



State Environmental Policy Act (SEPA) only submittal

State Environmental Policy Act (SEPA) review is normally incorporated into a construction or land use permit application. Project proposals that require SEPA review but do not require an associated or related construction or land use permit from the Department of Local Services, Permitting Division (Permitting) may be eligible for a 'SEPA only' permit process.

Submittal of such 'SEPA only' review applications, related to minor new construction and/or clearing or grading, would be performed as part of the Pre-Submittal Services (PSS) process. The PSS process allows the applicant to submit their SEPA application materials during PSS service hours without an intake appointment. The application materials will be screened for completeness and a permit record created. Please see the Pre-Submittal Services – Information and Submittal Checklist form for details on PSS service hours and process.

A complete submittal package for 'SEPA only' review related to minor new construction and/or clearing or grading includes:

- Completed Affidavit of Application form
- Cover letter indicating project description, project address, 10-digit parcel number(s) (for proposals in the Right of Way use the nearest adjacent property to the structure), and any other pertinent project information
- 1 complete set of plans to scale
- 15 copies of the SEPA Checklist including the gas emission worksheet and 15 reduced site plans (letter or legal size)
- 1 copy of any previous SEPA determinations and checklists (may allow opportunity to adopt previous SEPA)
- 'SEPA only' review for proposals beyond minor new construction and/or clearing or grading would require advance coordination with a Project Manager to determine fees and submittal requirements.

Permitting will issue all required SEPA notices as well as issue the Environmental Threshold Determination.

Resources

[SEPA process and forms packet](#)