



**2009**  
**WASHINGTON STATE**  
**Joint Aquatic Resources Permit Application (JARPA)**



**Instruction B: Cell-by-Cell Technical Help**

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**Part 1 – Project Identification**

**1a. Unique Project Identifier Number (UPI)**

You need to have a unique project identifier for each project that requires JARPA related permits. This number is used by the regulatory agencies to communicate with each other about your project. Additionally this gives you a single number that you can use to discuss your project with any of the agencies.

To get your unique project identifier, go to [www.epermitting.wa.gov](http://www.epermitting.wa.gov) or call the Governor's Office of Regulatory Assistance at 1-800-917-0043 or [help@ora.wa.gov](mailto:help@ora.wa.gov).

**1b. Project Name**

The Project Name is a unique name for your project that you define to allow you to easily communicate with the regulatory agencies about your project.

**Part 2 – Applicant**

Provide the contact information of the applicant. Usually the “applicant” is the person filling out the application, but in circumstances where a consultant is filling out the application, the applicant would be the party that is legally responsible for the project.

**Part 3 – Authorized Agent or Contact**

Provide information for the authorized agent or contact.

Applicants may have an authorized agent complete the JARPA form on their behalf. Examples of authorized agents include an environmental consultant or lawyer. A contact is anyone else that can serve as a point of contact instead of the applicant or an authorized agent.

If this is not applicable, write N/A in the space provided.

**Part 4 – Property Owner(s)**

Provide contact information for the property owner but only if different from the applicant.

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If owner and applicant are the same, please indicate "Same as Applicant" in the space provided.

If there are multiple property owners, please provide the information requested below for each property owner. Please use JARPA Attachment A for additional property owners.

## **Part 5 – Project Location(s)**

### **5a. Street Address**

Provide the address of the project location. If there is no address, please provide another description such as, highway segment, mileposts, river mile, etc. Please use JARPA Attachment B for additional property locations.

### **5b. City, State, Zip**

Provide the nearest city or town.

### **5c. County**

Provide the county or counties where the project is located.

### **5d. Provide the section, township, and range for the project location.**

This information may be located on your property deed. You may also be able to obtain this information from your county assessor's office. If your project crosses multiple sections, townships or ranges, please list them all. This information is needed to assist the permit reviewers and site inspectors to locate the project.

Local government contact information can be found at <http://www.mrsc.org>. Click on the "LINKS" tab to find your city or county.

If you know which Watershed Resource Inventory Area (WRIA) your project is located in, you can locate the section, township and range using the WA Department of Ecology's WRIA maps, located at <http://www.ecy.wa.gov/services/GIS/maps/wria/townships/trs.htm>.

### **5e. Provide the latitude and longitude of the project location.**

This information is another way to identify and verify the location of the project. You can obtain your projects latitude and longitude using a Global Positioning Service (GPS) device, a topographic map, or by entering your address at: <http://terraserver-usa.com/>. If applicable, report the latitude and longitude for the 'center point' of your project location.

If you know which Watershed Resource Inventory Area (WRIA) your project is located in, you can locate the latitude and longitude using the WA Department of Ecology's WRIA maps, located at <http://www.ecy.wa.gov/services/GIS/maps/wria/townships/trs.htm>.

The permitting agencies prefer latitude and longitude in the decimal format (47.05061 lat/ -122.84465 long), though most will also accept degree, minutes, seconds (5° 02' 27").

### **5f. List the tax parcel number(s) for the project location.**

Identify the tax parcel number(s) for the project location. If the project location does not have a tax parcel number, for example, a right-of-way, please put N/A in the box.

If you do not know, call the local county assessor's office. Local government contact information can be found at <http://www.mrsc.org>. Click on the "LINKS" tab to find your city or county.

**5g. Indicate the type of ownership of the property.**

Indicate the type of ownership of the property. This information is used to confirm which regulatory agencies have jurisdiction and what rules and laws may apply.

