



WASHINGTON STATE

Joint Aquatic Resources Permit Application (JARPA) Form^{1,2}

USE BLACK OR BLUE INK TO ENTER ANSWERS IN THE WHITE SPACES BELOW.



US Army Corps
of Engineers®
Seattle District

AGENCY USE ONLY

Date received: _____

Agency reference #: _____

Tax Parcel #(s): _____

Part 1–Project Identification

1. Project Name (A name for your project that you create. Examples: Smith's Dock or Seabrook Lane Development) [\[help\]](#)

Part 2–Applicant

The person and/or organization responsible for the project. [\[help\]](#)

2a. Name (Last, First, Middle)

2b. Organization (If applicable)

2c. Mailing Address (Street or PO Box)

2d. City, State, Zip

2e. Phone (1)

2f. Phone (2)

2g. Fax

2h. E-mail

()

()

()

¹Additional forms may be required for the following permits:

- If your project may qualify for Department of the Army authorization through a Regional General Permit (RGP), contact the U.S. Army Corps of Engineers for application information (206) 764-3495.
- If your project might affect species listed under the Endangered Species Act, you will need to fill out a Specific Project Information Form (SPIF) or prepare a Biological Evaluation. Forms can be found at http://www.nws.usace.army.mil/PublicMenu/Menu.cfm?siteName=REG&pageName=mainpage_ESA
- Not all cities and counties accept the JARPA for their local Shoreline permits. If you need a Shoreline permit, contact the appropriate city or county government to make sure they accept the JARPA.

²To access an online JARPA form with [\[help\]](#) screens, go to http://www.epermitting.wa.gov/site/alias_resourcecenter/jarpa_jarpa_form/9984/jarpa_form.aspx.

For other help, contact the Governor's Office of Regulatory Assistance at 1-800-917-0043 or help@ora.wa.gov.

Part 3–Authorized Agent or Contact

Person authorized to represent the applicant about the project. (Note: Authorized agent(s) must sign 11b of this application.) [\[help\]](#)

3a. Name (Last, First, Middle)			
3b. Organization (If applicable)			
3c. Mailing Address (Street or PO Box)			
3d. City, State, Zip			
3e. Phone (1)	3f. Phone (2)	3g. Fax	3h. E-mail
()	()	()	

Part 4–Property Owner(s)

Contact information for people or organizations owning the property(ies) where the project will occur. Consider both **upland and aquatic** ownership because the upland owners may not own the adjacent aquatic land. [\[help\]](#)

- ☐ Same as applicant. (Skip to Part 5.)
- ☐ Repair or maintenance activities on existing rights-of-way or easements. (Skip to Part 5.)
- ☐ There are multiple upland property owners. Complete the section below and fill out [JARPA Attachment A](#) for each additional property owner.
- ☐ Your project is on Department of Natural Resources (DNR)-managed aquatic lands. If you don't know, contact the DNR at (360) 902-1100 to determine aquatic land ownership. If yes, complete [JARPA Attachment E](#) to apply for the Aquatic Use Authorization.

4a. Name (Last, First, Middle)			
4b. Organization (If applicable)			
4c. Mailing Address (Street or PO Box)			
4d. City, State, Zip			
4e. Phone (1)	4f. Phone (2)	4g. Fax	4h. E-mail
()	()	()	

Part 5–Project Location(s)

Identifying information about the property or properties where the project will occur. [\[help\]](#)

- ☐ There are multiple project locations (e.g. linear projects). Complete the section below and use [JARPA Attachment B](#) for each additional project location.

5a. Indicate the type of ownership of the property. (Check all that apply.) [help]			
<input type="checkbox"/> Private <input type="checkbox"/> Federal <input type="checkbox"/> Publicly owned (state, county, city, special districts like schools, ports, etc.) <input type="checkbox"/> Tribal <input type="checkbox"/> Department of Natural Resources (DNR) – managed aquatic lands (Complete JARPA Attachment E)			
5b. Street Address (Cannot be a PO Box. If there is no address, provide other location information in 5p.) [help]			
5c. City, State, Zip (If the project is not in a city or town, provide the name of the nearest city or town.) [help]			
5d. County [help]			
5e. Provide the section, township, and range for the project location. [help]			
¼ Section	Section	Township	Range
5f. Provide the latitude and longitude of the project location. [help]			
<ul style="list-style-type: none"> Example: 47.03922 N lat. / -122.89142 W long. (Use decimal degrees - NAD 83) 			
5g. List the tax parcel number(s) for the project location. [help]			
<ul style="list-style-type: none"> The local county assessor's office can provide this information. 			
5h. Contact information for all adjoining property owners. (If you need more space, use JARPA Attachment C.) [help]			
Name	Mailing Address	Tax Parcel # (if known)	

5i. List all wetlands on or adjacent to the project location. [\[help\]](#)

5j. List all waterbodies (other than wetlands) on or adjacent to the project location. [\[help\]](#)

5k. Is any part of the project area within a 100-year floodplain? [\[help\]](#)

☐ Yes ☐ No ☐ Don't know

5l. Briefly describe the vegetation and habitat conditions on the property. [\[help\]](#)

5m. Describe how the property is currently used. [\[help\]](#)

5n. Describe how the adjacent properties are currently used. [\[help\]](#)

5o. Describe the structures (above and below ground) on the property, including their purpose(s) and current condition. [\[help\]](#)

5p. Provide driving directions from the closest highway to the project location, and attach a map. [\[help\]](#)

Part 6—Project Description

6a. Briefly summarize the overall project. You can provide more detail in 6b. [\[help\]](#)

6b. Describe the purpose of the project and why you want or need to perform it. [\[help\]](#)

6c. Indicate the project category. (Check all that apply) [\[help\]](#)

- ☐ Commercial
 ☐ Residential
 ☐ Institutional
 ☐ Transportation
 ☐ Recreational
☐ Maintenance
 ☐ Environmental Enhancement

6d. Indicate the major elements of your project. (Check all that apply) [\[help\]](#)

- | | | | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Aquaculture
<input type="checkbox"/> Bank Stabilization
<input type="checkbox"/> Boat House
<input type="checkbox"/> Boat Launch
<input type="checkbox"/> Boat Lift
<input type="checkbox"/> Bridge
<input type="checkbox"/> Bulkhead
<input type="checkbox"/> Buoy
<input type="checkbox"/> Channel Modification | <input type="checkbox"/> Culvert
<input type="checkbox"/> Dam / Weir
<input type="checkbox"/> Dike / Levee / Jetty
<input type="checkbox"/> Ditch
<input type="checkbox"/> Dock / Pier
<input type="checkbox"/> Dredging
<input type="checkbox"/> Fence
<input type="checkbox"/> Ferry Terminal
<input type="checkbox"/> Fishway | <input type="checkbox"/> Float
<input type="checkbox"/> Floating Home
<input type="checkbox"/> Geotechnical Survey
<input type="checkbox"/> Land Clearing
<input type="checkbox"/> Marina / Moorage
<input type="checkbox"/> Mining
<input type="checkbox"/> Outfall Structure
<input type="checkbox"/> Piling/Dolphin
<input type="checkbox"/> Raft | <input type="checkbox"/> Retaining Wall (upland)
<input type="checkbox"/> Road
<input type="checkbox"/> Scientific Measurement Device
<input type="checkbox"/> Stairs
<input type="checkbox"/> Stormwater facility
<input type="checkbox"/> Swimming Pool
<input type="checkbox"/> Utility Line |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

☐ Other:

6e. Describe how you plan to construct each project element checked in 6d. Include specific construction methods and equipment to be used. [\[help\]](#)

- Identify where each element will occur in relation to the nearest waterbody.
- Indicate which activities are within the 100-year floodplain.

6f. What are the anticipated start and end dates for project construction? (Month/Year) [\[help\]](#)

- If the project will be constructed in phases or stages, use [JARPA Attachment D](#) to list the start and end dates of each phase or stage.

Start date: _____ End date: _____ ☐ See JARPA Attachment D

6g. Fair market value of the project, including materials, labor, machine rentals, etc. [\[help\]](#)

6h. Will any portion of the project receive federal funding? [\[help\]](#)

- If yes, list each agency providing funds.

☐ Yes ☐ No ☐ Don't know

Part 7–Wetlands: Impacts and Mitigation

☐ Check here if there are wetlands or wetland buffers on or adjacent to the project area.
(If there are none, skip to Part 8.) [\[help\]](#)

7a. Describe how the project has been designed to avoid and minimize adverse impacts to wetlands. [\[help\]](#)

☐ Not applicable

7b. Will the project impact wetlands? [\[help\]](#)

☐ Yes ☐ No ☐ Don't know

7c. Will the project impact wetland buffers? [help]						
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't know						
7d. Has a wetland delineation report been prepared? [help]						
<ul style="list-style-type: none"> • If Yes, submit the report, including data sheets, with the JARPA package. 						
<input type="checkbox"/> Yes <input type="checkbox"/> No						
7e. Have the wetlands been rated using the Western Washington or Eastern Washington Wetland Rating System? [help]						
<ul style="list-style-type: none"> • If Yes, submit the wetland rating forms and figures with the JARPA package. 						
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't know						
7f. Have you prepared a mitigation plan to compensate for any adverse impacts to wetlands? [help]						
<ul style="list-style-type: none"> • If Yes, submit the plan with the JARPA package and answer 7g. • If No, or Not applicable, explain below why a mitigation plan should not be required. 						
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable						
7g. Summarize what the mitigation plan is meant to accomplish, and describe how a watershed approach was used to design the plan. [help]						
7h. Use the table below to list the type and rating of each wetland impacted, the extent and duration of the impact, and the type and amount of mitigation proposed. Or if you are submitting a mitigation plan with a similar table, you can state (below) where we can find this information in the plan. [help]						
Activity (fill, drain, excavate, flood, etc.)	Wetland Name ¹	Wetland type and rating category ²	Impact area (sq. ft. or Acres)	Duration of impact ³	Proposed mitigation type ⁴	Wetland mitigation area (sq. ft. or acres)
¹ If no official name for the wetland exists, create a unique name (such as "Wetland 1"). The name should be consistent with other project documents, such as a wetland delineation report. ² Ecology wetland category based on current Western Washington or Eastern Washington Wetland Rating System. Provide the wetland rating forms with the JARPA package. ³ Indicate the days, months or years the wetland will be measurably impacted by the activity. Enter "permanent" if applicable. ⁴ Creation (C), Re-establishment/Rehabilitation (R), Enhancement (E), Preservation (P), Mitigation Bank/In-lieu fee (B)						
Page number(s) for similar information in the mitigation plan, if available: _____						

