



**PIERCE COUNTY  
PLANNING AND LAND SERVICES DEPARTMENT**

**Environmental Checklist (SEPA)**

This form is to be used when environmental review is required for the following actions.

<b>Submittal Standards</b>  Number in box indicates the number of copies required.	<b>Addendum</b>	<b>Commercial Building</b>	<b>Single Family</b>	<b>Site Development</b>	<b>Storage Tank</b>	<b>Received</b>
Letter of Authorization	1	1	1	1	1	
Environmental Checklist	1 <sup>1</sup>	7	4	6	6	
Vicinity Map		1	1	1	1	
Site Plan	1	7	4	6	6	
CARLS		1	1	1	1	

<sup>1</sup> Submittal must include a copy of the threshold determination (DNS or MDNS) being amended.

**Submittal Standard Instructions**

**Letter of Authorization:** The land owner must provide a signed letter of authorization for the applicant/agent, in the event the applicant/agent is not the landowner.

**Environmental Checklist: THE ORIGINAL SIGNED CHECKLIST MUST BE INCLUDED.**

**Vicinity Map:** The vicinity map should show the project site in relation to the general vicinity and surrounding road network. The vicinity map can be included on the site plan.

**Site Plan:** Site plan must be drawn to scale and show all improvements, existing and proposed, including: parking areas, landscaping, building footprints, location of easements, road approach locations, drainage courses (if present), site contours at 5 foot intervals, approved septic tank and drainfield locations including reserve areas, retaining walls and rockeries.

**CARLS:** Critical Area and Resource Lands Checklist. A CARLS can be obtained at the Pierce County Development Center, either before or at time of application.

\_\_\_\_\_  
Signature of Planner – application complete

\_\_\_\_\_  
Date