**5h. Contact information for all adjoining property owners, lessees, etc.**

Identify the name and mailing address for property owners, lessees, etc. for properties that are located next to or bordering the project location. Use JARPA Attachment C for additional adjoining property owners.

**5i. Is any part of the project area within a 100-year flood plain?**

Is the project area within a 100-year floodplain? Floodplain maps can be located at FEMA's map center, <http://msc.fema.gov/>.

This information can also be obtained by contacting your city or county government or contacting the Governor's Office of Regulatory Assistance at 1-800-917-0043 or [help@ora.wa.gov](mailto:help@ora.wa.gov).

Local government contact information can be found at <http://www.mrsc.org>. Click on the "LINKS" tab to find your city or county.

**5j. Describe the vegetation and habitat conditions on the property.**

Provide a brief description of the types of vegetation and habitat on the property (for example. fields, forests, prairie, grass lawn, streams or wetland buffers, etc.), specifically the area in and around the project location.

Detailed information on the project and potential impacts will be asked for in Parts 6, 7, and 8.

**5k. Describe how the property is currently being used.**

Describe how the property is currently being used (for example, houses, shopping center, farming, undeveloped, etc.). How long has the current use been in place?

**5l. Describe how the adjacent properties are currently being used.**

Describe the current use(s) of the adjacent properties (for example, houses, shopping center, farming, undeveloped, etc.). How long have those current uses been in place?

**5m. Describe the structures (above or below ground) on the property, including their purpose(s).**

Identify any man-made structures on the property. For example, parking lots, buildings, storage tanks, debris, concrete foundations, culverts, roadways (gravel, asphalt, etc.), bridges, docks, piers, etc.

**5n. Provide driving directions, from the closest highway, and attach a map.**

Provide driving directions to the project location from the closest major highway. If you have a map of the project location, please attach it to your application.

## **Part 6 – Project Description**

### **6a. Summarize the overall project. You can provide more detail in 6d.**

Provide a few sentences describing your project proposal. More detailed information will be asked for in the next few parts.

### **6b. Indicate the project category.**

Check the box(es) for the category that best describes your project.

### **6c. Indicate the major elements of your project.**

Indicate the major elements of your project. Check all that apply and list any additional major elements under "Other".

### **6d. Describe how you plan to construct each project element checked in 6c. Include specific construction methods and equipment that will be used.**

For each of the major elements that you have checked in 6c, please provide detail of how you propose to construct them. Include detail about how the construction methods and techniques will reduce impacts to the natural environment (e.g. silt fences, tarps, water diversion, bubble curtains, etc.). List any staging areas and equipment that will be used. Please be as specific as possible.

Make sure to identify where each element will occur in relation to the nearest waterbody. Also indicate whether each activity is within the 100-year floodplain.

If your activities will occur at different times or in phases, describe which activities will occur during which timeframes.

### **6e. What are the start and end dates for project construction?**

Indicate your best estimates of the overall start and end dates for the project. If the project activities will be completed during multiple timeframes, please indicate the start and end of each phase and which activities are included.

### **6f. Describe the purpose of the work and why you want or need to perform it.**

Explain why the proposed activity is necessary or desired.

This is an opportunity for you to discuss the needs and/or challenges of the project described in this application. Describe any project alternatives that were considered and any project modifications that may have resulted from discussions with resource agency staff. Attach additional sheets to the application if necessary.

### **6g. Fair market value of the project, including materials, labor, machine rentals, etc.**

Provide the estimated cost of your project. In your estimate, include materials, value of paid or volunteered labor and equipment.

"Fair market value" of a development is the open market bid price for conducting the work, using the equipment and facilities, and purchasing the goods, services, and materials necessary to accomplish the development. This would normally comprise the cost of hiring a contractor to undertake the development from start to finish, including the cost of labor, materials, equipment and facility usage, transportation and contractor overhead, and profit. The fair market value of the development should include the fair market value of any donated, contributed, or found labor, equipment, or materials. (Definition from Washington Administrative Code WAC 173-27-030 (8), <http://apps.leg.wa.gov/WAC/default.aspx?cite=173-27-030>).