7i. For all filling activities identified in 7h, describe the source and nature of the fill material, the amount in cubic yards that will be used, and how and where it will be placed into the wetland. [\[help\]](#)

7j. For all excavating activities identified in 7h, describe the excavation method, type and amount of material in cubic yards you will remove, and where the material will be disposed. [\[help\]](#)

Part 8–Waterbodies (other than wetlands): Impacts and Mitigation

In Part 8, “waterbodies” refers to non-wetland waterbodies. (See Part 7 for information related to wetlands.) [\[help\]](#)

☐ Check here if there are waterbodies on or adjacent to the project area. (If there are none, skip to Part 9.)

8a. Describe how the project is designed to avoid and minimize adverse impacts to the aquatic environment. [\[help\]](#)

☐ Not applicable

8b. Will your project impact a waterbody or the area around a waterbody? [\[help\]](#)

☐ Yes ☐ No

8c. Have you prepared a mitigation plan to compensate for the project's adverse impacts to non-wetland waterbodies? [\[help\]](#)

- **If Yes**, submit the plan with the JARPA package and answer 8d.
- **If No, or Not applicable**, explain below why a mitigation plan should not be required.

☐ Yes ☐ No ☐ Not applicable

8d. Summarize what the mitigation plan is meant to accomplish. Describe how a watershed approach was used to design the plan.

- If you already completed 7g you do not need to restate your answer here. [\[help\]](#)

8e. Summarize impact(s) to each waterbody in the table below. [\[help\]](#)

Activity (clear, dredge, fill, pile drive, etc.)	Waterbody name ¹	Impact location ²	Duration of impact ³	Amount of material (cubic yards) to be placed in or removed from waterbody	Area (sq. ft. or linear ft.) of waterbody directly affected

¹ If no official name for the waterbody exists, create a unique name (such as "Stream 1") The name should be consistent with other documents provided.

² Indicate whether the impact will occur in or adjacent to the waterbody. If adjacent, provide the distance between the impact and the waterbody and indicate whether the impact will occur within the 100-year flood plain.

³ Indicate the days, months or years the waterbody will be measurably impacted by the work. Enter "permanent" if applicable.

8f. For all activities identified in 8e, describe the source and nature of the fill material, amount (in cubic yards) you will use, and how and where it will be placed into the waterbody. [\[help\]](#)

8g. For all excavating or dredging activities identified in 8e, describe the method for excavating or dredging, type and amount of material you will remove, and where the material will be disposed. [\[help\]](#)

Part 9—Additional Information

Any additional information you can provide helps the reviewer(s) understand your project. Complete as much of this section as you can. It is ok if you cannot answer a question.

9a. If you have already worked with any government agencies on this project, list them below. [\[help\]](#)

Agency Name	Contact Name	Phone	Most Recent Date of Contact
		()	
		()	
		()	

9b. Are any of the wetlands or waterbodies identified in Part 7 or Part 8 of this JARPA on the Washington Department of Ecology's 303(d) List? [\[help\]](#)

- If **Yes**, list the parameter(s) below.
- If you don't know, use Washington Department of Ecology's Water Quality Assessment tools at: <http://www.ecy.wa.gov/programs/wq/303d/>.

☐ Yes ☐ No

9c. What U.S. Geological Survey Hydrological Unit Code (HUC) is the project in? [\[help\]](#)

- Go to <http://cfpub.epa.gov/surf/locate/index.cfm> to help identify the HUC.

9d. What Water Resource Inventory Area Number (WRIA #) is the project in? [\[help\]](#)

- Go to <http://www.ecy.wa.gov/services/gis/maps/wria/wria.htm> to find the WRIA #.

<p>9e. Will the in-water construction work comply with the State of Washington water quality standards for turbidity? [help]</p> <ul style="list-style-type: none"> Go to http://www.ecy.wa.gov/programs/wq/swqs/criteria.html for the standards. <p> <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable </p>
<p>9f. If the project is within the jurisdiction of the Shoreline Management Act, what is the local shoreline environment designation? [help]</p> <ul style="list-style-type: none"> If you don't know, contact the local planning department. For more information, go to: http://www.ecy.wa.gov/programs/sea/sma/laws_rules/173-26/211_designations.html. <p> <input type="checkbox"/> Rural <input type="checkbox"/> Urban <input type="checkbox"/> Natural <input type="checkbox"/> Aquatic <input type="checkbox"/> Conservancy <input type="checkbox"/> Other _____ </p>
<p>9g. What is the Washington Department of Natural Resources Water Type? [help]</p> <ul style="list-style-type: none"> Go to http://www.dnr.wa.gov/BusinessPermits/Topics/ForestPracticesApplications/Pages/fp_watertyping.aspx for the Forest Practices Water Typing System. <p> <input type="checkbox"/> Shoreline <input type="checkbox"/> Fish <input type="checkbox"/> Non-Fish Perennial <input type="checkbox"/> Non-Fish Seasonal </p>
<p>9h. Will this project be designed to meet the Washington Department of Ecology's most current stormwater manual? [help]</p> <ul style="list-style-type: none"> If No, provide the name of the manual your project is designed to meet. <p> <input type="checkbox"/> Yes <input type="checkbox"/> No </p> <p>Name of manual:</p>
<p>9i. Does the project site have known contaminated sediment? [help]</p> <ul style="list-style-type: none"> If Yes, please describe below. <p> <input type="checkbox"/> Yes <input type="checkbox"/> No </p> <div style="height: 100px;"></div>
<p>9j. If you know what the property was used for in the past, describe below. [help]</p> <div style="height: 150px;"></div>
<p>9k. Has a cultural resource (archaeological) survey been performed on the project area? [help]</p> <ul style="list-style-type: none"> If Yes, attach it to your JARPA package. <p> <input type="checkbox"/> Yes <input type="checkbox"/> No </p>

9l. Name each species listed under the federal Endangered Species Act that occurs in the vicinity of the project area or might be affected by the proposed work. [\[help\]](#)

9m. Name each species or habitat on the Washington Department of Fish and Wildlife's Priority Habitats and Species List that might be affected by the proposed work. [\[help\]](#)

Part 10–SEPA Compliance and Permits

Use the resources and checklist below to identify the permits you are applying for.

- Online Project Questionnaire at <http://apps.ecy.wa.gov/opas/>.
- Governor's Office of Regulatory Assistance at (800) 917-0043 or help@ora.wa.gov.
- For a list of addresses to send your JARPA to, click on [agency addresses for completed JARPA](#).

10a. Compliance with the State Environmental Policy Act (SEPA). (Check all that apply.) [\[help\]](#)

- For more information about SEPA, go to www.ecy.wa.gov/programs/sea/sepa/e-review.html.

☐ A copy of the SEPA determination or letter of exemption is included with this application.

☐ A SEPA determination is pending with _____ (lead agency). The expected decision date is _____.

☐ I am applying for a Fish Habitat Enhancement Exemption. (Check the box below in 10b.) [\[help\]](#)

☐ This project is exempt (choose type of exemption below).

☐ Categorical Exemption. Under what section of the SEPA administrative code (WAC) is it exempt?

☐ Other: _____

☐ SEPA is pre-empted by federal law.

10b. Indicate the permits you are applying for. (Check all that apply.) [\[help\]](#)

LOCAL GOVERNMENT

Local Government Shoreline permits:

- ☐ Substantial Development ☐ Conditional Use ☐ Variance
☐ Shoreline Exemption Type (explain): _____

Other city/county permits:

- ☐ Floodplain Development Permit ☐ Critical Areas Ordinance

STATE GOVERNMENT

Washington Department of Fish and Wildlife:

- ☐ Hydraulic Project Approval (HPA) ☐ Fish Habitat Enhancement Exemption – [Attach Exemption Form](#)

Effective July 10, 2012, you must submit a check for \$150 to Washington Department of Fish and Wildlife, unless your project qualifies for an exemption or alternative payment method below. **Do not send cash.**

Check the appropriate boxes:

- ☐ \$150 check enclosed. (Check # _____)
Attach check made payable to Washington Department of Fish and Wildlife.
- ☐ Charge to billing account under agreement with WDFW. (Agreement # _____)
- ☐ My project is exempt from the application fee. (Check appropriate exemption)
☐ HPA processing is conducted by applicant-funded WDFW staff.
(Agreement # _____)
- ☐ Mineral prospecting and mining.
- ☐ Project occurs on farm and agricultural land.
(Attach a copy of current land use classification recorded with the county auditor, or other proof of current land use.)
- ☐ Project is a modification of an existing HPA originally applied for, prior to July 10, 2012.
(HPA # _____)

Washington Department of Natural Resources:

- ☐ Aquatic Use Authorization
Complete [JARPA Attachment E](#) and submit a check for \$25 payable to the Washington Department of Natural Resources.
Do not send cash.

