



# WETLAND PERMIT APPLICATION

Department of Community & Economic Development

321 E. 5th Street, Port Angeles, WA 98362  
360.417.4750 | www.cityofpa.us | ced@cityofpa.us

file no.

No regulated activity shall occur or be permitted to occur within a regulated wetland or wetland buffer without a written permit from the Director of Community and Economic Development. Any alteration approved by such written permit shall comply fully with the requirements and purposes of this chapter, other applicable regulations, and any terms or conditions of said permit. All activities which are not allowed or permitted shall be prohibited. (Except as specifically provided in subsection 15.24.050.B)

**Request for determination of applicability:** Any person seeking to determine whether a proposed activity or an area is subject to this chapter may request in writing a determination from the Director of Community and Economic Development. Such a request for determination shall contain plans, data, and other information as may be specified by the Director of Community and Economic Development

**Pre-permit consultations:** Any person intending to apply for a wetland permit is strongly encouraged, but not required, to meet with the Director of Community and Economic Development during the earliest possible stages of project planning in order to discuss wetland impact avoidance and minimization and to discuss compensation, before large commitments have been made to a particular project design. Effort put into pre-application consultations and planning will help applicants create projects which will be more quickly and easily processed.

## REQUIRED APPLICATION MATERIALS CHECKLIST

- WET:** A completed application signed by the applicant or applicant's representative
- Narrative:** A detailed description of proposed work related to the wetland
- Wetland report:** shall be prepared by a qualified professional. The following areas shall be addressed in a wetland report: The project area of the proposed activity, All wetlands and recommended buffers within 300 feet of the project area, All shoreline areas, water features, floodplains, and other environmentally sensitive areas, and related buffers within 300 feet.
- Wetland analysis:** Provide the following analysis:
  - A written assessment and accompanying maps of the wetlands and buffers within 300 feet of the project area, including the following information at a minimum: Wetland delineation and required buffers, Existing wetland acreage, Wetland category; vegetative, faunal, and hydrologic characteristics, Soil and substrate conditions; and Topographic elevations, at two-foot contours.
  - A discussion of measures, including avoidance, minimization, and mitigation, proposed to preserve existing wetlands and restore any wetlands that were degraded prior to the current proposed land use activity.
  - Proposed mitigation, if needed, including a written assessment and accompanying maps of the mitigation area, including the following information at a minimum: Existing and proposed wetland acreage, Vegetative, faunal, and hydrologic conditions, Relationship within watershed and to existing water bodies, Soil and substrate conditions, topographic elevations, Existing and proposed adjacent site conditions, Required wetland buffers, and Property ownership.
  - A discussion of ongoing management practices that will protect wetlands after the project site has been developed, including proposed monitoring and maintenance programs.
- SEPA Checklist:** Complete all questions and acquire authorized signature
- Site Plan:** A detailed site plan, identifying the ESA, vegetation, and all structures (Scale 1"=20')



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## APPLICANT INFORMATION

Applicant Name: \_\_\_\_\_ (Property Owner:  Yes  No)

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

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

Applicant's Representative (If other than applicant): \_\_\_\_\_

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

(If applicant, or applicant's representative, is not the owner, property owner acknowledgment of this proposed land use action must be provided)

## PROJECT INFORMATION

Project Summary:  
(1-2 Sentences)

## SUBJECT PROPERTY

Full Street Address: \_\_\_\_\_

Property ID / Parcel #: \_\_\_\_\_ Current Zoning: \_\_\_\_\_

Property Owner(s): \_\_\_\_\_ ( Same as Applicant)

Property Owner Address: \_\_\_\_\_

## SIGNATURE

I have read and completed the application and attached all application materials and know it to be true and correct. I am authorized to apply for this permit and understand that additional information may be required and it is my responsibility to determine what other permits are required and to obtain permits prior to work, use, or activity. I understand that I will forfeit fees if I withdraw the application prior to permit issuance.

Date \_\_\_\_\_ Print Name \_\_\_\_\_ Signature ( Owner  Representative) \_\_\_\_\_

Notes:

Fees: \$350.00

DATE STAMP