#### **6h. Will any portion of the project receive federal funding?**

If any portion of the project, including planning and design, is funded by federal money, check "yes". This could include direct funding, grants or loans. If yes, please indicate which federal agencies or programs are providing the funding.

This information is used to determine the federal agency that is responsible for compliance with the Endangered Species Act, Section 106 of the National Historic Preservation Act, and other federal regulations.

### **Part 7 – Wetlands: Impacts and Mitigation**

#### **7a. Describe how the project has been designed to avoid and minimize adverse impacts to wetlands.**

Describe the ways your project is designed to avoid or reduce the impacts to wetlands. Include whether the placement of the project was selected to reduce impacts, and how the construction was modified to reduce or avoid impacts.

#### **7b. Will the project impact wetlands?**

Indicate whether your project will or could impact wetlands. Impacts to wetlands can happen from activities that occur within a wetland or some distance away (e.g. filling, excavating, draining, clearing vegetation, etc.). If you have wetland impacts, please describe the impacts, including type, amount, and duration in Question 7h.

For more information about wetland regulations and the Clean Water Act go to:  
[http://www.epa.gov/owow/wetlands/pdf/reg\\_authority\\_pr.pdf](http://www.epa.gov/owow/wetlands/pdf/reg_authority_pr.pdf).

#### **7c. Will the project impact wetland buffers?**

Indicate whether your project will or could impact wetland buffers. Impacts to buffers can happen from activities that occur within a wetland buffer, wetland or some distance away (e.g. filling, excavating, draining, clearing vegetation, etc.). If you may have wetland buffer impacts, please describe the impacts, including type, amount, and duration in Question 7h.

For more information about wetland regulations and the Clean Water Act go to:  
[http://www.epa.gov/owow/wetlands/pdf/reg\\_authority\\_pr.pdf](http://www.epa.gov/owow/wetlands/pdf/reg_authority_pr.pdf)

#### **7d. Has a wetland delineation report been prepared?**

Wetland delineation is a process for determining the boundary of a wetland in a certain location. This information is used to help determine accurate wetland boundaries and jurisdiction. It is also used to help determine the extent of the impacts to the wetland from proposed construction activities.

For more information on wetland delineation reports, go to the Washington State Wetlands Identification and Delineation Manual at <http://www.ecy.wa.gov/biblio/9694.html> and US Army Corps of Engineer's Wetlands Delineation Manual at: [http://www.nws.usace.army.mil/PublicMenu/Menu.cfm?sitename=REG&pagename=mainpage\\_Wetlands\\_and\\_Waters](http://www.nws.usace.army.mil/PublicMenu/Menu.cfm?sitename=REG&pagename=mainpage_Wetlands_and_Waters)

#### **7e. Have the wetlands been rated using the Western or Eastern Washington Wetland Rating System?**

The rating system categorizes wetlands into four categories based upon wetland functions, sensitivity to disturbance, rarity and/or the ability to replace them. There are separate rating systems for wetlands located in Eastern Washington and wetlands located in Western Washington.

For more information about rating wetlands, go to: <http://www.ecy.wa.gov/programs/sea/wetlands/ratingsystems/index.html>

#### **7f. Have you prepared a mitigation plan to compensate for any adverse impacts to wetlands?**

A mitigation plan is a description of the additional activities you propose to compensate for adverse impacts to wetlands. These activities may include onsite or offsite creation of additional wetlands, restoration or enhancement of wetlands, or preservation of wetlands.

For guidance on creating a mitigation plan, refer to Wetland Mitigation in Washington State Part 1&2 Guidance located at: <http://www.ecy.wa.gov/programs/sea/wetlands/mitigation/guidance/index.html>

#### **7g. Use the table below to list the type and rating of each wetland that will be impacted; the extent and duration of the impact; and the type and amount of compensatory mitigation you propose. If you are submitting a compensatory mitigation plan that includes a similar table, you may simply state (below) where we can find this information in the mitigation plan.**

List the proposed activities causing impacts and mitigation for those impacts in the summary table. Include information on the activity causing impact (excavation, fill, etc.) wetland type (based on the Western Washington/Eastern Washington wetland rating system), how much area (square feet or acres) will be impacted, duration of impact (temporary, permanent) as well as what type of mitigation is proposed (creation, restoration, etc.) and how many acres of mitigation will be provided.