Washington Department of Ecology:

- ☐ Section 401 Water Quality Certification

FEDERAL GOVERNMENT

United States Department of the Army permits (U.S. Army Corps of Engineers):

- ☐ Section 404 (discharges into waters of the U.S.) ☐ Section 10 (work in navigable waters)

United States Coast Guard permits:

- ☐ General Bridge Act Permit ☐ Private Aids to Navigation (for non-bridge projects)

Part 11—Authorizing Signatures

Signatures are required before submitting the JARPA package. The JARPA package includes the JARPA form, project plans, photos, etc. [\[help\]](#)

11a. Applicant Signature (required) [\[help\]](#)

I certify that to the best of my knowledge and belief, the information provided in this application is true, complete, and accurate. I also certify that I have the authority to carry out the proposed activities, and I agree to start work only after I have received all necessary permits.

I hereby authorize the agent named in Part 3 of this application to act on my behalf in matters related to this application. _____ (initial)

By initialing here, I state that I have the authority to grant access to the property. I also give my consent to the permitting agencies entering the property where the project is located to inspect the project site or any work related to the project. _____ (initial)

Applicant Printed Name

Applicant Signature

Date

11b. Authorized Agent Signature [\[help\]](#)

I certify that to the best of my knowledge and belief, the information provided in this application is true, complete, and accurate. I also certify that I have the authority to carry out the proposed activities and I agree to start work only after all necessary permits have been issued.

Authorized Agent Printed Name

Authorized Agent Signature

Date

11c. Property Owner Signature (if not applicant). [\[help\]](#)

Not required if project is on existing rights-of-way or easements.

I consent to the permitting agencies entering the property where the project is located to inspect the project site or any work. These inspections shall occur at reasonable times and, if practical, with prior notice to the landowner.

Property Owner Printed Name

Property Owner Signature

Date

18 U.S.C §1001 provides that: Whoever, in any manner within the jurisdiction of any department or agency of the United States knowingly falsifies, conceals, or covers up by any trick, scheme, or device a material fact or makes any false, fictitious, or fraudulent statements or representations or makes or uses any false writing or document knowing same to contain any false, fictitious, or fraudulent statement or entry, shall be fined not more than \$10,000 or imprisoned not more than 5 years or both.

If you require this document in another format, contact the Governor's Office of Regulatory Assistance (ORA) at (800) 917-0043. People with hearing loss can call 711 for Washington Relay Service. People with a speech disability can call (877) 833-6341. ORA publication number: ENV-019-09 rev. 06-12



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Joint Aquatic Resources Permit
Application (JARPA) [\[help\]](#)



US Army Corps
of Engineers
Seattle District

AGENCY USE ONLY

Date received: _____

Agency reference #: _____

Tax Parcel #(s): _____

TO BE COMPLETED BY APPLICANT [\[help\]](#)

Project Name: _____

Attachment A:
For additional property owner(s) [\[help\]](#)

Use this attachment only if you have more than one property owner. Complete one attachment for each additional property owner impacted by the project.

Signatures of property owners are not needed for repair or maintenance activities on existing rights-of-way or easements.

Use black or blue ink to enter answers in white spaces below.

1. Name (Last, First, Middle) and Organization (if applicable)			
2. Mailing Address (Street or PO Box)			
3. City, State, Zip			
4. Phone (1)	5. Phone (2)	6. Fax	7. E-mail
()	()	()	
Address or tax parcel number of property you own:			
Signature of Property Owner			
I consent to the permitting agencies entering the property where the project is located to inspect the project site or any work. These inspections shall occur at reasonable times and, if practical, with prior notice to the landowner.			
Printed Name		Signature	

If you require this document in another format, contact the Governor's Office of Regulatory Assistance (ORA) at (800) 917-0043. People with hearing loss can call 711 for Washington Relay Service. People with a speech disability can call (877) 833-6341. ORA publication number: ENV-020-09 rev. 06-12



WASHINGTON STATE
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AGENCY USE ONLY

Date received: _____

Agency reference #: _____

Tax Parcel #(s): _____

TO BE COMPLETED BY APPLICANT [\[help\]](#)

Project Name: _____

Location Name (if applicable): _____

Attachment B:
For additional project location(s) [\[help\]](#)

Use this attachment only if you have more than one project location.

Use a separate form for each additional location.

Use black or blue ink to enter answers in white spaces below.

1. Indicate the type of ownership of the property. (Check all that apply.) [\[help\]](#)

- ☐ Private
- ☐ Federal
- ☐ Publicly owned (state, county, city, special districts like schools, ports, etc.)
- ☐ Tribal
- ☐ Department of Natural Resources (DNR) – managed aquatic lands (Complete [JARPA Attachment E](#))

2. Street Address (Cannot be a PO Box. If there is no address, provide other location information in 16) [\[help\]](#)

3. City, State, Zip (If the project is not in a city or town, provide the name of the nearest city or town.) [\[help\]](#)

4. County [\[help\]](#)

5. Provide the section, township, and range for the project location. [\[help\]](#)

¼ Section	Section	Township	Range

6. Provide the latitude and longitude of the project location. [\[help\]](#)

- Example: 47.03922 N lat. / -122.89142 W long (Use decimal degrees - NAD 83)

7. List the tax parcel number(s) for the project location. [\[help\]](#)

- The local county assessor's office can provide this information.

8. Contact information for all adjoining property owners. (If you need more space, use [JARPA Attachment C.](#)) [\[help\]](#)

Name	Mailing Address	Tax Parcel # (if known)

9. List all wetlands on or adjacent to the project location. [\[help\]](#)

--

10. List all waterbodies (other than wetlands) on or adjacent to the project location. [\[help\]](#)

--

11. Is any part of the project area within a 100-year flood plain? [\[help\]](#)

☐ Yes ☐ No ☐ Don't know

12. Briefly describe the vegetation and habitat conditions on the property. [\[help\]](#)

--

13. Describe how the property is currently used. [\[help\]](#)

--

14. Describe how the adjacent properties are currently used. [\[help\]](#)

15. Describe the structures (above and below ground) on the property, including their purpose(s). [\[help\]](#)

16. Provide driving directions from the closest highway to the project location, and attach a map. [\[help\]](#)

If you require this document in another format, contact the Governor's Office of Regulatory Assistance (ORA) at (800) 917-0043. People with hearing loss can call 711 for Washington Relay Service. People with a speech disability can call (877) 833-6341. ORA publication number ENV 021-09 rev. 06-12



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Attachment C:
Contact information for adjoining
property owners. [\[help\]](#)

Use this attachment only if you have more than four adjoining property owners.

AGENCY USE ONLY

Date received: _____

Agency reference #: _____

Tax Parcel #(s): _____

TO BE COMPLETED BY APPLICANT [\[help\]](#)

Project Name: _____

Location Name (if applicable): _____

Use black or blue ink to enter answers in white spaces below.

1. Contact information for all adjoining property owners. [\[help\]](#)

Name	Mailing Address	Tax Parcel # (if known)

If you require this document in another format, contact the Governor's Office of Regulatory Assistance (ORA) at (800) 917-0043. People with hearing loss can call 711 for Washington Relay Service. People with a speech disability can call (877) 833-6341. ORA publication number: ENV-022-09 rev. 06-12



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Attachment D:
Construction sequence [\[help\]](#)

Use this attachment only if your project will be constructed in phases or stages. Complete the outline showing the construction sequence and timing of activities, including the start and end dates of each phase or stage.

Use black or blue ink to enter answers in white spaces below.

Phase or Stage	Start Date	End Date	Activity Description

AGENCY USE ONLY

Date received:

Agency reference #: _____

Tax Parcel #(s): _____

TO BE COMPLETED BY APPLICANT [\[help\]](#)

Project Name: _____

If you require this document in another format, contact the Governor's Office of Regulatory Assistance (ORA) at (800) 917-0043. People with hearing loss can call 711 for Washington Relay Service. People with a speech disability can call (877) 833-6341. ORA publication number: ENV-023-09 rev. 06-12



US Army Corps
of Engineers
Seattle District

WASHINGTON STATE
Joint Aquatic Resources Permit
Application (JARPA) [\[help\]](#)

Attachment E:
Aquatic Use Authorization on
Department of Natural Resources
(DNR)-managed aquatic lands [\[help\]](#)

AGENCY USE ONLY

Date received: _____; ☐ Town
☐ Application Fee Received; ☐ Fee N/A
☐ New Application; ☐ Renewal Application
Type/Prefix #: _____; NaturE Use Code: _____
LM Initials & BP#: _____
RE Assets Finance BP#: _____
New Application Number: _____
Trust(s): _____; County: _____
AQR Plate #(s): _____
Gov Lot #(s): _____
Tax Parcel #(s): _____

Complete this attachment and submit it with the completed JARPA form only if you are applying for an Aquatic Use Authorization with DNR. Call (360) 902-1100 or visit www.bit.ly/dnr_aquatic_lease for more information.

- DNR recommends you discuss your proposal with a DNR land manager before applying for regulatory permits. Contact your regional land manager for more information on potential permit and survey requirements. You can find your regional land manager by calling (360) 902-1100 or going to http://www.dnr.wa.gov/Publications/aqr_land_manager_map.pdf. [\[help\]](#)
- The applicant may not begin work on DNR managed aquatic lands until DNR grants an Aquatic Use Authorization.
- Include a \$25 non-refundable application processing fee, payable to the "Washington Department of Natural Resources." (Contact your Land Manager to determine if and when you are required to pay this fee.) [\[help\]](#)

DNR may reject the application at any time prior to issuing the applicant an Aquatic Use Authorization. [\[help\]](#)

1. Applicant Name (Last, First, Middle)	
2. Organization Name (If applicable)	
3. Which of the following applies to Applicant? Check one and, if applicable, attach the written authority – bylaws, power of attorney, etc. [help]	
<input type="checkbox"/> Corporation <input type="checkbox"/> Limited Partnership <input type="checkbox"/> General Partnership <input type="checkbox"/> Limited Liability Company Home State of Registration: _____	<input type="checkbox"/> Individual <input type="checkbox"/> Marital Community (Identify spouse): _____ <input type="checkbox"/> Government Agency <input type="checkbox"/> Other (Please Explain): _____

4. Washington UBI (Unified Business Identifier) number, if applicable: [help]
5. Are you aware of any existing or previously expired Aquatic Use Authorizations at the project location?
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't know If Yes, Authorization number(s): _____
6. Do you intend to sublease the property to someone else?
<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, contact your Land Manager to discuss subleasing.
7. If fill material was used previously on DNR-managed aquatic lands, describe below the type of fill material and the purpose for using it. [help]

To be completed by DNR and a copy returned to the applicant.

