

## FORMS

**11.10.230 Adoption by reference.** *Spokane County* adopts the following forms for use in carrying out the local SEPA procedures. These forms may be amended administratively provided there is concurrency between the City of Spokane, Spokane County, Spokane Regional Health District and Spokane County Air Pollution Control Authority.

- (1) Spokane Environmental Checklist
- (2) Spokane Adoption Notice
- (3) Spokane Determination of Nonsignificance (DNS/ Optional DNS)
- (4) Spokane Determination of Significance and Scoping Notice (DS)
- (5) Spokane Notice of Assumption of Lead Agency Status
- (6) Spokane Notice of Action



See Appendix C for samples of MDNS, Supplements, and Addendums forms not adopted by this ordinance that serve for example purposes only.

**SPOKANE ENVIRONMENTAL ORDINANCE**

(WAC 197-11-960) Section 11.10.230(1)

**Environmental Checklist**

**File No.** \_\_\_\_\_

**Purpose of Checklist:**

The State Environmental Policy Act (SEPA) chapter 43.21C RCW, requires all governmental agencies to consider the environmental impacts of a proposal before making decisions. An Environmental Impact Statement (EIS) must be prepared for all proposals with probable significant adverse impacts on the quality of the environment. The purpose of this checklist is to provide information to help you and the agency identify impacts from your proposal (and to reduce or avoid impacts from the proposal, if it can be done) and to help the agency decide whether an EIS is required.

**Instructions for Applicants:**

This environmental checklist asks you to describe some basic information about your proposal. Governmental agencies use this checklist to determine whether the environmental impacts of your proposal are significant, requiring preparation of an EIS. Answer the questions briefly, with the most precise information known, or give the best description you can.

You must answer each question accurately and carefully, to the best of your knowledge. In most cases, you should be able to answer the questions from your own observations or project plans without the need to hire experts. If you really do not know the answer, or if a question does not apply to your proposal, write "do not know" or "does not apply." Complete answers to the questions now may avoid unnecessary delays later.

Some questions ask about governmental regulations, such as zoning, shoreline, and landmark designations. Answer these questions if you can. If you have problems, the governmental agencies can assist you.

The checklist questions apply to all parts of your proposal, even if you plan to do them over a period of time or on different parcels of land. Attach any additional information that will describe your proposal or its environmental effects. The agency to which you submit this checklist may ask you to explain your answers or provide additional information reasonably related to determining if there may be significant adverse impact.

**Use of checklist for nonproject proposals:**

Complete this checklist for nonproject proposals, even though questions may be answered "*does not apply.*"

IN ADDITION, complete the SUPPLEMENTAL SHEET FOR NONPROJECT ACTIONS (Part D).

For nonproject actions, the references in the checklist to the words "project," "applicant," and "property or site" should be read as "proposal," "proposer," and "affected geographic area," respectively.

**A. BACKGROUND**

1. Name of proposed project, if applicable: \_\_\_\_\_  
\_\_\_\_\_
2. Name of applicant: \_\_\_\_\_
3. Address and phone number of applicant or contact person: \_\_\_\_\_
4. Date checklist prepared: \_\_\_\_\_

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- 5. Agency requesting checklist: \_\_\_\_\_
  
- 6. Proposed timing or schedule (including phasing, if applicable): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
- 7. a. Do you have any plans for future additions, expansion, or further activity related to or connected with this proposal? If yes, explain. \_\_\_\_\_  
\_\_\_\_\_
  
- b. Do you own or have options on land nearby or adjacent to this proposal? If yes, explain. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
- 8. List any environmental information you know about that has been prepared, or will be prepared, directly related to his proposal. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
- 9. Do you know whether applications are pending for governmental approvals of other proposals directly affecting the property covered by your proposal? If yes, explain. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
- 10. List any government approvals or permits that will be needed for your proposal, if known.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
- 11. Give brief, complete description of your proposal, including the proposed uses and the size of the project and site. There are several questions later in this checklist that ask you to describe certain aspects of your proposal. You do not need to repeat those answers on this page. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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12. Location of the proposal. Give sufficient information to a person to understand the precise location of your proposed project, including a street address, if any, and section, township and range, if known. If a proposal would occur over a range of area, provide the range or boundaries of the site(s). Provide a legal description, site plan, vicinity map, and topographic map, if reasonably available. While you should submit any plans required by the agency, you are not required to duplicate maps or detailed plans submitted with any permit application related to this checklist. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

13. Does the proposed action lie within the Aquifer Sensitive Area (ASA)? The General Sewer Service Area? The Priority Sewer Service Area? The City of Spokane? (See: Spokane County's ASA Overlay Zone Atlas for boundaries.) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

14. The following questions supplement Part A.

a. Critical Aquifer Recharge Area (CARA) / Aquifer Sensitive Area (ASA)

(1) Describe any systems, other than those designed for the disposal of sanitary waste, installed for the purpose of discharging fluids below the ground surface (includes systems such as those for the disposal of stormwater or drainage from floor drains). Describe the type of system, the amount of material to be disposed of through the system and the types of material likely to be disposed of (including materials which may enter the system inadvertently through spills or as a result of firefighting activities).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(2) Will any chemicals (especially organic solvents or petroleum fuels) be stored in aboveground or underground storage tanks? If so, what types and quantities of material will be stored?

\_\_\_\_\_  
\_\_\_\_\_

(3) What protective measures will be taken to insure that leaks or spills of any chemicals stored or used on site will not be allowed to percolate to groundwater. This includes measures to keep chemicals out of disposal systems.

\_\_\_\_\_  
\_\_\_\_\_

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- (4) Will any chemicals be stored, handled or used on the site in a location where a spill or leak will drain to surface or groundwater or to a stormwater disposal system discharging to surface or groundwater?

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**b. Stormwater**

- (1) What are the depths on the site to groundwater and to bedrock (if known)?

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- (2) Will stormwater be discharged into the ground? If so, describe any potential impacts?