If a table or chart containing this information is available in your mitigation plan, you can list the page number where the table or chart can be found.

#### **7h. For all filling activities identified in 7g, 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.**

If you have any activities that involve “filling-in” wetlands, describe the material being used, including the type, source, and amount of material (e.g. 3 cubic yards of dirt from the upland staging area). Also indicate where and how it will be placed in the wetland (e.g. fill placed in the western edge using a backhoe).

**7i. For all excavating activities identified in 7g, describe the excavation method, type and amount of material in cubic yards you will remove, and where the material will be disposed.**

If you have any activities that involve excavating in a wetland, describe what type of material you will be removing, what method or equipment will be used for removing it, how much you will be removing and where you will place the removed material. (e.g. I will be using a backhoe to remove approximately 2 cubic yards of dirt and vegetation and placing it along the access road.)

**7j. Summarize what the compensatory mitigation plan is meant to accomplish, and describe how a watershed approach was used to design the plan.**

Provide a brief summary of the activities you are proposing to compensate for impacts to wetlands. Include information on what the mitigation plan intends to accomplish. Also describe how a watershed approach was used to design the plan.

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

**8a. Describe how the project has been designed to avoid and minimize adverse impacts to the aquatic environment.**

Describe the ways your project is designed to avoid or reduce the impacts to the aquatic environment. Include whether the placement of the project was selected to reduce impacts, and how the construction was modified to reduce or avoid impacts.

In addition to the summary, please attach plans and specifications for activities designed to protect fish life (e.g. fish rearing pools, creation of spawning areas, addition of large woody debris, etc.).

**8b. Will your project impact a waterbody or the area around a waterbody?**

Waterbodies include rivers, lakes, streams, creeks, seasonally dry river beds, ponds, bays, ditches, etc. Impacts could occur from activities that take place in these waterbodies or some distance away.

If you are unsure as to whether your activities could impact waterbodies please contact the Governor’s Office of Regulatory Assistance at 1-800-917-0043 or [help@ora.wa.gov](mailto:help@ora.wa.gov).

**8c. Summarize the impact(s) to each waterbody in the table below.**

List each activity causing impact, the waterbody, and the details of the impact, including duration, location, amount of impact (e.g. material placed or removed) and the portion of the waterbody that will be affected.

**8d. Have you prepared a mitigation plan to compensate for the project’s adverse impacts to non-wetland waterbodies?**

A mitigation plan is a description of the additional activities you propose to compensate for adverse impacts to the aquatic environment.

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

Provide a brief summary of the activities you are proposing to compensate for impacts to non-wetland waterbodies. Include information on what the mitigation plan intends to accomplish. Also describe how a watershed approach was used to design the plan.

**8f. For all activities identified in 8c., 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.**

If you have any activities that involve “filling-in” portions of waterbodies, please describe the material being used, including the type, source, and the amount of material (e.g. 3 cubic yards of dirt from the upland staging area). Also indicate where and how it will be placed in the waterbody (e.g. fill placed on the western bank using a backhoe).

**8g. For all excavating or dredging activities identified in 8c., describe the method for excavating or dredging, the type and amount of material that will be removed, and where the material will be disposed.**

If you have any activities that involve excavating or dredging in a waterbody, please describe what type of material you will be removing, what method or equipment will be used for removing it, how much you will be removing, and where you will place the removed material. (e.g. I will be using a backhoe to remove approximately 2 cubic yards of sand and rocks and placing it along the access road.)

## **Part 9 – Additional Information**

**9a. If you have already worked with any government agencies on this project, list them below.**

List any contacts that you have had with city, county, state, and federal agencies as part of preparing your application or determining your site and construction activities.

