



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@portorchardwa.gov

CRITICAL AREAS EXEMPTION REQUEST (POMC 20.162.032)

For Staff Use Only

File #:

Receipt #:

Incomplete Application Will Not Be Accepted

Site Address/Location: _____

Tax Parcel Number(s): _____

Existing Use of Property: _____

Exemption Request for: POMC 20.162.032(3)(a – f) (check all that apply)

- ☐ Emergency ☐ Operation Maintenance or Repair ☐ Passive Outdoor Activities
☐ Forest Practices ☐ Existing Infrastructure Maintenance and Repair ☐ Activities within Improved Right-of-way

Requestor's Name: _____

Company Name: _____

Mailing Address (street, city, state, zip): _____

Phone: _____ E-mail: _____

MINIMUM SUBMITTAL REQUIREMENTS:

NOTE: Electronic submittals are required. Contact the Permit Center for formatting and resolution requirements.

This application shall include the following unless the item is specifically waived by the Director:

Check the box for each item included with this application:

- ☐ **Completed Critical Areas Exemption form.**
- ☐ **Critical Areas Exemption Request Letter**, written to the Director that includes the following items in a using the numbered format as shown:
1. Describe the activity. Provide a scope of work.
 2. Explain how the activity meets the exemption criteria.
 3. Describe what the best management practices will be used to avoid potential impacts to the critical areas.
 4. For an emergency exemption, describe the proposed restoration, rehabilitation and/or replacement actions to be taken to fully restore the site after the emergency action has been taken*.
 5. Provide any other comments of relevance.
 5. List any attachments included with the request.
- ☐ **Site drawings.** Show the proposed action(s), using call-outs and notes and details as appropriate to assist the Director with the review and decision.

Other documentation may be required other than what is listed above.

*After emergency action approved through an exemption has been completed, the person or agency shall fully restore and/or mitigate any impacts to the critical areas and buffers resulting from the action in accordance with an approved critical areas report and mitigation plan (POMC 20.162.032.3.a).