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**TO BE COMPLETED BY APPLICANT**

**B. ENVIRONMENTAL ELEMENTS**

Evaluation for  
Agency Use  
Only

**1. Earth**

- a. General description of the site (circle one): *flat, rolling, hilly, steep slopes, mountains, other.* \_\_\_\_\_

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- b. What is the steepest slope on the site (approximate percent slope)? \_\_\_\_\_

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- c. What general types of soils are found on the site (for example, clay, sand, gravel, peat, muck)? If you know the classification of agricultural soils, specify them and note any prime farmland. \_\_\_\_\_

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- d. Are there surface indications or history of unstable soils in the immediate vicinity? If so, describe. \_\_\_\_\_

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Evaluation for  
Agency Use  
Only

- e. Describe the purpose, type, and approximate quantities of any filling or grading proposed. Indicate source of fill:

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- f. Could erosion occur as a result of clearing, construction, or use? If so, generally describe.

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- g. About what percent of the site will be covered with impervious surfaces after project construction (for example, asphalt or buildings)? \_\_\_\_\_

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- h. Proposed measures to reduce or control erosion or other impacts to the earth, if any: \_\_\_\_\_

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**2. Air**

- a. What type of emissions to the air would result from the proposal (i.e., dust, automobile, odors, industrial, wood smoke) during construction and when the project is completed? If any, generally describe and give approximate quantities if known. \_\_\_\_\_

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- b. Are there any off-site sources of emissions or odor that may affect your proposal? If so, generally describe. \_\_\_\_\_

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- c. Proposed measures to reduce or control emissions or other impacts to air, if any:

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**3. Water**

- a. SURFACE:

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Evaluation for  
Agency Use  
Only

- (1) Is there any surface water body on or in the immediate vicinity of the site (including year-round and seasonal streams, saltwater, lakes, ponds, wetlands)? If yes, describe type and provide names. If appropriate, state what stream or river it flows into.

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- (2) Will the project require any work over, in, or adjacent to (within 200 feet) the described waters? If yes, please describe and attach available plans.

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- (3) Estimate the amount of fill and dredge material that would be placed in or removed from the surface water or wetlands and indicate the area of the site that would be affected. Indicate the source of fill material.

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- (4) Will the proposal require surface water withdrawals or diversions? Give general description, purpose, and approximate quantities if known.

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- (5) Does the proposal lie within a 100-year floodplain? \_\_\_\_ If so, note location on the site plan.

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- (6) Does the proposal involve any discharge of waste materials to surface waters? If so, describe the type of waste and anticipated volume of discharge.

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**SPOKANE ENVIRONMENTAL ORDINANCE**

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**b. GROUND:**

- (1) Will groundwater be withdrawn, or will water be discharged to groundwater? Give general description, purpose, and approximate quantities if known.

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- (2) Describe waste material that will be discharged into the ground from septic tanks or other sanitary waste treatment facility. Describe the general size of the system, the number of houses to be served (if applicable) or the number of persons the system(s) are expected to serve.

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Evaluation for  
Agency Use  
Only

**c. WATER RUNOFF (INCLUDING STORMWATER):**

- (1) Describe the source of runoff (including stormwater) and method of collection and disposal if any (include quantities, if known). Where will this water flow? Will this water flow into other waters? If so, describe.

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Could waste materials enter ground or surface waters? If so, generally describe.

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- d. PROPOSED MEASURES** to reduce or control surface, ground, and runoff water impacts, if any.

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**4. Plants**

a. Check or circle type of vegetation found on the site:

\_\_\_\_\_ Deciduous tree: *alder, maple, aspen, other.*

\_\_\_\_\_ Evergreen tree: *fir, cedar, pine, other.*

\_\_\_\_\_ Shrubs

\_\_\_\_\_ Grass

\_\_\_\_\_ Pasture

\_\_\_\_\_ Crop or grain

\_\_\_\_\_ Wet soil plants, *cattail, buttercup, bullrush, skunk cabbage, other.*

\_\_\_\_\_ Water plants: *water lilly, eelgrass, milfoil, other.*

\_\_\_\_\_ Other types of vegetation.

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Evaluation for  
Agency Use  
Only

- b. What kind and amount of vegetation will be removed or altered? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- c. List threatened or endangered species known to be on or near the site. \_  
\_\_\_\_\_
- d. Proposed landscaping, use of native plants, or other measures to preserve or enhance vegetation on the site, if any: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Animals

- a. Circle any birds and animals which have been observed on or near the site are known to be on or near the site:  
birds: *hawk, heron, eagle, songbirds, other:* \_\_\_\_\_  
mammals: *deer, bear, elk, beaver, other:* \_\_\_\_\_  
fish: *bass, salmon, trout, herring, shellfish, other:* \_\_\_\_\_  
other: \_\_\_\_\_
- b. List any threatened or endangered species known to be on or near the site.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- c. Is the site part of a migration route? If so, explain. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- d. Proposed measures to preserve or enhance wildlife, if any: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. Energy and natural resources

- a. What kinds or energy (electric, natural gas, wood stove, solar) will be used to meet the completed project's energy needs? Describe whether it will be used for heating, manufacturing, etc. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- b. Would your project affect the potential use of solar energy by adjacent properties? If so, generally describe. \_\_\_\_\_

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Evaluation for  
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Only

- c. What kinds of energy conservation features are included in the plans of this proposal? List other proposed measures to reduce or control energy impacts, if any:

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**7. Environmental health**

- a. Are there any environmental health hazards, including exposure to toxic chemicals, risk of fire and explosion, spill, or hazardous waste that could occur as a result of this proposal? If so, describe. \_\_\_\_\_

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- (1) Describe special emergency services that might be required.

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- (2) Proposed measures to reduce or control environmental health hazards, if any:

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**b. NOISE:**

- (1) What types of noise exist in the area which may affect your project (for example: traffic, equipment, operation, other)?

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- (2) What types and levels of noise would be created by or associated with the project on a short-term or a long-term basis (for example: traffic, construction, operation, other)? Indicate what hours noise would come from the site.