**9b. Are any of the wetlands or waterbodies identified in Part 7 or Part 8 on the Washington Department of Ecology’s 303(d) List?**

If you know whether the waterbodies that you propose to impact are on the current 303d list, please indicate below and provide the parameters of the 303d listing. The 303d list is a designation of the current conditions of a waterbody including the existing problems and pollutants that the waterbody may contain.

You can find out whether the waterbodies are on the 303d list by going to:  
<http://www.ecy.wa.gov/programs/wq/303d/>.

**9c. What U.S. Geological Survey Hydrological Unit Code (HUC) is the project in?**

If you know the United State Geological Survey (USGS) national Hydrological Unit Code (HUC) that the project is occurring in, please list it below. These codes are based upon watersheds and help determine the resources that are important in the project area.

For more information and to determine your HUC, visit <http://cfpub.epa.gov/surf/locate/index.cfm>.

**9d. What Water Resource Inventory Area Number (WRIA #) is the project in?**

If you know the Water Resource Inventory Area number (WRIA) that your project is occurring within, please provide it below. The WRIA number is based upon watersheds and helps determine the resources that are important in the project area.

You can find out what your WRIA number is by going to:  
<http://www.ecy.wa.gov/services/gis/maps/wria/wria.htm>

**9e. Will the in-water construction work comply with the State of Washington water quality standards for turbidity?**

If you know whether your project impacts will comply with the State of Washington water quality standards for turbidity (suspended sediments in water) please indicate below. The Water Quality Standards, WAC 173-201A, can be found at <http://www.ecy.wa.gov/programs/wq/swqs/criteria.html>.

You can also read more about these standards by going to:  
<http://www.ecy.wa.gov/programs/wq/swqs/index.html>

**9f. If the project is within the jurisdiction of the Shoreline Management Act, what is the local shoreline environment designation?**

If you know whether your project location is within jurisdiction of the Shoreline Management Act, please indicate the local shoreline designation. This is usually when your project is occurring within 200ft of a waterbody or within the 100-year flood plain.

You can find the information by contacting your city or county planning department. Local government contact information can be found at <http://www.mrsc.org>. Click on the "LINKS" tab to find your city or county.

**9g. What is the Washington Department of Natural Resources Water Type?**

If you know the Department of Natural Resources Water Type classification, indicate it below. You can find out more about water types and obtain the water type for the waterbodies that your project may be impacting by going to:  
[http://www.dnr.wa.gov/BusinessPermits/Topics/ForestPracticesApplications/Pages/fp\\_watertyping.aspx](http://www.dnr.wa.gov/BusinessPermits/Topics/ForestPracticesApplications/Pages/fp_watertyping.aspx)

**9h. Will this project be designed to meet the Washington Department of Ecology's most current stormwater manual?**

If you know whether the proposed project is designed to meet Department of Ecology's most recent stormwater manual, indicate that below. If not, indicate whether you are following a different manual approved by the Department of Ecology. The stormwater manual provides guidance on how to design and maintain stormwater controls, including the control of runoff, stormwater holding ponds, etc.

For more information on Ecology's stormwater manual, please visit <http://www.ecy.wa.gov/programs/wq/stormwater/tech.html>

**9i. If you know what the property was used for in the past, describe below.**

If you have any historical knowledge of the property please indicate that below. Include any previous land uses or previous states of the natural environment (e.g. used to be a dairy farm, a gas station was here 20 years ago, it was forested until 30 years ago, etc.).

**9j. Has a cultural resource (archaeological) survey been performed on the project area?**

If a cultural resource or archaeological survey has been conducted on the project area, include a copy of the report with your application.

For more information on cultural resource surveys, contact the Washington Department of Archaeology and Historic Preservation (<http://www.dahp.wa.gov>) at 360-586-3065 or your local government. Local government contact information can be found at <http://www.mrsc.org>. Click on the "LINKS" tab to find your city or county.

