

CRITICAL AREAS REPORT CHECKLIST

SUBMITTAL CHECKLIST – All items must be submitted with the application:

___ Application form	All requested information must be provided.
___ Filing fee	Applicable fee is calculated by city staff . (See separate Fee Schedule.
___ List of surrounding property owners	Attach a complete list of the names and mailing addresses of surrounding property owners for property within 500 feet of the project site.
___ SEPA Environmental Checklist	Submit if required (including any wetland impacts – consult city staff.)
___ Critical Areas Report and Maps (Two 11” x 17” or larger scaled copies and one 8 ½” x 11” reduction)	See the attached Critical Areas Report and Map Checklist for requirements.
___ Specific Report	<p>The following reports are required depending on the type of critical area(s) impacted:</p> <ul style="list-style-type: none"> - Wetlands and their buffers - Fish and wildlife habitat conservation areas (including streams) - Critical aquifer recharge areas - Geologically hazardous areas - Frequently flooded areas <p>Reports for two or more types of critical areas must meet the report requirements for each relevant type of critical area. See the specific checklist for report requirements.</p>
___ Associated Land Use Applications	Consult with city staff to determine if other land use permits are required.

Where a valid Critical Areas Report has been prepared, and where the proposed land use activity and surrounding site conditions are unchanged, said report may be incorporated into the required Critical Areas Report, if deemed still valid and appropriate by a professional engineer or geologist. The applicant shall submit a Hazards Assessment detailing any changed environmental conditions associated with the site based on the best professional judgment of the engineer/geologist.

CRITICAL AREAS REPORT CHECKLIST

GENERAL REQUIREMENTS

The Critical Areas Report must be prepared by a “qualified professional,” as defined in Chapter 11.06 of the Hoquiam Municipal Code. All reports may require additional information as determined by the administrative official. The administrative official may approve a Critical Areas Report supplemented by or composed of any previous studies required by other laws and regulations.

At a minimum, the report shall contain the following:

- The name and contact information of the applicant, a description of the proposal, and identification of the permit requested.
- Maps and site plans
 - Vicinity map clearly showing the location of the property.
 - Critical areas map showing all critical areas, required buffers, and existing topography based on city or surveyed data.
 - Site plan detailing the development proposal (including stormwater facilities) and the limits of construction. This map should be overlaid on the critical area/ topographical map.
 - Topography map showing the location and extent of all grading, cut and fill, and post construction contours.
- The dates, names, and qualifications of the persons preparing the report and documentation of any fieldwork performed on the site.
- Identification and characterization of all critical areas, water bodies, and buffers adjacent to the proposed project area.
- A statement specifying the accuracy of the report, and all assumptions made and relied upon.
- An assessment of the probably cumulative impacts to critical areas resulting from development of the site and the proposed development.
- An analysis of site development alternatives including a no development alternative.
- A description of reasonable efforts made to apply mitigation sequencing to avoid, minimize, and mitigate impacts to critical areas.
- Plans for adequate mitigation to offset any impacts in accordance with Mitigation Plan requirements and additional requirements specified for each critical area.
- A discussion of the performance standards applicable to the critical area and proposed activity.
- Financial guarantees to ensure compliance.
- Any additional information required for the critical area as specified in the corresponding chapter.

CRITICAL AREAS REPORT CHECKLIST

Wetlands

In addition to the Critical Areas Report general requirements and associated maps, submit a specific Wetlands Report, if needed. This supplemental report must also be prepared by a “qualified professional,” as defined in Chapter 11.06 of the Hoquiam Municipal Code. All reports may require additional information as determined by the administrative official.

A wetland report shall provide an analysis of all wetlands and buffers on site and within three hundred (300) feet of the lot or parcel boundaries including, at a minimum, the following information:

- Wetland category as rated according to the Washington State Wetland Rating System for Western Washington (Department of Ecology 2004, or as revised).
- Show the standard buffer requirements for each wetland.
- The wetland boundaries shall be surveyed by a licensed surveyor or using an equivalent method with an accuracy of +/- one (1) foot of a survey.
- Determination of each wetland size.
- Description of overall water sources and drainage patterns on site.
- Description of vegetation, hydrologic conditions, and soil and substrate conditions.
- Description of wildlife and habitat.
- Functional assessment of the wetland and adjacent buffer using a local or state agency-recognized method and including the reference of the method of all data sheets.
- Wetland Mitigation Requirements

The Department of Ecology, US Army Corps of Engineers Seattle District, and Environmental Protection Agency Region 10 recently published joint guidance on wetland mitigation. This two-part publication is available at: www.ecy.wa.gov/programs/sea/wetlands/mitigation/guidance

The agencies developed this guidance to help the regulated community comply with environmental laws and policies to improve the quality and effectiveness of mitigation in Washington. A checklist for wetland mitigation plans is included in Appendix D of Wetland Mitigation in Washington State, Part 2: Developing Mitigation Plans (Version 1, Publication #06-06-011b, March, 2006). Applicants who also need state and federal permits will benefit by using this checklist, as it will help streamline the approval process.

CRITICAL AREAS REPORT CHECKLIST

Fish and Wildlife Habitat Specific Requirements

In addition to the Critical Areas Report, which is required for all applications, a specific Fish and Wildlife Delineation Report may be required. This supplemental report must also be prepared by a “qualified professional” as defined in Chapter 11.06 of the Hoquiam Municipal Code. All reports may require additional information as determined by the administrative official.