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- (3) Proposed measure to reduce or control noise impacts, if any:

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Evaluation for  
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Only

**8. Land and shoreline use**

- a. What is the current use of the site and adjacent properties? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
- b. Has the site been used for agriculture? If so, describe. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
- c. Describe any structures on the site. \_\_\_\_\_  
\_\_\_\_\_
  
- d. Will any structures be demolished? If so, which? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
- e. What is the current zoning classification of the site? \_\_\_\_\_  
\_\_\_\_\_
  
- f. What is the current comprehensive plan designation of the site? \_\_\_\_\_  
\_\_\_\_\_
  
- g. If applicable, what is the current shoreline master program designation of the site?  
\_\_\_\_\_  
\_\_\_\_\_
  
- h. Has any part of the site been classified as a critical area? If so, specify. \_  
\_\_\_\_\_  
\_\_\_\_\_
  
- i. Approximately how many people would reside or work in the completed project?  
\_\_\_\_\_
  
- j. Approximately how many people would the completed project displace?  
\_\_\_\_\_  
\_\_\_\_\_

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k. Proposed measures to avoid or reduce displacement impacts, if any: \_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

l. Proposed measures to ensure the proposal is compatible with existing and projected land uses and plans, if any: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Evaluation for  
Agency Use  
Only

**9. Housing**

a. Approximately how many units would be provided, if any? Indicate whether high, middle or low-income housing. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

b. Approximately how many units, if any, would be eliminated? Indicate whether high-, middle- or low-income housing. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

c. Proposed measures to reduce or control housing impacts, if any: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**10. Aesthetics**

a. What is the tallest height of any proposed structure(s), not including antennas; what is the principal exterior building material(s) proposed?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

b. What views in the immediate vicinity would be altered or obstructed? \_

\_\_\_\_\_  
\_\_\_\_\_

c. Proposed measures to reduce or control aesthetic impacts, if any: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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**11. Light and Glare**

- a. What type of light or glare will the proposal produce? What time of day would it mainly occur? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- b. Could light or glare from the finished project be a safety hazard or interfere with views? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- c. What existing off-site sources of light or glare may affect your proposal?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- d. Proposed measures to reduce or control light and glare impacts, if any:  
\_\_\_\_\_  
\_\_\_\_\_

Evaluation for  
Agency Use  
Only

**12. Recreation**

- a. What designated and informal recreational opportunities are in the immediate vicinity? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- b. Would the proposed project displace any existing recreational uses? If so, describe. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- c. Proposed measures to reduce or control impacts on recreation, including recreation opportunities to be provided by the project or applicant, if any: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**13. Historic and cultural preservation**

- a. Are there any places or objects listed on, or proposed for, national, state, or local preservation registers known to be on or next to the site? If so, generally describe. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SPOKANE ENVIRONMENTAL ORDINANCE

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- b. Generally describe any landmarks or evidence of historic archaeological, scientific or cultural importance known to be on or next to the site.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- c. Proposed measures to reduce or control impacts, if any: \_\_\_\_\_

\_\_\_\_\_

14. Transportation

- a. Identify public streets and highways serving the site, and describe proposed access to the existing street system. Show on site plans, if any.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- b. Is site currently served by public transit? If not, what is the approximate distance to the nearest transit stop? \_\_\_\_\_

- c. How many parking spaces would the completed project have? How many would the project eliminate? \_\_\_\_\_

\_\_\_\_\_

- d. Will the proposal require any new roads or streets, or improvements to existing roads or streets not including driveways? If so, generally describe (indicate whether public or private). \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

- e. Will the project use (or occur in the immediate vicinity of) water, rail or air transportation? If so, generally describe. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

- f. How many vehicular trips per day would be generated by the completed project? If known, indicate when peak would occur. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

*(Note: to assist in review and if known indicate vehicle trips during PM peak, AM Peak and Weekday (24 hours).)*

- g. Proposed measures to reduce or control transportation impacts, if any:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

15. Public services

Evaluation for  
Agency Use  
Only

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- a. Would the project result in an increased need for public services (for example: fire protection, police protection, health care, schools, other)? If so, generally describe. \_\_\_\_\_  
\_\_\_\_\_
- b. Proposed measures to reduce or control direct impacts on public services, if any: \_\_\_\_\_  
\_\_\_\_\_

16. Utilities

- a. Circle utilities currently available at the site: *electricity, natural gas, water, refuse service, telephone, sanitary sewer, septic system, other:* \_\_\_\_\_
- b. Describe the utilities that are proposed for the project, the utility providing the service and the general construction activities on the site or in the immediate vicinity which might be needed. \_\_\_\_\_  
\_\_\_\_\_

Evaluation for Agency Use Only

C. SIGNATURE

I, the undersigned, swear under penalty of perjury that the above responses are made truthfully and to the best of my knowledge. I also understand that, should there be any willful misrepresentation or willful lack of full disclosure on my part, the agency must withdraw any determination of Nonsignificance that it might issue in reliance upon this checklist.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Please Print or Type:

Proponent: \_\_\_\_\_ Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Person completing form (if different from proponent): \_\_\_\_\_ Address: \_\_\_\_\_

Phone: \_\_\_\_\_

<p><b>FOR STAFF USE ONLY</b></p> <p>Staff member(s) reviewing checklist: _____</p> <p>Based on this staff review of the environmental checklist and other pertinent information, the staff concludes that:</p>
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**SPOKANE ENVIRONMENTAL ORDINANCE**

(WAC 197-11-960) Section 11.10.230(1)

- A. there are no probable significant adverse impacts and recommends a Determination of Nonsignificance.
- B. probable significant adverse environmental impacts do exist for the current proposal and recommends a Mitigated Determination of Nonsignificance with conditions.
- C. there are probable significant adverse environmental impacts and recommends a Determination of Significance.

**SPOKANE ENVIRONMENTAL ORDINANCE**

(WAC 197-11-960) Section 11.10.230(1)

**D. SUPPLEMENTAL SHEET FOR NONPROJECT ACTIONS**  
*(Do not use this sheet for project actions)*

Because these questions are very general, it may be helpful to read them in conjunction with the list of elements of the environment.

When answering these questions, be aware of the extent the proposal, or the types of activities likely to result from the proposal, would affect the item at a greater intensity or at a faster rate than if the proposal were not implemented. Respond briefly and in general terms.

1. How would the proposal be likely to increase discharge to water; emissions to air; production, storage or release of toxic or hazardous substances; or production of noise?

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Proposed measures to avoid or reduce such increases are:

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2. How would the proposal be likely to affect plants, animals, fish or marine life?

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Proposed measures to protect or conserve plants, animals, fish or marine life are:

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3. How would the proposal be likely to deplete energy or natural resources?

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Proposed measures to protect or conserve energy and natural resources are:

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**SPOKANE ENVIRONMENTAL ORDINANCE**

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- 4. How would the proposal be likely to use or affect environmentally sensitive areas or areas designated (or eligible or under study) for governmental protection, such as parks, wilderness, wild and scenic rivers, threatened or endangered species habitat, historic or cultural sites, wetlands, flood plains or prime farmlands?