Signature for projects on DNR-managed aquatic lands:

Applicant must obtain the signature of DNR Aquatics District Manager OR Assistant Division Manager if the project is located on DNR-managed aquatic lands.

I, a designated representative of the Dept. of Natural Resources, am aware that the project is being proposed on Dept. of Natural Resources-managed aquatic lands and agree that the applicant or his/her representative may pursue the necessary regulatory permits. My signature does not authorize the use of DNR-managed aquatic lands for this project.

Printed Name	Signature	
Dept. of Natural Resources	Dept. of Natural Resources	Date
District Manager or Assistant Division Manager	District Manager or Assistant Division Manager	

If you require this document in another format, contact the Governor's Office of Regulatory Assistance (ORA) at (800) 917-0043. People with hearing loss can call 711 for Washington Relay Service. People with a speech disability can call (877) 833-6341. ORA Publication ENV-049-12



WASHINGTON STATE Joint Aquatic Resources Permit Application (JARPA) Form

Instruction A: Completing JARPA Revision 2012.1

I. Purpose of the JARPA

Joint Aquatic Resource Permit Application (JARPA) -- To streamline the environmental permitting process, multiple regulatory agencies joined forces to create one application people can use to apply for more than one permit at a time. The JARPA form can be found at www.epermitting.wa.gov and can be used to apply for the following permits and approvals:

Federal

- U.S. Army Corps of Engineers (Corps) Section 10 Permit
- U.S. Army Corps of Engineers (Corps) Section 404 Permit
- U.S. Coast Guard (USCG) General Bridge Permit
- U.S. Coast Guard (USCG) Private Aids to Navigation Permit

State

- Washington Department of Ecology (Ecology) 401 Water Quality Certifications
- Washington Department of Fish and Wildlife (WDFW) Hydraulic Project Approval
- Washington Department of Natural Resources (DNR) Aquatic Use Authorizations for State-Owned Aquatic Land

Local (City or County)

- Shoreline Conditional Use Permit
- Shoreline Substantial Development Permit
- Shoreline Variance
- Shoreline Exemption
- Shoreline Revision

II. Preparing and Submitting the JARPA

A. Before You Start →

1. Make sure you have a clear plan for your project.
2. Contact your local city or county government. Not all cities and counties accept the JARPA for their local shoreline permits. Use the "Questions to Ask Local Government" on page 4 of this document to help save you from making multiple phone calls to your local government.
3. Contact your local planning department. Find out if your project falls under the jurisdiction of the Critical Areas Ordinances and the National Flood Insurance Program. This can impact whether or not you may be able to use the JARPA.

4. Use the most current application being accepted by your local jurisdiction. It can be found at www.epermitting.wa.gov or by calling (800) 917-0043 or emailing help@ora.wa.gov.
5. A State Environmental Policy Act (SEPA) Checklist will be required for most projects. SEPA analyzes the environmental impacts of a project, and must be completed before state and federal permits can be issued.
6. Contact each agency making permitting decisions. Most agencies will require more information or materials not specifically noted in the JARPA. Early coordination with all of the regulatory agencies may prevent delays in processing of your application.

B. When You Fill in the JARPA →

1. Make sure to check the box next to each permit you think you will need. You will need to send at least one signed copy of the application to all the agencies associated with the boxes you check.
2. If you need help determining which permit(s) you need, see Section F, “Get Help.”
3. Be very detailed and specific about your project proposal; more information is better than less.
4. Make sure your site maps and drawings are consistent with the written description you give on the application.
5. Please select “N/A” for any questions that do not apply to your project. Do not just leave it blank.
6. If you have access to the Internet, use the “help” screens available to clarify any confusing questions. If you do not have access to the internet, you can request a printed version of the help by calling (800) 917-0043 or emailing help@ora.wa.gov.
7. Use the Pre-Submittal Checklist in section VI of this document to make sure you have everything you need to submit a complete application package.
8. While you only need to complete one application, you must sign each copy of the application you submit to each agency. This means you must first make copies of the application, then sign each copy with your original signature. Agencies will not accept applications with a copied signature.
9. Understand that when you sign the application, you give the permitting agencies the right to enter the property where your project is located. This is to inspect the proposed, in-progress, or completed work. You also agree to start work ONLY after you get all the necessary permits.

C. What To Expect After You Submit Your Application →

1. Most agencies will need more information than required on the application. When the review process starts, they will find out what other information they need to make a decision about your permit.
2. If you get a letter from an agency requesting more information, respond with a letter of acknowledgement as soon as possible. This will help prevent project delays.
3. If you make changes to the project or site plans during the permitting process, send the updated information to each permitting agency. If you do not send this, it may delay your permits and project construction, or you may receive a penalty.
4. Call the Office of Regulatory Assistance (ORA) at (800) 917-0043 or help@ora.wa.gov if you have any questions or concerns. We are here to help you.

D. JARPA Help Feature →

The JARPA has a great help screen feature for each question. Each screen will give you instructions to help you create a complete application package. You must have an Internet connection to use this feature. If you need a printed version of the help, please call 800-917-0043 or email help@ora.wa.gov.

E. Submitting Copies Of The JARPA →

Carefully determine all agencies you should submit a copy of your completed JARPA to (all those you have checked in section 10 of the JARPA) and determine the correct agency mailing location for your project from the list provided. Mailing information is available at:

http://www.epermitting.wa.gov/site/alias_resourcecenter/jarpa_jarpa_contacts/2489/jarpa_contacts.asp.

F. Get Help

If you have a question about the application or additional documents, call the Governor's Office of Regulatory Assistance (ORA) at (800)917-0043 or send an email to help@ora.wa.gov.

You may also find helpful information at these locations:

1. **On-Line Permit Assistance System (OPAS):** <http://www.ora.wa.gov/resources/questionnaire.asp>
Fill out an on-line questionnaire to find out what permits you may need for your project.
2. **Environmental Permit Handbook:** <http://www.ora.wa.gov/resources/handbook.asp>
Look here for the most current permit information.

III. Questions to Ask Your Local Government or Planning Department

Use the spaces below to make note of the date, the person you spoke with, and their answers.

- A. **Do they accept the JARPA?** Not all cities and counties accept the JARPA form for their local shoreline permits.

- B. **Does your project fall under the jurisdiction of the Critical Areas Ordinances and the National Flood Insurance Program? If so, can you use the JARPA?** If your project does fall under either of these laws, you may not be able to use the JARPA.

- C. **What is the 1/4 Section, Section, Township, Range, Government Lot, Latitude, Longitude and the Tax Parcel number for the property?** Ask your local planning department for information required for

part 5 on the JARPA. This information may also be located on the property deed, or you can determine the section, township, and range through the Water Resource Inventory Area (WRIA) at:
<http://www.ecy.wa.gov/services/gis/maps/wria/townships/trs.htm>.

D. **What is the Shoreline Designation of the proposed activity location?** These are assigned by local governments and listed in their local Shoreline Master Programs. Find your local government contact information at: <http://www.ecy.wa.gov/programs/sea/shorelines/smp/status.html>. Also, ask about public notice requirements for shoreline management compliance.

E. **What is the zoning designation of the property?** Examples include Residential, Rural, Agricultural, and General Commercial.

IV. Site Maps and Drawings

- A. You must include site maps and drawings for an application package to be considered complete.
- B. The U.S. Army Corps of Engineers (Corps) requires 8 ½" x 11" black and white drawings for fax and public notice purposes.
- C. Drawings have to be clear and legible, so reductions of larger versions may not be suitable.
- D. You may submit larger drawings in addition to the 8 ½" x 11 that are more legible and easier to discern. This could speed up the review process.
- E. Follow the Guidance for Completion of Drawings available at the Corps' website:
<http://www.nws.usace.army.mil/PublicMenu/Menu.cfm?sitename=REG&pagename=PermitAppEtc>.
- F. See the Washington Department of Fish and Wildlife (WDFW) guidance for a complete application here:
http://wdfw.wa.gov/licensing/hpa/hpa_criteria.html.
- G. Remember there are at least three types of illustrations required:
 - 1. Vicinity map

2. Plan view (bird's eye view)
 3. Cross-sectional view
- H. Include photographs of the site if possible. Aerial photos and photos looking toward the shoreline from the water are especially helpful.
 - I. Show upland features of the project site, in addition to the work waterward of the Ordinary High Water Mark (OHWM).
 - J. Consider creating the drawings so the vertical skew or exaggeration is scaled to the horizontal (e.g. vertical exaggeration to horizontal is 1:10), and skewing the scale to the cross-section profiles.
 - K. For joint-use structures (structures to be used by more than one property owner), provide a site map showing the location of the different joint-use properties.
 - L. The Washington Department of Fish and Wildlife (WDFW) requires general plans for the overall project, complete plans and specifications for the proposed construction, and complete plans and specifications for the proper protection of fish life. For the specific plans, WDFW typically requires "plan profile (bird's eye view) and section" views. They limit the size to 11" x 17". Go to http://wdfw.wa.gov/licensing/hpa/hpa_criteria.html for a brief discussion of what WDFW needs for "complete plans and specifications for proper protection of fish life."
 - M. The Washington State Department of Natural Resources (DNR) requires 8.5" x 11" vicinity maps with specific information for mooring buoy and boatlift applications. Contact your aquatics district land manager for more information: http://www.dnr.wa.gov/Publications/aqr_land_manager_map.pdf.