**9k. 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.**

The Endangered Species Act of 1973 provides protection for endangered or threatened plants and animals and the habitats in which they are found. Species include birds, insects, fish, reptiles, mammals, crustaceans, flowers, grasses, and trees. Additional information on the Endangered Species Act can be found at <http://www.nmfs.noaa.gov/pr/laws/esa/>.

A list of species considered endangered or threatened in Washington can be found at [http://ecos.fws.gov/tess\\_public/pub/stateListing.jsp?status=listed&state=WA](http://ecos.fws.gov/tess_public/pub/stateListing.jsp?status=listed&state=WA).

**9l. List 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.**

The Washington Department of Fish and Wildlife publishes a catalog of habitats and species considered to be priorities for conservation and management. This catalog is called the Priority Habitats and Species List. More information on the List, including the most recent edition, can be found at <http://wdfw.wa.gov/hab/phslist.htm>.

For more information on the priority species and habitats in your area, please contact your local government. Local government contact information can be found at <http://www.mrsc.org>. Click on the "LINKS" tab to find your city or county.

**Part 10 – Identify the Permits You Are Applying For**

**10a. Compliance with the State Environmental Policy Act (SEPA)**

The State Environmental Policy Act (SEPA) environmental review is usually started early in the application process. This review involves filling out an environmental checklist that helps you to determine if significant impacts are caused by your proposal.

Usually county or city government staff can work with you to make an initial evaluation whether the impacts are significant or not.

If your project has a National Environmental Policy Act (NEPA) document that has been adopted by the lead agency for SEPA compliance, please mark the box to indicate a SEPA decision letter is attached and attach the Notice of Adoption letter to your application.

If you have not started the SEPA review process, please contact your local government or go to <http://www.ecy.wa.gov/programs/sea/sepa/e-review.html> for more information about this process, the checklist and forms.

### **10b. Identify the permits you are applying for:**

#### On-line Permit Assistance System (OPAS)

This online questionnaire asks a series of 'yes' or 'no' questions to help you determine which permits and approvals may be required for your project. This tool is available at <http://apps.ecy.wa.gov/opas>.

#### Environmental Permit Handbook

The Environmental Permit Handbook can provide you with an overview for each environmental permit, including contacts and resources for more detailed information. You can view the handbook online, download a copy at <http://apps.ecy.wa.gov/permithandbook>, or request a hardcopy from the Governor's Office or Regulatory Assistance by contacting them at [help@ora.wa.gov](mailto:help@ora.wa.gov) or 800-917-0043.

#### *Shoreline 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>

#### *Other city/county permits:*

Floodplain Development Permit: <http://apps.ecy.wa.gov/permithandbook/permitdetail.asp?id=47>

#### *Washington Department of Fish & Wildlife*

Hydraulic Project Approval: <http://apps.ecy.wa.gov/permithandbook/permitdetail.asp?id=25>

#### *Washington Department of Ecology*

Section 401 Water Quality Certification: <http://apps.ecy.wa.gov/permithandbook/permitdetail.asp?id=43>

#### *Washington Department of Natural Resources*

Aquatic Resources use Authorization: <http://apps.ecy.wa.gov/permithandbook/permitdetail.asp?id=31>

#### *Department of the Army (U.S. Army Corps of Engineers) 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>

## **Part 11 – Authorizing Signatures**

### **11a. Applicant Signature**

The applicant, identified in Part 2, must sign the application for submitting the JARPA package to the reviewing agencies.

If applicable, the applicant must also initial the statement granting authority to his or her designated agent in Part 3.

The applicant must also initial the statement granting the authority to access the property. If the applicant identified in Part 2 is not the property owner, the owner's signature will be required in question 11c.

### **11b. Authorized Agent Signature**

If an authorized agent is identified in Part 3, he or she must sign the application before submitting the JARPA package to the reviewing agencies.

### **11c. Property Owner Signature (if not applicant)**

If the applicant identified in Part 2 is not the property owner, the owner's signature will be required. This signature provides authorization for the permitting agencies to access the property for inspections of the project site and work.

If you require this document in another format, contact The Governor's Office of Regulatory Assistance (ORA). 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-025-09