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Proposed measures to protect such resources or to avoid or reduce impacts are:

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- 5. How would the proposal be likely to affect land and shoreline use, including whether it would allow or encourage land or shoreline uses incompatible with existing plans?

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Proposed measures to avoid or reduce shoreline and land use impacts are:

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- 6. How would the proposal be likely to increase demands on transportation or public services and utilities?

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Proposed measures to reduce or respond to such demand(s) are:

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- 7. Identify, if possible, whether the proposal may conflict with local, state or federal laws or requirements for the protection of the environment.

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**C. SIGNATURE**

I, the undersigned, swear under penalty of perjury that the above responses are made truthfully and to the best of my knowledge. I also understand that, should there be any willful misrepresentation or willful lack of full disclosure on my part, the *agency* may withdraw any Determination of Nonsignificance that it might issue in reliance upon this checklist.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

***Please Print or Type:***

**SPOKANE ENVIRONMENTAL ORDINANCE**

(WAC 197-11-960) Section 11.10.230(1)

**Proponent:** \_\_\_\_\_ **Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Person completing form (if different from proponent):** \_\_\_\_\_

\_\_\_\_\_ **Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**SPOKANE ENVIRONMENTAL ORDINANCE**

(WAC 197-11-960) Section 11.10.230(1)

**FOR STAFF USE ONLY**

Staff member(s) reviewing checklist: \_\_\_\_\_

Based on this staff review of the environmental checklist and other pertinent information, the staff concludes that:

- A.  there are no probable significant adverse impacts and recommends a Determination of Nonsignificance.
- B.  probable significant adverse impacts do exist for the current proposal and recommends a Mitigated Determination of Nonsignificance with conditions.
- C.  there are probable significant adverse environmental impacts and recommends a Determination of Significance.

**SPOKANE ENVIRONMENTAL ORDINANCE**

(WAC 197-11-965) Section 11.10.230(2)  
Adoption Notice

File No. \_\_\_\_\_

**ADOPTION OF EXISTING ENVIRONMENTAL DOCUMENT**

Adoption for (check appropriate box)                      DNS                      EIS                      Other                      \_\_\_\_\_

Description of proposal \_\_\_\_\_  
\_\_\_\_\_

Proponent \_\_\_\_\_

Location of current proposal \_\_\_\_\_  
\_\_\_\_\_

Title of document being adopted \_\_\_\_\_

Agency that prepared document being adopted \_\_\_\_\_

Date adopted document was prepared \_\_\_\_\_

Description of document (or portion) being adopted \_\_\_\_\_  
\_\_\_\_\_

If document being adopted has been challenged (197-11-630), please describe: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The document is available to be read at (place/time): \_\_\_\_\_  
\_\_\_\_\_

We have identified and adopted this document as being appropriate for this proposal after independent review. The document meets our environmental review needs for the current proposal and will accompany the proposal to the decision maker.

Name of agency adopting document: \_\_\_\_\_

Contact person, if other than responsible official: \_\_\_\_\_ Phone: \_\_\_\_\_

Responsible official: \_\_\_\_\_

Position/Title: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

**SPOKANE ENVIRONMENTAL ORDINANCE**

(WAC 197-11-970) Section 11.10.230(3)  
Determination of Nonsignificance (DNS)

File No. \_\_\_\_\_

**DETERMINATION OF NONSIGNIFICANCE**

Description of proposal \_\_\_\_\_  
\_\_\_\_\_

Proponent \_\_\_\_\_

Location of proposal, including street address, if any \_\_\_\_\_  
\_\_\_\_\_

Lead agency \_\_\_\_\_

The lead agency for this proposal has determined that it does not have a probable significant adverse impact on the environment. An Environmental Impact Statement (EIS) is not required under RCW 43.21C.030(2)(c). This decision was made after review of a completed environmental checklist and other information on file with the lead agency. This information is available to the public on request.

There is no comment period for this DNS.

This DNS is issued after using the optional DNS process in section 197-11-355 WAC. There is no further comment period on the DNS.

This DNS is issued under 197-11-340(2); the lead agency will not act on this proposal for 14 days from the date below. Comments must be submitted by \_\_\_\_\_ .

Responsible official \_\_\_\_\_

Position/title \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Date \_\_\_\_\_ Signature \_\_\_\_\_

You may appeal this determination to (name) \_\_\_\_\_

at (location) \_\_\_\_\_

no later than (date) \_\_\_\_\_

by (method) \_\_\_\_\_

You should be prepared to make specific factual objections.

Contact \_\_\_\_\_ to read or ask about the procedures for SEPA appeals.

**SPOKANE ENVIRONMENTAL ORDINANCE**

(WAC 197-11-980) Section 11.10.230(4)  
Determination of Significance and Scoping Notice (DS)

File No. \_\_\_\_\_

**DETERMINATION OF SIGNIFICANCE  
AND REQUEST FOR COMMENTS ON SCOPE OF EIS**

Description of proposal \_\_\_\_\_

Proponent \_\_\_\_\_

Location of proposal \_\_\_\_\_

Lead agency \_\_\_\_\_

EIS required. The lead agency has determined this proposal is likely to have a significant adverse impact on the environment. An Environmental Impact Statement (EIS) is required under RCW 43.21C.030(2)(c) and will be prepared. An environmental checklist or other materials indicating likely environmental impacts can be reviewed at our offices.

The lead agency has identified the following areas for discussion in the EIS.

\_\_\_\_\_

Scoping. Agency, affected tribes and members of the public are invited to comment on the scope of the EIS. You may comment on alternatives, mitigation measures, probable significant adverse impacts and licenses or other approvals that may be required. The method and deadline for giving us your comments is: \_\_\_\_\_

\_\_\_\_\_

Responsible official \_\_\_\_\_

Position/title \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Date \_\_\_\_\_ Signature \_\_\_\_\_

You may appeal this determination of significance to (name) \_\_\_\_\_

at (location) \_\_\_\_\_

no later than (date) \_\_\_\_\_

by (method) \_\_\_\_\_

You should be prepared to make specific factual objections.

Contact \_\_\_\_\_ to read or ask about the procedures for SEPA appeals.