V. Sample Wetland Mitigation Table

If wetlands are present, consider including a Mitigation Table like the one below.

The table should include:

- A. Area (sq. ft.)
- B. [Cowardin Classification](#)¹
- C. [Ecology rating](#)²
- D. Impacts (sq. ft.)
- E. Compensation
 - o Reestablishment or Creation (Areas and Ratios)
- F. Rehabilitation
 - o Areas and Ratios
- G. Enhancement

Wetland	Area (sq ft)	Cowardin Classification	Ecology Rating	Impacts (sq ft)	Compensation		
					Reestablishment or	Rehabilitation	Enhancement

					Creation					
					Area	Ratio	Area	Ratio	Area	Ratio
A	43,662	PSS	II	18,654	18,654	1:1			74,616	4:1
B	10,378	PFO	II	1,078	3,234	3:1				
C	8,374	PEM	IV	8,374			25,122	3:1		
Total	54,040			19,732	21,888		25,122		74,616	

- Areas and Ratios

1 The Cowardin classification system categorizes wetlands by hydrologic regime, vegetation type, and substrate. See <http://www.npwrc.usgs.gov/resource/wetlands/classwet/index.htm>.

2 The Washington State Wetland Rating System categorizes wetlands based on specific attributes such as rarity, sensitivity to disturbance, and functions. Western Washington, see <http://www.ecy.wa.gov/pubs/0406025.pdf>. For Eastern Washington, see <http://www.ecy.wa.gov/pubs/0406015.pdf>.

VI. Pre-submittal Checklist

Review the checklist below to ensure you have a complete application package to submit to each agency.

- ☐ In Part 10 of the application, did you indicate which permits you are applying for?
- ☐ Have you included JARPA Attachments A-E as necessary?
- ☐ Did you locate the correct mailing addresses for the agencies?
- ☐ Have you included complete construction drawings and specifications along with any maps and photos to support your project description? (Attachments must be in 8 ½ x 11 format for the Corps, and no greater than 11" x 17" for WDFW.)
- ☐ Did you include your SEPA decision letter?
- ☐ If you are applying for an HPA from the Department of Fish and Wildlife by submitting paper copies of your application materials, and your completed application (with attachments, photos, etc.) contains more than 30 pages, did you include digital files of all application documents on a CD or other digital storage media in formats compatible with Microsoft Word, Microsoft Excel, or Microsoft Access programs, or in PDF, TIFF, JPEG, or GIF formats?

If you are emailing your application materials to the Department of Fish and Wildlife, did you save all of your materials in only those formats? Other formats cannot be accepted and may result in processing delays.

If you are not exempt from the HPA application fee, have you included a check for \$150 made payable to Washington Department of Fish and Wildlife, or identified a billing account you have established with the department? If you qualify for the agriculture and farm land exemption, have you provided proof of the current land use classification?

- ☐ Did you sign and date the application (sign each one you will send to a reviewing agency) and any other necessary forms?
- ☐ Did you make copies of your completed form and any attachments to send to the agencies you are applying to for permits?
- ☐ Did you keep a copy of all documents submitted and a list of the agencies you submitted them to?

You may also need to include:

- ☐ Wetland delineation report and copies of delineation data sheets.
- ☐ Wetland rating forms, including figures.
- ☐ Mitigation plan.
- ☐ Other information agencies have requested.

Keep in mind that agencies may ask for additional information to complete your application.

VII. Submittal Addresses and Contact Information

<p>Mailing location for Shoreline permits</p>

<p>Send to: Appropriate city or county planning, building, or community development department.</p>

- | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none">▪ For city and county contact information, go to: http://www.mrsc.org. Click on the “LINKS” tab to find your city or county. |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

Mailing location for Hydraulic Project Approvals (HPA)

Send to: Washington State Department of Fish and Wildlife

- Submit your application to the headquarters office in Olympia unless you are requesting emergency processing.
- You should request emergency HPAs verbally from the local Area Habitat Biologist. Coverage areas and contact information for Area Habitat Biologists are available at <http://wdfw.wa.gov/conservation/habitat/ahb/>. After business hours, contact the emergency hotline at (360) 902-2537.
- Requests for modifications of issued non emergency HPAs must be submitted in writing to the headquarters in Olympia. Requests for modifications of emergency HPAs may be made verbally to the Area Habitat Biologist that issued it.
- Application documents may not exceed 11" x 17".
- If your application package (including the JARPA, plans, photos, etc.) contains more than 30 pages, also include digital files of all application documents on a CD, DVD, or other electronic storage media in formats compatible with Microsoft Word, Microsoft Excel, or Microsoft Access programs or in PDF, TIFF, JPEG, or GIF formats.
- You may submit your application package by email. The subject line of each email must state "JARPA for HPA". Your application materials may only be in the formats identified above. The JARPA must include your signature. The combined size of the attachments to any single email must be less than 30 megabytes. Submit several emails with fewer attachments to avoid exceeding this size limit. When Washington Department of Fish and Wildlife receives your email it will send notification of receipt to the sending email address. If you do not receive this notification, your application has not been received and you should resubmit it with fewer or smaller attachments and double-check your spelling of the email address.
- Applications packages submitted by email or FAX must contain all application materials you are submitting for consideration. If you will be paying for your application fee by check, you must include the check number in Part 10 of the JARPA and send the check along with the first page of the JARPA to the headquarters office in Olympia. With the exception of the check and first page of the JARPA, do not additionally submit paper copies to supplement your emailed application.

Headquarters - Receives all new applications and written requests for modifications to issue HPA's when emergency processing is NOT being requested.

Washington Department of Fish and Wildlife
PO BOX 43234
Olympia, Washington 98504-3234
HPAapplications@dfw.wa.gov

Tel (360) 902-2534
TDD (360) 902-2207
Fax (360) 902-2946

Area Habitat Biologists
Receive verbal requests for emergency HPAs. Also receive questions about hydraulic projects prior to application submittal.

Coverage areas and contact information for Area Habitat Biologists are available at <http://wdfw.wa.gov/conservation/habitat/ahb/>.

For emergencies only:
After business hours, contact the hydraulic emergency hotline at (360) 902-2537.

Mailing location for 401 Water Quality Certification		
Send to: Washington State Department of Ecology Headquarters – Federal Permit Unit		
Headquarters	<u>Mailing Address</u> P.O. Box 47600 Olympia, WA 98504-7600 <u>Physical Address</u> 300 Desmond Drive Lacey, WA 98504	Tel (360) 407-6000

Mailing location for Aquatic Resources Use Authorizations		
Send to: Department of Natural Resources		
<ul style="list-style-type: none"> Use the address below for the District where your project is located. For a map of DNR regional offices, go to: http://www.dnr.wa.gov/AboutDNR/Regions/AQR/Pages/Home.aspx. For questions contact DNR headquarters at (360) 902-1100 or you local aquatics land manager: http://www.dnr.wa.gov/Publications/agr_land_manager_map.pdf. 		
Orca Straits District	919 N Township Street Sedro Woolley, WA 98284-9384	Tel (360) 856-3500
Shoreline District	950 Farman Avenue N Enumclaw, WA 98022-9282	Tel (360) 825-1631
Rivers District	601 Bond Road PO Box 280 Castle Rock, WA 98611-0280	Tel (360) 577-2025

Mailing location for Department of the Army Permits (U.S. Army Corps of Engineers)		
Send to: U.S. Army Corps of Engineers		
U.S. Army Corps of Engineers	Seattle District Regulatory Branch P.O. Box 3755 Seattle, WA 98124-3755	Tel (206) 764-3495 Fax (206) 764-6602

Mailing location for General Bridge Act Permits and Private Aids to Navigation (for non-bridge projects)		
Send to: United States Coast Guard		
Section 9 Bridge Permit	Commander 13th Coast Guard District (OAN) 915 Second Avenue. Room 3510 Seattle, WA 98174-1067 Attn: Bridge Administrator	Tel (206) 220-7282 Fax (206) 220-7265
Private Aids to Navigation	Commander 13th Coast Guard District (OAN) 915 Second Avenue, Room 3510 Seattle, WA 98174-1067 Attn: PATON Manager	Tel (206) 220-7285 Fax (206) 220-7265

VIII. Resources and Helpful Information

On-line and Other Resources

- **Washington Environmental Permitting Information:** www.epermitting.wa.gov. This Web site has the most up-to-date JARPA forms, guidance documents and contact information.
- **On-line Permit Assistance System (OPAS):** <http://www.ora.wa.gov/resources/questionnaire.asp>. OPAS is an online questionnaire that asks a series of 'yes' or 'no' questions to help determine which permits and approvals may be required for your project.
- **Environmental Permit Handbook:** <http://www.ora.wa.gov/resources/handbook.asp>. The Environmental Permit Handbook provides an overview for each environmental permit, including contacts and resources for more detailed information. You can view the handbook online or download a copy. Links to descriptions of common environmental permits in the JARPA are listed below.
 - Shoreline permit and local permits:
 - Substantial Development: <http://apps.ecy.wa.gov/permithandbook/permitdetail.asp?id=38>
 - Conditional Use: <http://apps.ecy.wa.gov/permithandbook/permitdetail.asp?id=44>
 - Variance: <http://apps.ecy.wa.gov/permithandbook/permitdetail.asp?id=45>
 - Floodplain Development Permit: <http://apps.ecy.wa.gov/permithandbook/permitdetail.asp?id=47>
 - WA Department of Fish & Wildlife Hydraulic Project Approval: <http://apps.ecy.wa.gov/permithandbook/permitdetail.asp?id=25>
 - WA Department of Ecology Section 401 Water Quality Certification: <http://apps.ecy.wa.gov/permithandbook/permitdetail.asp?id=43>
 - WA Department of Natural Resources Aquatic Resources Use Authorization: <http://apps.ecy.wa.gov/permithandbook/permitdetail.asp?id=31>
 - Department of the Army permits :
 - Section 404 (discharges into waters of the US): <http://apps.ecy.wa.gov/permithandbook/permitdetail.asp?id=37>
 - Section 10 (work in navigable waters): <http://apps.ecy.wa.gov/permithandbook/permitdetail.asp?id=36>
 - United States Coast Guard permits
 - General Bridge Act Permit: <http://apps.ecy.wa.gov/permithandbook/permitdetail.asp?id=106>
 - Private Aids to Navigation (for non-bridge projects): <http://apps.ecy.wa.gov/permithandbook/permitdetail.asp?id=98>
- **Governor's Office of Regulatory Assistance Information Center** - The Governor's Office of Regulatory Assistance (ORA) is a great resource when you have questions about the JARPA form or process. ORA can answer questions about the permits your project may need and provide you with the contact information for staff at local, state, and federal offices that can help you. ORA is open Monday through Friday from 9:00 am to 4:00 pm. Staff can be reached at 800-917-0043 or by email at help@ora.wa.gov.

