



## CRITICAL AREAS IDENTIFICATION & CRITICAL AREAS ALTERATIONS

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Online application required. Submit online at [www.MyBuildingPermit.com](http://www.MyBuildingPermit.com).

This intake checklist identifies minimum application elements necessary for Community Development and Public Works to accept the application for further processing. Should any of the following minimum items not be provided, the application will not be accepted at the counter. Acceptance of an application **DOES NOT** guarantee completeness. The City will take up to 28 days to make a completeness determination.

**Applicant:** Check each box under the *Applicant* heading on this check list to confirm items are included in your submittal. A Permit Technician will check off each box under *Staff* when the item is confirmed to be included in the submittal package.

Applications for project permits shall be submitted to the city upon forms provided by the director, shall consist of all materials required by the applicable development regulations for the specific permit(s) sought, and shall include the following general information.

**All items noted with an "L" next to the Applicant box must be labeled by the applicant, for file identification.**

- | Applicant   | Staff                    |
|---|--------------------------|
| <input type="checkbox"/> A completed & signed Permit Application form.....  | <input type="checkbox"/> |
| L <input type="checkbox"/> A property and/or legal description of the site for all applications, as required by the applicable development regulations.   | <input type="checkbox"/> |
| <input type="checkbox"/> Development Review Billing Form (Form D).....  | <input type="checkbox"/> |
| Application fee due at submittal: see Land Use and Planning Fees form C.....  |                          |
| L <input type="checkbox"/> Information on the capacity of existing storm water conveyance and control facilities.....   | <input type="checkbox"/> |
| <input type="checkbox"/> Designation by name, street and mailing address, telephone number, and relationship to the applicant, of the person to receive all determinations and notices required by BMC Chapter 11.06.   | <input type="checkbox"/> |
| L <input type="checkbox"/> An application for a concurrency encumbrance letter (BMC 17.03.014) unless the permit is specifically exempted by BMC 17.03.003. Note: if concurrency encumbrance letter has been issued submit letter in lieu of concurrency application. | <input type="checkbox"/> |

### Additional application requirements per 14.04.240(C), five (5) copies required:

- | Applicant   | Staff                    |
|---|--------------------------|
| L <input type="checkbox"/> A map using a scale of 100 feet to one inch or larger of the property indicating whether a critical area or buffer is located on the site, and if so, their boundaries. Maps and inventories of identified critical areas, which are on file at the City of Bothell, Department of Community Development may be used to alert the public and staff to the possibility of the presence of a critical area as defined by BMC Title 11. An applicant is responsible, however, for indicating the presence of a critical area whether or not it is reflected on said maps. | <input type="checkbox"/> |
| L <input type="checkbox"/> All maps, drawings, text and other materials necessary to fully describe the proposed development or other use of property, including the proposed alteration of a critical area or areas.   | <input type="checkbox"/> |

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### Other Submittal Requirements, 5 copies required:

- | Applicant   | Staff                    |
|---|--------------------------|
| L <input type="checkbox"/> Vicinity map.....  | <input type="checkbox"/> |
| L <input type="checkbox"/> Tree retention plan consistent with BMC 12.18.030.....   | <input type="checkbox"/> |
| L <input type="checkbox"/> Notes and determinations from the pre-application conference (if applicable) .....   | <input type="checkbox"/> |
| L <input type="checkbox"/> A completed SEPA Checklist. A SEPA review will be required as part of the CAAP application if SEPA review has not been accomplished to date for any work proposed in association with the CAAP. The scope of work described in this application must be consistent with that analyzed under the original SEPA threshold determination. | <input type="checkbox"/> |

### Special Studies (if applicable), 5 copies required:

- | Applicant  | Staff                    |
|--|--------------------------|
| L <input type="checkbox"/> A special study delineating the critical area(s) boundary(s) and describing the critical area characteristics, at a minimum. The type of special study submitted will depend upon the type of critical area on the site and whether or not such special studies have already been submitted as part of an associated land use permit application. Such special studies may include, but not be limited to, the following: | <input type="checkbox"/> |
| L <input type="checkbox"/> A Wetlands Delineation and Categorization Study .....   | <input type="checkbox"/> |
| L <input type="checkbox"/> A Stream Delineation and Assessment Study .....   | <input type="checkbox"/> |
| L <input type="checkbox"/> A Geological Hazards Study.....   | <input type="checkbox"/> |
| L <input type="checkbox"/> A Critical Aquifer Recharge Area Study.....   | <input type="checkbox"/> |
| L <input type="checkbox"/> A Frequently Flooded Areas Study.....   | <input type="checkbox"/> |
| L <input type="checkbox"/> A Fish and Wildlife Habitat Conservation Areas Study .....  | <input type="checkbox"/> |
| L <input type="checkbox"/> A Biological Evaluation or Biological Assessment (if work is to occur within the Ordinary High Water Mark).   | <input type="checkbox"/> |

### Mitigation Plans, 5 copies required:

- | Applicant  | Staff                    |
|--|--------------------------|
| L <input type="checkbox"/> If there are any critical areas or buffer areas proposed to be altered, a detailed Mitigation Plan shall be provided. | <input type="checkbox"/> |

**NOTE:** Other items may be required to be submitted for a CAAP Application to be consistent with the Bothell Municipal Code.

The applicant is responsible for all notification (posting, mailing and publishing) as required by Title 11.04 in the Bothell Municipal Code.

**City of Bothell  
Critical Area Identification Form**

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

Applicant name: \_\_\_\_\_

Project/site name: \_\_\_\_\_

Project #: \_\_\_\_\_

**Project Information**

Location of the proposed activity (street address and/or city block and street name):

Tax Parcel #(s):

Type of proposed development or alteration:

Are other permits or approvals needed?

\_\_\_\_\_ Yes

\_\_\_\_\_ No

\_\_\_\_\_ Not sure

If yes, describe?

**Site Information**

Briefly describe the existing site, including current and past uses of the property:

City of Bothell Critical Areas Identification Form

Are there any mapped or known wetlands, critical aquifer recharge, frequently flooded, geologically hazardous or fish and wildlife habitat areas on, or within 300 feet of, the site as defined in BMC Title 14.04?

\_\_\_\_\_ Yes

\_\_\_\_\_ No

\_\_\_\_\_ Not sure

If yes, describe the critical area(s) and proximity to site:

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Have any critical areas tracts or protection easements been recorded on the title of the property or adjacent properties?

- Yes  
 No  
 Not sure

Has a critical area review, or other environmental review, been conducted for another project located on or adjacent to the site?

- Yes  
 No  
 Not sure

City of Bothell Critical Areas Identification Form

**Is there evidence of the following on/near the site? Check all that apply:**

- Surface waters including stream, intermittent streams, drainage channels, and/or ditches
- Clay, peat or muck soils
- Evidence of standing water or soil saturation (cracked soil, bare soils, etc)
- Depressions areas or swales
- Seeps or springs
- Plants such as cattail, buttercup, yellow iris, reed canary grass, bulrush, skunk cabbage, water lily, or other wetland plants?
- Evidence of flooding (drift lines, flood debris, etc)
- The site is within the 100-year flood plain, shown on flood insurance maps published by FEMA, or on other local flood maps
- Slopes greater than ~15 % (What is the steepest slope? \_\_\_\_\_)
- Evidence of erosion, unstable soil, or cracks on hillsides
- Ponds or wetlands
- Mature forests/stands of trees
- Large snags
- Stormwater treatment or detention facilities
- Wells (active or abandoned)
- Drainage tiles or other subsurface drainage features