**SPOKANE ENVIRONMENTAL ORDINANCE**

(WAC 197-11-985) Section 11.10.230(5)  
Notice of Assumption

File No. \_\_\_\_\_

**NOTICE OF ASSUMPTION OF LEAD AGENCY STATUS**

Description of proposal \_\_\_\_\_

\_\_\_\_\_

Proponent \_\_\_\_\_

Location of proposal \_\_\_\_\_

\_\_\_\_\_

Initial lead agency \_\_\_\_\_

New lead agency \_\_\_\_\_

The initial lead agency has determined this proposal was not likely to have significant adverse impact on the environment, according to its determination of Nonsignificance dated.

We have reviewed the environmental checklist and related information. In our opinion, an Environmental Impact Statement (EIS) is required on the proposal because of the following impacts. \_\_

\_\_\_\_\_

\_\_\_\_\_

You are being notified that we assume the responsibility of lead agency under SEPA, including the duty to prepare an EIS on the proposal.

Responsible official \_\_\_\_\_

Position/title \_\_\_\_\_

Address \_\_\_\_\_

Date \_\_\_\_\_ Signature \_\_\_\_\_

**SPOKANE ENVIRONMENTAL ORDINANCE**

Section 11.10.230(6) Notice of Action

File No. \_\_\_\_\_

**NOTICE OF ACTION**

NOTICE IS GIVEN UNDER SEPA, RCW 43.21C.080, THAT \_\_\_\_\_  
(Name of agency or entity)

TOOK THE ACTION DESCRIBED IN (2) BELOW ON \_\_\_\_\_  
(Date)

1. ANY ACTION TO SET ASIDE, ENJOIN, REVIEW OR OTHERWISE CHALLENGE SUCH ACTION ON THE GROUNDS OF NONCOMPLIANCE WITH THE PROVISIONS OF CHAPTER 43.21C RCW (STATE ENVIRONMENTAL POLICY ACT) SHALL BE COMMENCED ON OR BEFORE \_\_\_\_\_.  
(Date)

2. DESCRIPTION OF AGENCY ACTIONS: \_\_\_\_\_  
\_\_\_\_\_

3. DESCRIPTION OF PROPOSAL (IF NOT COVERED BY 2 ABOVE): \_\_\_\_\_  
\_\_\_\_\_

4. LOCATION OF PROPOSAL (A SUFFICIENT DESCRIPTION SHOULD BE GIVEN TO LOCATE THE SITE, IF ANY, BUT A COMPLETE LEGAL DESCRIPTION IS NOT REQUIRED): \_\_\_\_\_  
\_\_\_\_\_

5. TYPE OF ENVIRONMENTAL REVIEW UNDER SEPA (INCLUDE NAME AND DATE OF ANY ENVIRONMENTAL DOCUMENTS): \_\_\_\_\_  
\_\_\_\_\_

6. DOCUMENTS MAY BE EXAMINED DURING REGULAR BUSINESS HOURS AT (LOCATION, INCLUDING ROOM NUMBER, IF ANY): \_\_\_\_\_  
\_\_\_\_\_

7. NAME OF AGENCY, PROPONENT OR APPLICANT GIVING NOTICE: \_\_\_\_\_  
\_\_\_\_\_

8. THIS NOTICE IS FILED BY (SIGNATURE OF INDIVIDUAL AND CAPACITY IN WHICH THE PERSON IS SIGNING): \_\_\_\_\_  
DATE \_\_\_\_\_

## APPENDIX A

### SPOKANE COUNTY SEPA POLICIES

This document entitled “Spokane County SEPA Policies” is adopted and may be amended pursuant to section 197-11-902 WAC by resolution of the Board of County Commissioners. It is the plans, rules and regulations, and all amendments thereto, for the application of substantive authority pursuant to 11.10.160.

1. Spokane County Code;
2. Spokane County Comprehensive Plan and Urban Growth Areas, and neighborhood subarea plans;
3. Spokane County Shoreline Program;
4. Spokane County Critical Areas Ordinance;
5. Spokane County Zoning Code;
6. Spokane County Subdivision Ordinance;
7. Spokane County Capital Facilities Plan;
8. Spokane County Comprehensive Wastewater Management Plan;
9. Spokane County Coordinated Water System Plan, chapter 70.116 and 90.03 RCW, and Title 246, WAC;
10. Spokane County Comprehensive Solid Waste Management Plan;
11. Spokane County Parks and Recreation Comprehensive Plan;
12. Spokane Aquifer Water Quality Management Plan (208 Plan);
13. Spokane County Hearing Examiner Ordinance;
14. Spokane County Sanitary Sewer;
15. Spokane County Standards for Road and Sewer Construction;
16. Stormwater Management Plans, as adopted by Spokane County;
17. Guidelines for Spokane County Stormwater Management;
18. Spokane County Stormwater Control Ordinances;
19. Spokane County Utility Accommodation Policy;
20. Critical Materials Handbook, as referenced in Title 3 of the Spokane County Code;
21. Spokane County Department of Public Works, Engineering Division, Six-Year Transportation Improvement Program;
22. Spokane Area Wellhead Protection Program;

## APPENDIX A

### SPOKANE COUNTY SEPA POLICIES

23. Chapter 84.34 RCW, Open Space, Agricultural, Timber Lands-Current Uses-Conservation Futures, and chapter 458-30 WAC;
24. Chapter 90.58 RCW, Shoreline Management Act of 1971, and chapters 173-14, 173-16, 173-18, 173-19, 173-20 and 173-22 WAC;
25. Chapter 43.21C RCW, State Environmental Policy, and chapter 197-11 WAC;
26. Title 58 RCW, Boundaries and Plats;
27. Spokane County Erosion and Sediment Control Ordinance;
28. Chapter 19.27 RCW, State Building Code, as locally amended, adopted, administered and enforced;
29. Chapter 76.09, 34.05, 43.21C.037 RCW, Forest Practices;
30. Spokane County Timber Harvest Ordinance;
31. Chapter 173-60 WAC, Maximum Environmental Noise Levels;
32. Spokane County Flood Damage Protection Ordinance;
33. Recommendations and positions based upon memorandums of agreement between Spokane County and other jurisdictions including Fairchild Air Force Base;
34. Reports, technical studies, and/ or maps found in the “Soil Survey – Spokane County, Washington,” published materials by the Natural Resources Conservation Service and Department of Natural Resources;
35. The National Rifle Association Range Sourcebook regarding safe shooting ranges;
36. The National Fire Code published by the National Fire Protection Association, including any referenced publications/documents;
37. Any technical books or publications used as reference material in the administration/enforcement of chapter 19.27 RCW;

