



# CITY OF PORT ORCHARD

## Permit Center

Office located at 720 Prospect Street  
Mailing address: 216 Prospect Street  
Port Orchard, WA 98366  
(360) 874-5533 • permitcenter@cityofportorchard.us

### SEPA ENVIRONMENTAL CHECKLIST APPLICATION FORM

**FEES: Due unless paid with associated permit.**

SEPA fee:	\$300.00
Public Notice sign fee:	\$40.20
Technology fee:	\$10.00
<b>Total Due with Submittal:</b>	<b>\$350.20</b>

STAFF USE ONLY	
Received by:	_____
Receipt #:	_____
File #:	_____

**Include this form with your submittal when using the DOE SEPA Checklist or other WAC compliant documentation.**

### SUBMITTAL REQUIREMENTS

This application shall include the following, unless specifically waived by DCD:  
(Check the box for each item included with this application)

- THE MASTER PERMIT APPLICATION FORM** with **original** signature(s).  
*One Master covers all applications that are included with this submittal. No additional copies are required.*
- THREE** copies of this completed SEPA Environmental Checklist Application form.
- THREE** copies of the Environmental Checklist (attached). This includes the **original** plus two copies.
- THREE copies** of completed Supplemental Sheet D for non-project actions **only**. (Use form # 013)
- ONE Electronic copy** of all submitted documents, in high resolution Adobe PDF format.

If the following items are submittal requirements for the project application (the Parent Permit) and submitted at the same time as this SEPA Environmental Checklist Application, do not submit additional copies.

If you are submitting this application separately from and prior to the Parent Permit, the items listed below are required to be submitted with this SEPA Environmental Checklist Application, if applicable to your project.

Any items listed below that are not submittal requirements for the Parent Permit application must be included with this SEPA Environmental Checklist Application when applicable to your project.

Contact Community Development Planning Staff to discuss requirements.

- THREE copies** of a Site Plan, 11" x 17" or larger. Include the conceptual architectural renderings and elevations if applicable.
- THREE copies** of a Drainage Report, if applicable.
- THREE copies** of a Drainage Plan, if applicable.
- THREE copies** of a Wetland Report, if applicable.
- THREE copies** of a Traffic Impact Analysis, if applicable.
- THREE copies** of a Geotechnical Report, if applicable.

Other documentation may be required in addition to what is listed above.