highly encouraged to use the Forever stamps.

General Plan Standards

- Plans must be assembled into sets and folded to 9 x 12 inches.
- Minimum plan sheet size shall be 22 x 34 inches.
- Plans must be drawn at an engineering scale that allows the entire plan to fit on one sheet.
- Minimum scale is 1" = 20' unless otherwise authorized.
- All information is to be legible.
- All drawing sheets shall include:
 - Project name, plan date, and/or revision date(s)
 - Name, phone number, and license stamp of preparer
 - North arrow and bar scale
 - Name and phone number of owner/agent

Required	Submitted	
<input type="checkbox"/>	<input type="checkbox"/>	<p>Site Plan</p> <ul style="list-style-type: none"> • Vicinity map • Site area • Total parking stall count • Total gross floor area of all proposed floors or levels • Location and dimensions of existing/proposed structures, property lines, sidewalks, easements, parking layout, street edges, mechanical equipment, trash enclosures, outdoor uses, storage areas, fencing, rockeries, and retaining walls • Property lines, utilities, easements, sidewalks, street edges, existing structures, parking, and site improvements (i.e. drainage systems with pipe sizes, invert and rim elevations, etc) • Delineate streams, ponds, wetlands, natural drainage courses, and other surface water features on or within 200 feet of site per Chapter 14.30 FWRC, "Critical Areas" • Location of strands of trees as defined by FWRC 19.05.200 • Existing and proposed utilities including: utility poles and boxes, water, storm sewer, sanitary sewer, and fire hydrants • Structures and driveways within 150 feet of subject site (on both sides of street) • <i>International Building Code</i> (IBC) construction type and occupancy classification • Location and square footage calculations of any on-site pedestrian areas (i.e., plazas, courtyards) or open space areas • Minimum two foot contours for slopes less than 15 percent and five foot contours for slopes 15 percent or greater; datum shall be King County Aerial Survey or NGVD-29 • Delineate slopes greater than 40 percent grade on or within 25 feet of the site
<input type="checkbox"/>	<input type="checkbox"/>	<p>Preliminary Landscape Plan</p> <ul style="list-style-type: none"> • Specific location, type, size, and number of trees with a dbh greater than six inches to remain and to be removed • Plant schedule with the scientific name, common name, size, spacing, and quantity of each • Specific location and square footage calculations of drought tolerant landscaping (document that a minimum 25 percent is provided per FWRC 19.125.040[6]) • Irrigation plan for lawn areas • Specific location, square footage calculations, and total square footage of each parking lot landscape island per FWRC 19.125.070(2)(a) • Screening of outdoor facilities such as: trash/recycling enclosures, outdoor storage, drive through facilities, stormwater facilities, and ground based mechanical equipment • Building wall area landscaping per FWRC 19.125.040 • Specific location of street trees in the right-of-way • Identify perimeter landscape type as I, II, or III

<input type="checkbox"/>	<input type="checkbox"/>	<p>Preliminary Drainage, Grading, and Right-of-Way Plan</p> <ul style="list-style-type: none"> • Preliminary storm drainage system in accordance with the <i>King County Surface Water Design Manual (KCSWDM)</i>, as amended by Federal Way • Preliminary grading plan with finished contours; minimum two foot contours for slopes less than 15 percent and five foot contours for slopes 15 percent or greater; datum shall be King County Aerial Survey or NGVD-29 • Preliminary right-of-way improvement plan, as required by the Public Works Department • Approximate cut & fill quantities of site earthwork • Total existing and proposed impervious surface area • Existing and proposed utilities including: utility poles and boxes, water, storm sewer, sanitary sewer, and fire hydrants
Special Studies and Additional Information		
<input type="checkbox"/>	<input type="checkbox"/>	Geotechnical study/report
<input type="checkbox"/>	<input type="checkbox"/>	Wetland delineation report
<input type="checkbox"/>	<input type="checkbox"/>	Wetland mitigation plan
<input type="checkbox"/>	<input type="checkbox"/>	Stream delineation and classification report
<input type="checkbox"/>	<input type="checkbox"/>	Critical aquifer recharge & wellhead protection areas information/inventory
<input type="checkbox"/>	<input type="checkbox"/>	Other information relating to design and siting of proposed development (including site cross sections) to demonstrate compliance with city goals, policies, and regulations