Helpful Hints

- A. Give yourself plenty of time.
- B. It will take some time to gather the information you need to complete the application.
- C. Find out if you can use the JARPA to apply for local Shoreline permits. Not all cities and counties accept the JARPA for their local Shoreline permits. If you think you will need a local Shoreline permit, contact the local city or county government to make sure they will accept the JARPA. Local government contact information can be found at <http://www.mrsc.org>. Click on the "LINKS" tab to find your city or county.
- D. Find out if your project falls under your county or city Critical Areas Ordinance or Flood Management program. You should contact your local city or county government to find out if your project falls under the jurisdiction of the local Critical Areas Ordinance or Flood Management program. If the project is within one or both of these jurisdictions you may not be able to use the JARPA to apply for a permit or approval. Local government contact information can be found at <http://www.mrsc.org>. Click on the "LINKS" tab to find your city or county.
- E. Make sure you fill out the most current version of the JARPA. The most current version is available at <http://www.epermitting.wa.gov>. You can also find up-to-date guidance documents and contact information at this Web site.
- F. Make sure you have a clear plan in mind for your project.
- G. Just like when you apply for a building permit, you should know what you plan to do before you start to fill out the application. This could include site drawings with dimensions, and information on impacts and mitigation.
- H. Contact and coordinate with each reviewing agency. Early coordination with all of the reviewing agencies can prevent delays in processing your application. Most agencies will require more information or materials than what is asked for in the JARPA. Early coordination could help agencies identify additional application materials you need to submit for a more efficient project review.

If you require this document in another format, contact the Governor's Office of Regulatory Assistance (ORA) at (800) 917-0043. People with hearing loss can call 711 for Washington Relay Service. People with a speech disability can call (877) 833-6341. ORA publication number: ENV-024-09 rev. 06-12



WASHINGTON

JOINT AQUATIC RESOURCE PERMITS APPLICATION (JARPA) INSTRUCTIONS, SAMPLE DRAWINGS & AGENCY CONTACTS



NOTE: DO NOT SUBMIT this section with your application.

This Joint Application may be used to apply for Hydraulic Project Approvals, Shoreline Management Permits, Approvals for Exceedance of Water Quality Standards, Water Quality Certifications, Coast Guard Bridge Permits, Department of Natural Resources Use Authorization, and Army Corps of Engineers Permits. **You must submit readable copies of the completed application form together with detailed drawings, prepared in accordance with the drawing guidance to the appropriate agencies. When applying, you do NOT need to send copies of the instructions.** Remember, depending on the type of project you are proposing, other permits may be required that are not covered by this application.

Use the following list to determine which permits to apply for. Your project may require some or all of these permits. If you have trouble deciding which permits you need, please contact the appropriate agency for questions. Agency telephone numbers are attached. **IF ANY OF THE BOXED ITEMS LISTED UNDER A PERMIT TITLE BELOW APPLY TO YOUR PROJECT, THEN YOU MUST CHECK THE BOX FOR THAT PERMIT ON THE TOP OF PAGE ONE OF THE JARPA FORM AND SEND A COMPLETED COPY OF THE APPLICATION FORM TO THE AGENCY RESPONSIBLE FOR ISSUING THAT PERMIT.** Complete Sections A & C for any of the permits listed below. Also complete Section B for Shoreline and Army Corps of Engineers permits. Detailed drawings are required for any of these permits (see attached drawing guidelines for drawing requirements).

- ☐ **Hydraulic Project Approval** from the Department of Fish and Wildlife under 77.55 RCW is required if your project includes construction or other work, that:
 - will use, divert, obstruct, or change the natural flow or bed of any fresh or salt water of the state. This includes bed reconfiguration, all construction or other work waterward under and over the ordinary high water line, including dry channels, and may include projects landward of the ordinary high water line (e.g., activities outside the ordinary high water line that will directly impact fish life and habitat, falling trees into streams or lakes, dike construction etc.).
- ☐ **Shoreline Substantial Development, Conditional Use, Variance Permit, or Exemption** from Local Government (under the Shoreline Management Act, 90.58 RCW;) required for work or activity in the 100-year floodplain, or within 200 feet of the ordinary high water mark of Shorelines of the State (check with your local government); and which includes any one of the following:
 - dumping;
 - drilling;
 - dredging;
 - filling;
 - placement or alteration of structures (whether temporary or permanent); or
 - any activity which substantially interferes with normal public use of the waters regardless of cost.
- ☐ **Floodplain Management Permits and/or Critical Areas Ordinances** review by Local Government for:
 - work in frequently flooded areas, geologically unstable areas, wildlife habitats, aquifer recharge areas, and wetlands.
- ☐ **Section 401 Water Quality Certification** from the Department of Ecology Regional office under 33 USC § 1341 of the Clean Water Act is needed when a federal approval is required for a project, including the following:
 - Corps of Engineers 404 Permit –Send to Ecology's Federal Permits Unit in the Regional Office;
 - FERC hydropower license--Attach FERC exhibit E or an Applicant Prepared Environmental Assessment and send to the State of Washington's Office of Permit Assistance
- ☐ **Aquatic Resources Use Authorization Notification** from the Department of Natural Resources is required if your project:
 - is on, crosses, or impacts the bedlands, tidelands or shorelands of a navigable water.
- ☐ **Section 404 Permit** from the Corps of Engineer under 33 USC § 1344 of the Clean Water Act is required if your project includes:
 - placement of dredged or fill material waterward of the ordinary high water mark, or the mean higher high tide line in tidal areas, in waters of the United States, **including wetlands***;
 - mechanized land clearing and sidelaying in waters of the United States, **including wetlands***.
 - Endangered Species Act (ESA) Consultation**

- ☐ **Section 10 Permit** from the Corps of Engineers is required for:
 - any work in or affecting navigable waters of the United States (e.g., floats, piers, docks, dredging, excavation, piling, buoys, overhead power lines, etc.).
- ☐ **General Bridge Act Permit** from the Coast Guard is required for:
 - construction of a new bridge or modification to an existing bridge over a navigable waterway.
- ☐ **Private Aids to Navigation** from the Coast Guard is required for:
 - installing a fixed structure or floating object within the waters of the United States.

*Wetlands that are determined to be isolated by the Army Corp of Engineers are no longer regulated under Section 404 of the Clean Water Act. These wetlands are regulated by the Department of Ecology under the state Clean Water Act RCW 90.48. For further information please contact the Office of Regulatory Assistance at 1-800-917-0043 or at assistance@ora.wa.gov.

** Endangered Species Act (ESA) Consultation with the National Marine Fisheries Service and/or U.S. Fish and Wildlife Service:
 If your project is authorized, funded or carried out by a Federal agency and the Federal agency determines that the proposed project may affect ESA listed species or critical habitat, consultation under Section 7 of the ESA is required. ESA Consultation is the responsibility of the Federal agency, not the applicant. JARPA forms should be submitted directly to the responsible Federal agency, not to the National Marine Fisheries Service or the U.S. Fish and Wildlife Service. The responsible Federal agency may require additional information from the applicant to assess potential project impacts to listed species and their habitat.

Information on ESA - <http://endangered.fws.gov/hcp/index.html> or <http://endangered.fws.gov/whatwedo.html> or <http://offices.fws.gov/directory/ListOffices.cfm>

USEFUL DEFINITIONS & INSTRUCTIONS

The following definitions are presented to help applicants in completing the JARPA. They may not necessarily represent specific language from the laws implemented through JARPA.

Ordinary High Water Mark or Line means the visible line on the banks where the presence and action of waters are so common as to leave a mark upon the soil or vegetation. In any area where the ordinary high water line cannot be found, the ordinary high water line adjoining saltwater shall be the line of mean higher high water, and the ordinary high water line adjoining freshwater shall be the elevation of the mean annual flood.

Mean Lower Low Water is the 0.0 tidal elevation, determined by averaging each day's lowest tide at a particular location over a period of 19 years. It is the tidal datum for vertical tidal references in the salt water area.

Mean High Water and Mean Higher High Water Tidal Elevations at any specific location can be found in tidal benchmark data compiled by the United States Department of Commerce, Environmental Science Services Administration, Coast and Geodetic Survey, dated January 24, 1979. This information can be obtained from the Corps of Engineers at (206) 764-3495. The determination of tidal elevation is obtained by averaging each day's highest tide at a particular location over a period of 19 years, measured from mean lower low water, which equals 0.0 tidal elevation.