## APPENDIX B

### SEPA EXEMPTION LEVELS MATRIX (INFORMATIONAL ONLY)

The following matrix serves for informational purposes only and should not be interpreted as law. Departments may administratively update this matrix for their own information. See Washington Administrative Code (WAC) chapter 197-11, and the provisions set forth in this ordinance for specific SEPA exemption rules and regulations

ACTIVITY	EXEMPT	NON-EXEMPT
Rezone		X
Special Permit Use Permit When Project Meets Flexible Thresholds	X	
Variances (Not including change in use or density)	X	
Short Plats or Short Subdivisions	X <sup>1</sup>	
Short Plat Within Land Previously Platted		X
License for Discharge to Water		X
Activities Critical Areas		X <sup>2</sup>
Annexation Into A City	X	
License for Discharge to Air		X
< 20 Dwelling Units	X	
Agricultural Buildings <20,000 Square Foot	X	
Office, School, Commercial, Recreational, Service, Storage Buildings < 12,000 Square Feet And Up to 40 Parking Spaces	X	
Parking Lots < 40 Parking Spaces	X	
Landfills And Excavations < 500 Cubic Yards	X	
Transit Stops	X	
Signs And Signals	X	
Minor Road Repair Including Pedestrian and Bike Facilities	X	
Additions To Building Below the Flexible Thresholds	X	
Building Demolition Below Flexible Thresholds	X	
Demolition of Buildings of Historic Significance		X
Underground Tanks < 10,000 gallons	X	
Vacation of Streets And Roads	X	
Hydrological Measuring Devises	X	
Survey and Boundary Markers	X	
Repair, Remodeling, Maintenance or Existing Structures	X <sup>1</sup>	
Minor Repair or Replacement of Structures	X <sup>1</sup>	
Dredging		X
Reconstruction/Maintenance Shoreline Protection Measures		X

**APPENDIX B**

Replacement of Utilities/ Utility Lines	X <sup>3</sup>	
Repair/Rebuilding Dams, Dikes or Reservoirs		X
Water Rights and Structures For <50 c/f/s of Surface Water for Irrigation	X	

**APPENDIX B**

<b>ACTIVITY</b>	<b>EXEMPT</b>	<b>NON-EXEMPT</b>
Water Rights and Structures For 1 c/f/s or 2,250 g/p/m or Ground Water	X	
Sale, Transfer, Exchange or Lease of Land	X	
Closure of Schools (Plan)	X	
Open Burning	X	
Variances Under the Clean Air Act	X	
Issuance, Renewal, Revision of Air Operating Permit	X	
Water Quality Certifications	X	
Activities of Fire and Law Enforcement Exempt Construction	X	
Proposal Or Adoption of Rules, Regulations, Resolutions Ordinance or Plan Relating To Procedures and Contains No Standards	X	
Adoption of State Building Codes	X	
Adoption of Noise Ordinances	X	
Installation, Construction, Relocation Of Utilities Except The Following: 1. Communication Towers or Relay Stations 2. Stormwater, Water and Sewer with lines > 8 inches 3. Electrical Facilities and Lines > 55,000 Volts	X <sup>1</sup>	
Grants Of Franchise By Agencies To Utilities	X	
Class I, II, II Forest Practice Permits/Regulations	X	
Recreational Sites Development <12 Campsites	X	
Watershed Restoration Projects Pursuant To a Restoration Plan	X	
Microcell Attached To Structure– No Residence or School On-site	X	
Personal Wireless Service Antennas Attached To Structure– No Residence or School On-site And in a Commercial, Industrial, Forest or Agricultural Zone.	X	
Personal Wireless Service Tower <60 Feet In a Commercial, Industrial, Forest or Agricultural Zone.	X	

<sup>1</sup> Applies to land not covered by water.

<sup>2</sup> Under section 197-11-305 WAC, each County/City may adopt provisions to exclude exemptions listed in 197-11-800 for those sites listed in Critical Areas.

<sup>3</sup> Some utility replacements are non exempt. See WAC for specifics (i.e. replacement of transmission line for natural gas is not exempt).

**APPENDIX C**

**ADDITIONAL ENVIRONMENTAL FORMS**

**EXAMPLES ONLY, NOT OFFICIALLY ADOPTED**



**SEPA ENVIRONMENTAL IMPACT STATEMENT  
ADMINISTRATIVE AGREEMENT (EXAMPLE ONLY)**

THIS AGREEMENT, made and entered into by and between: Spokane County, a unit of local government of the State of Washington, having offices for the transaction of business at West 1116 Broadway, Spokane, Washington 99260, hereinafter referred to as the "Agency"; \_\_\_\_\_, having offices for the transaction of business at \_\_\_\_\_, hereinafter referred to as the "Consultant"; and \_\_\_\_\_, having offices for the transaction of business at \_\_\_\_\_, hereinafter referred to as the "Applicant"; all jointly hereinafter referred to as the "Parties";

**WITNESSETH:**

WHEREAS, pursuant to the State Environmental Policy Act of 1971, as amended, and the Washington Administrative Code, Chapter 197-11, the Agency has prepared and adopted local SEPA rules, and

WHEREAS, pursuant to these rules, when an environmental impact statement is required for a private proposal, the Agency will select a consultant and direct the production thereof and require that the Applicant reimburse the Agency for certain costs as stipulated in the Spokane Environmental Ordinance which are related to the ~~production~~ preparation of the draft EIS, review of comment responses, preparation of the final EIS and public hearings, as well as certain miscellaneous operating costs; and

WHEREAS, the Applicant hereinabove has agreed to undertake the preparation of an EIS through the Agency's selection of a Consultant, and in conjunction therewith desires to formalize with the Agency his obligation to reimburse the Agency for the cost of the consultant and certain administrative costs in conjunction with the preparation of the draft EIS, comments on the same and preparation of the final EIS; and

WHEREAS, the Applicant recognizes that the Consultant works under the direction of the Agency and that the EIS may well contain information, project alternatives and mitigating measures resulting in conditions of project approval deemed undesirable by the Applicant or that project denial may actually occur;

NOW, THEREFORE, for and in consideration of the mutual promises set forth hereinafter, the parties hereto do agree as follows.

