

## SEPA CHECKLIST REQUIREMENTS

1. Tax Parcel Number: A tax parcel number must be included along with a description of the location of the property. This can be obtained from your real estate tax statement or from the Spokane County Assessor's Office at 477-3698. If you are unable to provide the tax parcel number, please include a legal description of the property.
2. Site Plan: Include a complete site plan of the project showing the location of the development or project, dimensions, cross sections, materials and topographical information if it is available. The site plan must be neat and easy to read, it does not have to be professional quality, a detailed hand sketch will work.
3. Vicinity map: Include a map of the general area showing the boundaries of the parcel the project is proposed to occur on. An assessor's map, section map, plat map or other area map will be adequate for this purpose.
4. Fees: A fee of \$75.00 must be submitted with your Environmental Checklist. Checks can be made out to Spokane County.
5. Completeness of checklists and checklist legibility: We request that all questions in your checklist be answered completely and thoroughly. Do not leave questions blank. If a question does not apply to your project, please include "N/A" as a response, or if you do not know the answer to a question, respond "unknown". Checklists must be readable with typing preferred. Printed or neatly written material is also acceptable. If your checklist is difficult to read, or questions are left unanswered, your checklist may be returned to you, causing delays.
6. Submit checklist and fee to:  
Spokane County Division of Engineering and Roads  
Attn: Environmental Programs  
1026 W. Broadway Avenue  
Spokane WA 99260-0170

Checklist questions. Questions regarding the previously listed topics can be answered by the following agencies:

**SPOKANE COUNTY DIVISION OF BUILDING AND PLANNING:**

477-3675 OR [WWW.SPOKANECOUNTY.ORG/BP/](http://WWW.SPOKANECOUNTY.ORG/BP/)

- Zoning
- Shorelines
- Comprehensive land-use plan
- Environmentally sensitive areas and critical areas
- ASA, GSSA, PSSA

**SPOKANE COUNTY DIVISION OF ENGINEERING AND ROADS:**

477-3600 OR [WWW.SPOKANECOUNTY.ORG/ENGINEER/](http://WWW.SPOKANECOUNTY.ORG/ENGINEER/)

- Floodplains

**WASHINGTON DEPARTMENT OF ECOLOGY:**

329-3400 OR [WWW.ECY.WA.GOV](http://WWW.ECY.WA.GOV)

- General water questions
- Wetlands
- Shorelines
- Erosion control

**WASHINGTON DEPARTMENT OF FISH AND WILDLIFE:**

892-1001 OR [WWW.WDFW.WA.GOV](http://WWW.WDFW.WA.GOV)

- Threatened or endangered species
- Birds and animals
- Fisheries
- Migration routes

**REGIONAL HEALTH DISTRICT:**

324-1560 OR [WWW.SRHD.ORG](http://WWW.SRHD.ORG)

- Sewage treatment
- Wastewater
- Chemicals

**CITY OF SPOKANE HISTORICAL PRESERVATION (includes Spokane County):**

625-6983 or [WWW.HISTORICSPOKANE.ORG](http://WWW.HISTORICSPOKANE.ORG)

- Historical preservation
- Historical landmarks

**SPOKANE TRANSIT AUTHORITY (STA):**

328-7433 OR [WWW.SPOKANETRANSIT.COM](http://WWW.SPOKANETRANSIT.COM)

- Public transit locations