Shorelands or shoreland areas means those lands extending landward for 200 feet in all directions as measured on a horizontal plane from the ordinary high water mark; floodways and contiguous floodplain areas landward 200 feet from such floodways; and all wetlands and river deltas associated with the streams, lakes, and tidal waters which are subject to the provisions of 90.58 RCW.

Shorelines means all water areas of the state, including reservoirs, and their associated wetlands, together with the lands underlying them, except stream segments upstream of the point where mean annual flow is less than 20 cubic feet per second, and lakes less than 20 acres in size.

Wetlands mean areas that are inundated or saturated by surface water or ground water at a frequency and duration sufficient to support, and that under normal circumstances do support, a prevalence of vegetation typically adapted for life in saturated soil conditions. Wetlands generally include swamps, marshes, bogs, and similar areas.

Bridge means any structure including pipelines and conveyor belts, which transports traffic or materials across a navigable water.

Aquatic Tidelands means the area between the ordinary high tide line and extreme low tide line, unless otherwise established.

Aquatic Shorelands means the shore areas of non-tidal navigable lakes or rivers between the ordinary high water line and the line of navigability unless otherwise established.

Aquatic Bedlands means the area waterward of and below the line of navigability on non-tidal rivers and lakes, or below the extreme low tide mark in navigable tidal waters, or below the outer harbor line where a harbor has been created.

Nationwide Permit issued by the Corps of Engineers for projects with minimal impacts. For a complete packet of nationwide permits and application information, contact the Corps Regulatory branch at (206) 764-3495 or visit their website <http://www.nws.usace.army.mil>.

Section 303(d) listed waters These are water quality limited estuaries, lakes, and streams that fall short of state surface water quality standards, and are not expected to improve within the next two years.

Mixing zone means that portion of a water body adjacent to an effluent outfall where mixing results in the dilution of the effluent with the receiving water. Water quality criteria may be exceeded in a mixing zone as conditioned and provided for in WAC 173-201A-400.

Turbidity means the clarity of water expressed as nephelometric turbidity units (NTU) and measured with a calibrated turbidimeter.

Background conditions means the biological, chemical, and physical conditions of a water body, outside the area of influence of the discharge under consideration.

Instructions for question 7d.

Water Quality Standards – Compliance for turbidity mixing zone requirements.

The water downstream of the allotted mixing zone (100 ft, 200 ft, 300 ft, dependent on how fast the water is flowing and measured in cubic feet per second) must have the same visual clarity as the water upstream of the project impact site (the water cannot be greater than 5 NTUs above the background water). The following section from WAC 173-201A-110 authorizes the turbidity mixing zone.

All work in or near the water, and water discharged from the site shall meet the State's Water Quality Standards, WAC 173-201A. A mixing zone for turbidity is authorized within WAC 173.201A-030 during and immediately after necessary in-water or shoreline construction activities that result in the disturbance of in-place sediments. Use of a turbidity mixing zone is intended for brief periods of time (such as a few hours or days) and is not an authorization to exceed the turbidity standard for the entire duration of the construction. Use of the mixing zone is subject to the constraints of WAC 173-201A-100(4) and (6), requiring an applicant have supporting information that indicates the use of the mixing zone shall not result in the loss of sensitive or important habitat, substantially interfere with the existing or characteristic uses of the water body, result in damage to the ecosystem, or adversely affect public health. The mixing zone is authorized only after the activity has received all other necessary local and state permits and approvals, and after the implementation of appropriate best management practices to avoid or minimize disturbance of in-place sediments and exceedances of the turbidity criteria. Within the mixing zone, the turbidity standard is waived, and all other applicable water quality standards shall remain in effect. The mixing zone is defined as follows:

- 1) For waters up to 10 cfs flow at time of construction, the point of compliance shall be 100-feet downstream of project activities.
- 2) For waters above 10 cfs up to 100 cfs flow at time of construction, the point of compliance shall be 200-feet downstream of project activities.
- 3) For waters above 100 cfs flow at the time of construction, the point of compliance shall be 300 feet downstream of project activities.
- 4) For projects working within or along lakes, ponds, wetlands, estuaries, marine waters or other non-flowing waters, the point of compliance shall be at a radius of 150-feet from the activity causing the turbidity exceedance.

GUIDANCE FOR COMPLETION OF DRAWINGS

General Information. Three types of illustrations are needed to properly depict the proposed activity: Vicinity Map, Plan View, and Cross-Sectional View. Drawings to scale should be prepared using clear printing, black ink, and the fewest number of sheets possible. Include the scale. The importance of clear accurate drawings cannot be overstated. At a minimum, drawings must contain the following information; other information may be required depending on project type. If you have questions regarding completing the drawings, call the appropriate agency.

***NOTE:** Army Corps of Engineers drawing requirements are found at:

<http://www.nws.usace.army.mil/PublicMenu/Menu.cfm?sitenam=REG&pagename=mainpage> Permit Applicant Info.

1. **Vicinity Map.** A copy of a county or city road map, or a U.S. Geological Survey topographic map may be used. Include:
 - a. North arrow.
 - b. Name of waterbody (and river mile if appropriate).
 - c. Location of the proposed activity (indicate with a circle, arrow, X, or similar symbol).
 - d. Provide latitude and longitude of the site to the nearest second.
 - e. Provide directions to the site.
2. **Plan View.** This drawing illustrates the proposed project area as if you were looking down at the site from overhead.
 - a. North arrow.
 - b. Name of waterbody and direction of water flow.
 - c. Location of existing shoreline.

Tidal Waters: Show the Ordinary High, Mean High, Mean Low, Mean Higher High, and Mean Lower Low Water Marks or Lines, and/or wetland boundaries. Indicate elevation above datum.

Non-tidal waters: Show the Ordinary High Water Mark or Line, Meander Line, and/or wetland boundary.
 - d. Dimensions of the activity or structure and impervious surfaces, distance from property lines, and the distance it extends into the waterbody beyond the Ordinary High, Mean High, Mean Higher High, and Mean Low Water Mark or Line, and/or wetland boundaries, as appropriate.
 - e. For Corps permits, indicate the distance to Federal projects and/or navigation channels (if applicable). To ascertain, call the Corps Regulatory Branch Office at (206) 764-3495.
 - f. Show existing structures on subject and adjoining properties.
 - g. Indicate adjoining property ownership.
 - h. If fill material is to be placed, identify the type of material, amount of material (cubic yards), and area to be filled (acres).
 - i. If project involves dredging, identify the type of material, amount of material (cubic yards), area to be dredged, method of dredging, and location of disposal site. Dredging in areas shallower than -10 feet needs to be clearly identified on drawings.
 - j. Identify any part of the activity that has been completed.
 - k. Indicate types and location of aquatic, wetland, riparian and upland vegetation.
 - l. Erosion control measures, stabilization of disturbed areas, etc.
 - m. Utilities, including water, sanitary sewer, power and stormwater conveyance systems (e.g., bioswales).
 - n. Indicate stormwater discharge points.
 - o. Proposed landscaping where applicable (for complex landscape plans, please attach a separate drawing).
 - p. Where applicable, plans for development of areas on or off site as mitigation for impacts associated with the proposal.
 - q. On all variance applications the plans shall clearly indicate where development could occur without approval of a variance, the physical features and circumstances on the property that provide a basis for the request, and the location of adjacent structures and uses.
3. **Cross-Sectional View.** This drawing illustrates the proposed activity as if it were cut from the side and/or front. Include:
 - a. Location of water lines.

Tidal Waters: Show the Ordinary High, Mean High, Mean Higher High, and Mean Lower Low Water Marks or Lines, and/or wetland boundary.

Non-tidal waters: Show the Ordinary High Water Mark or Line, and/or wetland boundary.
 - b. Water depth or tidal elevation at waterward face of project.
 - c. Dimensions of the activity or structure, and the distance it extends into the waterbody beyond the Ordinary High, the Mean High, the Mean Higher High and Mean Low Water Mark or Line, and/or wetland boundaries.
 - d. Indicate dredge and/or fill grades as appropriate.
 - e. Indicate existing and proposed contours and elevations.
 - f. Indicate types and location of aquatic, wetland, and riparian vegetation present on site.
 - g. Indicate type and location of material used in construction and method of construction.
 - h. Indicate height of structure.
4. **Clearance and Elevations.** Applies to Coast Guard Bridge Permits only.
 - a. Vertical clearance measured from Mean Higher (tidal waters) or Ordinary High (non-tidal water).
 - b. Horizontal clearance between piers or pilings.
 - c. Bottom elevation of the waterway at the bridge.

AGENCY CONTACTS

Below is a list of agencies to which a copy of the Joint Application may be sent, and which permit each agency issues. Technical assistance and information is also available from these offices.

State of Washington Office of Regulatory Assistance

State of Washington Office of Regulatory Assistance

Mailing Address

PO Box 47600
Olympia, WA 98504-7600

Physical Address

300 Desmond Drive
Lacey, WA 98504

Telephone 1-800-917-0043 or (360) 407-7037
Fax (360) 407-6904

Department of the Army Permit(s)(Section 404 or Section 10)

U.S. Army Corps of Engineers,
Seattle District
Regulatory Branch
Post Office Box 3755
Seattle, WA 98124-2255

Telephone (206) 764-3495
FAX (206) 764-6602

U.S. Army Corps of Engineers
Eastern Washington Information
P.O. Box 273
Chattaroy, WA 99003-0273

Telephone (509) 238-4570
FAX (509) 238-4570

U.S. Army Corps of Engineers
Central Washington Information
P.O. Box 2829
Chelan, WA 98816-2829

Telephone (509) 682-7010
FAX (509) 682-7710

Department of Ecology Permits – 401 Water Quality Certification

Washington State Department of Ecology – Headquarters

Mailing Address

Post Office Box 47600
Olympia, WA 98504-7600

Physical Address

300 Desmond Drive
Lacey, WA 98504

Telephone (360) 407-6000

Central Region

15 West Yakima Avenue, Ste 200
Yakima, WA 98902-3401

Telephone (509) 575-2490
FAX (509) 575-2809

Eastern Region

4601 North Monroe, Suite 202
Spokane, WA 99205-1295

Telephone (509) 329-3400
FAX (509) 329-3529

Northwest Region

3190 - 160th Avenue S.E.
Bellevue, WA 98008-5452

Telephone (425) 649-7000
FAX (425) 649-7098

Southwest Region

Mailing Address:

P.O. Box 47775
Olympia, WA 98504-7775

Physical Address:

300 Desmond Drive
Lacey, WA 98504

Telephone (360) 407-6300
FAX (360) 407-6305

Department of Fish and Wildlife (Hydraulic Project Approval) - Submit 3 copies of the JARPA application to Regional offices.