1. The Applicant recognizes his responsibility and legal obligation to assist the Agency in the full production of an EIS through the Agency's selection of a Consultant, as set forth within the Agency's SEPA rules for the following-described project:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_,  
hereinafter referred to as the "Proposal."

2. The parties recognize the Consultant-Agency relationship and that the EIS is being prepared as much or more with the enhancement of the environment and general well-being of the public in mind as with the Applicant's interests and well-being.
3. The Parties recognize that the Agency, pursuant to its SEPA rules, shall recover from the Applicant such costs incurred by the Agency in administering (1) the preparation of the draft EIS and/or SDEIS for the proposal; (2) the review comment responses related to the draft EIS and/or SDEIS for the proposal; (3) public hearing-related costs; (4) the preparation of the final EIS and/or SDEIS for the proposal and (5) miscellaneous operating costs

which the Agency shall perform in conjunction with the above administrative functions, either as a result of state laws, agency ordinances or at the request of the Applicant.

4. The basis for all charges in paragraph 3 hereinabove shall be as follows.
  - a. Upper-level staff time will be at the hourly rate paid to agency staff members providing such services. In computing the hourly rate, all fringe benefits will be included.
  - b. Miscellaneous operating costs shall be those costs actually incurred by the Agency in production and circulation of the EIS, including but not necessarily limited to, other department (within the Agency) employees' salaries (computed in the manner set forth in subparagraph a above), actual costs of materials (paper, stamps and envelopes) and/or miscellaneous expenses.
5. The applicant shall deposit an initial amount of \_\_\_\_\_ with the responsible official for the Agency for payment of all costs as set forth in paragraph 3. The responsible official for the Agency, after receiving the monies, will transmit said monies to the Agency Treasurer, who will deposit the monies in the Agency Current Expense Fund. The responsible official shall maintain a separate ledger of expenses for this proposal. No agency staff member will participate with the Applicant or the Consultant in the administrative responsibilities of the Agency as the Lead Agency pursuant to the agency SEPA rules until the Applicant has signed this agreement and deposited with the Agency said initial deposit amount or such additional monies as provided for herein.

Whenever the ledger account set up pursuant to the terms of this agreement declines from the \_\_\_\_\_ deposited to an amount of \_\_\_\_\_, the Applicant agrees upon request to deposit an additional sum of \_\_\_\_\_ which shall be deposited in the same manner as the initial deposit. This process shall be repeated as often as necessary.

The Agency reserves the right to cease production of and/or to not issue the DEIS or FEIS in the event of nonpayment of the above fees.

If, after completion of the functions called for within the agency SEPA rules by the Agency, there still remains money on account for the proposal, the Agency shall pay over all remaining monies to the Applicant.

IN WITNESS WHEREOF, the parties hereto have caused this agreement to be executed on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

BOARD OF SPOKANE  
COUNTY COMMISSIONERS

\_\_\_\_\_

\_\_\_\_\_  
Consultant Name

\_\_\_\_\_

\_\_\_\_\_  
Consultant Signature

\_\_\_\_\_

\_\_\_\_\_  
Applicant Name

ATTEST: \_\_\_\_\_

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
(Title)

**MITIGATED DETERMINATION OF NONSIGNIFICANCE "MDNS"  
(EXAMPLE ONLY)**

**FILE NO(S):**

**DESCRIPTION OF PROPOSAL:**

**PUBLIC HEARING SCHEDULED FOR:**

**PROPONENT:**

**LOCATION OF PROPOSAL, INCLUDING STREET ADDRESS, IF ANY:**

**LEAD AGENCY: SPOKANE COUNTY**

The lead agency for this proposal has determined that it does not have a probable significant adverse impact on the environment if mitigated as stipulated below. An Environmental Impact Statement (EIS) is not required under RCW 43.21C.030(2)(c). This decision was made after review of a completed environmental checklist and other information on file with the lead agency. This information is available to the public on request.

- ( ) There is no comment period for this MDNS; pursuant to WAC 197-11-350 (1).
- ( ) This MDNS is issued under WAC 197-11-350 (2); the lead agency will not act on this proposal for at least 15 days from the date issued (below). Comments regarding this MDNS must be submitted no later than 4:00 p.m., \_\_\_\_\_, 20\_\_\_\_, if they are intended to alter the MDNS.

**MITIGATING MEASURES:**

- 1.
- 2.
- 3.

I acknowledge the above mitigating measures to be modifications and adjustments to the above described proposal and warrant that I will not oppose, object to or contest these measures in the future.

Date: \_\_\_\_\_ Printed/Typed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

\*\*\*\*\*

**Responsible Official:** JIM MANSON by \_\_\_\_\_

**Position/Title:** \_\_\_\_\_ **Phone:** (509) 477-3675

**Address:** West 1026 Broadway, Spokane, WA 99260

**Date Issued:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

\*\*\*\*\*

**APPEAL OF THIS DETERMINATION**, after it becomes final, may be made to the Spokane County Hearing Examiner, West 1026 Broadway, Spokane, WA 99260. The appeal deadline is ten (10) calendar days after the signing of the Decision. This appeal must be written and make specific factual objections. Contact the Division of Building & Code Enforcement for assistance with the specifics of a SEPA appeal.

\*\*\*\*\*

A copy of the MDNS was mailed to:

## APPENDIX D

### SUMMARY OF SEPA PROCESS

<b>Is SEPA required?</b>	Is the entire proposal defined?	WAC 197-11-060
	Is there an agency "action"?	WAC 197-11-704
	Is the action "categorically exempt"?	11.10.070, 11.10.080, 11.10.180 and 11.190
	Has SEPA already been completed?	WAC 197-11-164, and 11.10.150 and 11.10.160
<b>Who is lead agency?</b>	Identify the "lead agency."	11.10.040 through 11.10.055
<b>Are there likely to be impacts?</b>	Review the checklist and identify likely significant adverse environmental impacts.	WAC 197-11-330
<b>Are there existing documents that analyze the impacts?</b>	Identify documents that analyze probable impacts of the proposal.	WAC 197-11-600 and 330(2)(a)
<b>Can impacts be mitigated?</b>	Identify mitigation required by development regulations, and other local and state laws.	WAC 197-11-158, and 11.10.100
	Is the applicant willing to change the proposal to reduce impacts?	11.10.100
	Consider using SEPA substantive authority for other impacts not adequately addressed.	11.10.160
<b>After application of identified mitigation, is the proposal likely to have any significant adverse environmental impact?</b>	If not, issue a determination of non-significance (which may include mitigation measures).	WAC 197-11-340, 350, and 355
	If yes, issue a determination of significance, and either include an adoption notice or begin the EIS process.	WAC 197-11-360 and 11.10.120 through 11.10.126
<b>How is SEPA used in decision making?</b>	Mitigation under SEPA must be included as permit conditions, or in changes to permit applications for the proposal.	11.10.160