A Fish and Wildlife Delineation Report including:

- All habitat conservation areas and recommended buffers within three hundred (300) feet of the project area.
- All shoreline areas, floodplains, other critical areas, and related buffers within three hundred (300) feet of the project areas.
- Detailed description of vegetation on or adjacent to the project area and its associated buffer.
- Identification of any species of local importance, priority species, or endangered, threatened, sensitive, or candidate species that have a primary association with habitat on or adjacent to the project area, and assessment of potential project impacts to the use of the site by the species.
- A discussion of any federal, state, or local special management recommendations, including Washington Department of Fish and Wildlife habitat management recommendations, that have been developed for species or habitats located on or adjacent to the project area.
- A detailed discussion of the direct and indirect potential impacts on habitat by the project, including potential impacts to water quality.
- A discussion of measures, including avoidance, minimization and mitigation, proposed to preserve existing habitats in accordance with Mitigation Sequencing.
- A discussion of ongoing management practices that will protect habitat after the project site has been developed, including proposed monitoring and maintenance programs.

CRITICAL AREAS REPORT CHECKLIST

Geologically Hazardous Areas Specific Requirements

In addition to the Critical Areas Report, which is required for all applications, a specific Geo-Hazards Report may be required. This supplemental report must also be prepared by a “qualified professional” as defined in Chapter 11.06 of the Hoquiam Municipal Code. All reports may require additional information as determined by the administrative official.

- Assessment of Geological Characteristics. The report shall include an assessment of the geologic characteristics of the soils, sediments, and/or rock of the project area and potentially affected adjacent properties, and a review of the site history regarding landslides, erosion, and prior grading. Soils analysis shall be accomplished in accordance with accepted classification systems in use in the region. The assessment shall include, but not be limited to:
 - A description of the surface and sub-surface geology, hydrology, soils and vegetation found in the project area and in all hazard areas addressed in the report;
 - A detailed overview of the field investigations, published data, and references; data and conclusions from past assessments of the site; and site specific measurements, tests, investigations, or studies that support the identification of geologically hazardous areas; and
 - A description of the vulnerability of the site to seismic and other geologic events.
- Site and Construction Plans including:
 - All geologically hazardous areas within the zone or distance of potential significant influence, as determined by a professional engineer/geologist;
 - The type and extent of geologic hazard areas, any other critical areas, and buffers, on, adjacent to, or within a zone or distance of potential significant influence as determined by a professional engineer/geologist;
 - Proposed development, including the location of existing and proposed structures, fill, storage of materials, and drainage facilities, with dimensions indicating distances to the floodplain, if available;
 - The topography, as determined by a professional engineer or geologist, of the project area and all hazard areas addressed in the report; and
 - Clearing limits.
- Analysis of Proposal. The report shall contain a hazards analysis including a detailed description of the project, its relationship to the geologic hazard(s), and its potential impact upon the hazard area, the subject property, and affected adjacent properties.

CRITICAL AREAS REPORT CHECKLIST

- Minimum Buffer and Building Setback.
The report shall make a recommendation for the minimum no-disturbance buffer and minimum building setback from any geologic hazard based upon the geotechnical analysis.

In addition to the above information, additional technical information must be provided for in the following specific hazards:

- Erosion and landslide hazard areas.
- Seismic hazard areas.
- Mine hazard areas.
- Other geologically hazardous areas.

CRITICAL AREAS REPORT CHECKLIST

Frequently Flooded Areas Specific Requirements

In addition to the Critical Areas Report, a specific Flood Hazard Report may be required. This supplemental report must also be prepared by a “qualified professional” as defined in Chapter 11.06 of the Hoquiam Municipal Code. All reports may required additional information as determined by the administrative official.

- Development within frequently flooded areas shall be allowed maintaining and improving fish access.
- The reports shall also include mitigation for adverse effects on floodplain functions.

Frequently Flood Areas Report including:

- All shoreline areas, floodplains, other critical areas, and related buffers within three hundred (300) feet of the project area.
- The report shall describe the effects of the proposed development on floodplain functions including, but not limited to:
 - Storing and conveying floodwater
 - Reducing peak flows and flow velocities;
 - Reducing redd scour and displacing rearing juvenile fish at the project site and downstream;
 - Maintaining sediment quality in streams;
 - Improving water quality.

CRITICAL AREAS REPORT CHECKLIST

Mitigation Plan Requirements

See each critical areas section for specific mitigation requirements. When mitigation is required, the applicant shall submit a Mitigation Plan with the Critical Areas Report, prepared by a “qualified professional” as defined in Chapter 11.06 of the Hoquiam Municipal Code. The Mitigation Plan shall include:

- Detailed summary of the project, including the impacts to the critical area, and the proposed mitigation to compensate for lost functions and values to appear in the beginning of the report.
- Rationale for selecting the mitigation site.
- Complete site characterization of the impact site and proposed mitigation site to include parcel size, ownership, soils, vegetation, hydrology, topography, and wildlife.
- Goals, objectives, performance standards, and implementation schedule for the mitigation proposal.
- Report and maps of the critical areas to be impacted and the proposed mitigation site, including grading and planting plan.
- Monitoring, maintenance, and contingency plan. The monitoring schedule (dates, frequencies, and protocols) must be included and a monitoring report submitted accordingly. Monitoring and maintenance shall be required for at least five years unless otherwise stipulated by another government agency.
- Map of development, with scale, shown in relation to critical area.
- Financial guarantees (“surety”) for 150% of the total costs to ensure the mitigation plan is fully implemented, including, but not limited to, the required monitoring and maintenance periods.