Contact regional offices for questions or assistance.

Headquarters

Washington State Department of Fish and Wildlife
600 Capitol Way North
Olympia, Washington 98501-1091

Telephone (360) 902-2534
TDD (360) 902-2207
FAX (360) 902-2946

Region 1 (Pend Oreille, Ferry, Stevens, Spokane, Lincoln, Whitman, Columbia, Garfield, Asotin, and Walla Walla Counties)

Washington State Department of Fish and Wildlife
8702 North Division Street
Spokane, WA 99218-1199

Telephone (509) 456-4082
FAX (509) 456-4071

Region 2 (Okanogan, Douglas, Grant, Adams, and Chelan Counties)

Washington State Department of Fish and Wildlife
1550 Alder Street NW
Ephrata, WA 98823-9699

Telephone (509) 754-4624
FAX (509) 754-5257

Region 3 (Franklin, Kittitas, Yakima, and Benton Counties)

Washington State Department of Fish and Wildlife
1701 South 24th Avenue
Yakima, WA 98902-5720

Telephone (509) 575-2740
FAX (509) 575-2474

Region 4 (Whatcom, Skagit, Snohomish, King, Island, and San Juan Counties)

Washington State Department of Fish and Wildlife
16018 Mill Creek Boulevard
Mill Creek, WA 98012-1296

Telephone (425) 775-1311
FAX (425) 338-1066

Region 5 (Lewis, Wahkiakum, Cowlitz, Skamania, Clark, and Klickitat Counties)

Washington State Department of Fish and Wildlife
2108 Grand Blvd.
Vancouver, WA 98661-4624

Telephone (360) 696-6211
FAX (360) 906-6776

Region 6 (Pacific, Pierce, Thurston, Grays Harbor, Mason, Jefferson, Clallam, and Kitsap Counties)

Washington State Department of Fish and Wildlife
48 Devonshire Road
Montesano, WA 98563-9618

Telephone (360) 249-4628
FAX (360) 664-0689

Local Government (Shoreline Management Act Approval)

Appropriate City or County Planning, Building, or Community Development Department

Refer to: <http://www.ora.wa.gov/counties/index.htm> for city and county contact information.

Natural Resources Conservation Service (NRCS), formerly Soil Conservation Service (SCS) for information regarding activities on agricultural land

NRCS
West 316 Boone Avenue, Suite 450
Spokane, WA 99201-2348

Telephone (509) 323-2900
FAX (509) 323-2909

Coast Guard

Section 9 Bridge Permit

Commander 13th Coast Guard District (OAN) Telephone (206) 220-7282
915 Second Avenue, Room 3510
Seattle, WA 98174-1067
Attn: Bridge Administrator

FAX (206) 220-7265

Private Aids to Navigation

Commander 13th Coast Guard District (OAN)
915 Second Avenue, Room 3510
Seattle, WA 98174-1067
Attn: PATON Manager

Telephone (206) 220-7285
FAX (206) 220-7265

Department of Natural Resources, Aquatic Resources Authorization to use bedlands, tidelands, or shorelands of navigable waters.

Headquarters
Northwest Region
Pacific Cascade Region
South Puget Sound Region
Northeast Region
Southeast Region
Olympic Region

Telephone (360) 902-1000
Telephone (360) 856-3500
Telephone (360) 577-2025
Telephone (360) 825-1631
Telephone (509) 684-7474
Telephone (509) 925-8510
Telephone (360) 374-6131

Application for Streamlined Process for FISH HABITAT ENHANCEMENT PROJECTS Addition to the Joint Aquatic Permit Application Form (JARPA)

Under recent laws, you may qualify for a streamlined permit process with no fees, if your project is designed to enhance fish habitat. If your project meets the requirements below, you are entitled to the streamlined Hydraulic Project Approval (HPA) process, exemption from the State Environmental Policy Act, and exemption from all local government permits and fees. To apply for the exemption process, the applicant must provide on the same day, the JARPA form and this cover addition to: the Department of Fish and Wildlife (WDFW) and all applicable Local Government planning and permitting departments. Local governments have 15-days to provide comments to WDFW, who will use these comments to aid them in making decisions (see below for details).

APPLICANTS - To QUALIFY for the fish habitat enhancement exemption you must check at least one each from A and B:

A) Projects must accomplish one or more of the following fish habitat restoration tasks (check which one applies):

- ☐ Removal of human-made fish passage barriers; or
- ☐ Restoration of an eroded or unstable stream bank using bioengineering techniques; or
- ☐ Placement of woody debris or other in-stream structures that benefit naturally reproducing fish stocks.

AND

B) Projects must also be approved in one or more of the following ways (check which apply, and provide details as requested):

- ☐ By WDFW, through the Salmon Enhancement, or Volunteer Cooperative Fish and Wildlife Enhancement Programs; *Provide project name, and who at WDFW approved the project* _____;
- ☐ By the sponsor of a watershed restoration plan as provided in chapter 89.08RCW; *Provide title of plan and date, and approving or sponsoring agency* _____;
- ☐ By the Department of Fish and Wildlife as a department-sponsored fish enhancement or restoration project;
- ☐ Through the review and approval process for the Jobs for the Environment program;
- ☐ Through the review and approval process for Conservation District sponsored projects, where the project complies with design standards established by the conservation commission through interagency agreement with the United States Fish and Wildlife Service and the Natural Resource Conservation Service; *Provide approval date and name of Conservation District approving project* _____; or
- ☐ Through a formal grant program established by the legislature or the Department of Fish and Wildlife for fish habitat enhancement or restoration (currently the Dept. of Transportation is handling grant applications – contact Peter Downey at (360) 705-7492 for information) *Provide grant application date* _____, *and circle status- Approved, Denied, or Pending.*

To APPLY for the Exemption – if you have checked a box from both A and B above, complete the following:

- 1) Submit this cover letter and a complete JARPA form as an application for the fish habitat enhancement exemption to the Local Government planning department, and WDFW. **These applications must be submitted on the same day** starting a 15-day comment period. If significant concerns are raised during the 15-day comment period regarding adverse impacts that cannot be addressed through HPA conditions, WDFW can determine that the project does not qualify for the exemption process. If this determination is made, the applicant may re-apply to WDFW, the applicable Local Government, and any other applicable permitting agency for approval under the full permitting process.
Provide 1) name and number of habitat biologist at WDFW you applied to _____,
and 2) what local government you applied to _____;
- 2) Apply for all other Federal and State permits needed as defined in the JARPA form. (Fill in waters of the state will require a 404 permit from the Corps of Engineers, and possibly a 401 Water Quality Certification from Ecology).
- 3) The only work covered by the exemption process must be for fish habitat enhancement. If only a piece of your project is for habitat enhancement, the remainder of the project must be covered by the full permitting process.
- 4) If WDFW determines that your project meets the criteria for the exemption, your project is exempt from SEPA and from local government permits and fees. You will have an answer from WDFW within 45 days of the receipt of this cover letter and complete JARPA form.

LOCAL GOVERNMENTS: PLEASE NOTE – you only have 15 days to review the projects and provide comments to WDFW or your comments will be considered waived. Per the new law, you are responsible for the following:

- I. You must accept the JARPA application form and this revised cover addition for project review;

2. If the Local Government chooses to comment on the project, comments (support or objection) must be provided to the WDFW local habitat biologist responsible for the project area within 15-days of receipt of the JARPA form;
3. If determined by WDFW that the project meets the habitat enhancement exemption criteria, SEPA and all local government permits are considered exempt and consistent with the revisions to the WACs, and local government fees are waived.
4. The law determines that "fish habitat enhancement projects that conform to the provisions of the act are determined to be consistent with local shoreline master programs".

DEPARTMENT OF FISH AND WILDLIFE:

1. Upon receipt of a complete JARPA and request for the fish habitat exemption process, review the proposed project plan for compliance with the requirements listed in section 1 and 2 of 2SHB 2879 (also listed on page 1, applicant section #A and B).
 - a) If JARPA is incomplete or if it is determined that a project does NOT meet the exemption criteria, contact the applicant and local government planning department and inform them the project does not qualify for the exemption. Return JARPA to the applicant. The applicant may reapply to WDFW, the applicable Local Government and other permitting agencies for approval under the full permitting process.
 - b) If JARPA is complete and the project meets the criteria, start the HPA 45-day exemption process (defined below);
1. WDFW must allow 15 days for interested parties, and local governments to provide comments on the project – no approval action can be taken within the first 15 days of receipt of the JARPA;
2. If comments are received, WDFW will decide whether the concerns raised can be mitigated through conditions of the HPA – if yes, continue to #4. If no, WDFW will notify the applicant and applicable Local Government. The applicant may reapply to WDFW, the applicable Local Government and other permitting agencies for approval under the full permitting process;
3. WDFW must approve or deny the HPA, or make a determination that the proposed work does not qualify for the exemption process within 45 days.