## APPENDIX D

<b>decision-making?</b>	Projects may be denied if identified significant adverse impacts cannot be mitigated.	11.10.160
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### SEPA PUBLIC INVOLVEMENT REQUIREMENTS

DOCUMENT	Comment Period?	Public Notice?	Distribution ?	
Determination of non-significance (DNS)	14-day comment period may be required	If comment period required	If comment period required	See WAC 197-11-340(2) for criteria on whether a comment period is required
Mitigated DNS	14 days	Yes	Yes	WAC 197-11-340 and 350
Optional DNS process  Notice with the notice of application (NOA)  DNS issued after NOA	Combined with NOA (14 to 30 days)  Optional 14 days	Yes  If a comment period is given	Yes  Yes	WAC 197-11-355
DNS integrated with GMA planning document	Combined with GMA document (14 to 60 days)	Yes	Yes	WAC 197-11-230(1) and (4)
Modified DNS	No	No	Yes	WAC 197-11-340(2)(f)
DNS after withdrawal of a DS	14 days	Yes	Yes	WAC 197-11-360(4) and 340(2)(iv)
Determination of significance (DS) with Scoping notice	21 days, up to 30 days for "expanded scoping"	Yes	Yes	WAC 197-11-360, 408, and 410
DS/Scoping notice	Combined with NOA (14	Yes	Yes	WAC 197-11-408

**APPENDIX D**

with NOA	to 30 days)			
Draft environmental impact statement (EIS)	30 days, with possible 15-day extension	Yes	Yes	WAC 197-11-455

**APPENDIX D**

**(CONTINUED)**

<b>DOCUMENT</b>	<b>Comment Period?</b>	<b>Public Notice?</b>	<b>Distribution ?</b>	
Draft EIS integrated with GMA planning document	Combined with GMA document (30 to 60 days)	Yes	Yes	WAC 197-11-230(1) and (4)
Supplemental draft EIS	30 days, with possible 15-day extension	Yes	Yes	WAC 197-11-620(1) and 455
Final EIS	No, but a 7-day waiting period is required before agency action	No	Yes	WAC 197-11-460
Final supplemental EIS	No, but 7-day wait	No	Yes	WAC 197-11-620(1) and 460
Final EIS integrated with GMA planning document	No, and no 7-day wait	No	Yes	WAC 197-11-230(5)
Adoption Notice with DNS	14-day comment period may be required	If comment period required	If comment period required	WAC 197-11-340(2) and 630
Adoption notice with DS	No, but 7-day wait is required	No	Yes	WAC 197-11-630(3)
Addendum to a DNS	No	No	Encouraged	WAC 197-11-625(5)
Addendum to a EIS	No	No	May be required, always encouraged	See WAC 197-11-625 for criteria requiring distribution

Agencies may extend any comment period for their own proposals, WAC 197-11-050(7).



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**SPOKANE COUNTY  
STATE ENVIRONMENTAL POLICY ACT (SEPA) ADMINISTRATION  
2002 FEE SCHEDULE**

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This fee schedule is adopted by Spokane County pursuant to 11.10.200 and chapter 197-11-914 WAC. The fee schedule is adopted by resolution of the Board of County Commissioners and is not part of the Spokane Environmental Ordinance.

**PART A – FEE TABLE**

**Environmental (SEPA) Review Fees**

A minimum deposit equal to \_\_\_\_\_ may be required from which the following environmental review fees shall be withdrawn. If the deposit falls below a sum equal to the minimum fee plus twice the hourly rate, an additional deposit may be required. Alternatively, the applicant may be billed directly for time in excess of one (1) hour review time.

- |   |                                |
|---|--------------------------------|
| 1. Threshold Determination (DNS/MDNS/DS).....                 | \$75 minimum plus hourly rate* |
| 2. Review of Special Studies for Threshold Determination..... | hourly rate*                   |
| 3. Published legal notice in the newspaper when required..... | actual cost                    |

\*Current hourly rate is \$74

**Preparation of an Environmental Impact Statement (EIS)**

Preparation of an Environmental Impact Statement shall be charged at the actual cost to the department including consultant cost, administrative costs and cost of review by other county departments and governmental agencies.

**Appeal**

Administrative appeal.....	\$262
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**PART B – FEE ADMINISTRATION**

1. Each action listed above will constitute a separate action for which a fee will be collected.
2. All minimum fees and deposits will be paid at the time of application. Hourly rate fees will be paid from the required deposit and/or billed to the applicant directly and paid before a final decision is made or findings signed.
3. Hourly rate for review shall be to reimburse any staff time required to complete a checklist beyond one (1) hour.
4. Hourly rates will be rounded to the nearest 1-hour except for hours less than ½, which will be computed as ½ hour.

5. Annual Modification of Fee Schedule. Minimum fees, hourly rates and minimum deposits shall be administratively adjusted annually based on the Consumer Price Index West B/C for population sizes of 1,500,000 and under (its base is December 1996 at 100), and other reasonable considerations agree to by the Divisions of Public Works Directors. Modifications shall take place January 1 of each year.
6. The fee for an administrative appeal of a threshold determination shall be automatically adjusted annually based on the Consumer Price Index West B/C for population sizes of 1,500,000 and under (its base is December 1996 at 100), and should be consistent with the Division of Planning's fee for an appeal of an administrative decision to the Hearing Examiner.
7. Minimum deposit for the administrative costs of preparing an Environmental Impact Statement on a private project shall be \$800. If the deposit falls below \$100, additional increments will be required. Administrative costs for preparing an Environmental Impact Statement shall be exempt from the annual modification of fee schedule.
8. Minimum deposit for consultant costs and cost of review on private projects shall be computed based on the agreement for the consultant selected to prepare the Environmental Impact Statement.
9. The responsible official may authorize refunding any fee paid pursuant to this fee schedule which was erroneously paid or collected.