

Agency reference # _____

Date received: _____

Circulated by: _____

Project Tracking #: _____



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



Part 1–Project Identification

1a. Unique Project Identifier [help] Don't have one yet? Get one at www.epermitting.wa.gov or call the Office of Regulatory Assistance at 1-800-917-0043.
1b. Project Name (Examples: <i>Smith's Dock</i> or <i>Seabrook Lane Development</i>) [help]

Part 2–Applicant

Person or organization legally responsible for the project. [\[help\]](#)

2a. Name (<i>Last, First, Middle</i>) and Organization (<i>if applicable</i>)			
2b. Mailing Address (<i>Street or PO Box</i>)			
2c. City, State, Zip			
2d. Phone (1)	2e. Phone (2)	2f. Fax	2g. E-mail
()	()	()	

Part 3– Authorized Agent or Contact

Applicants can authorize someone else to represent them. If you use an authorized agent or contact for this project, please fill out the section below. Authorized agent(s) must sign Part 10.b. of the JARPA. [\[help\]](#)

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

Part 4—Property Owner [\[help\]](#)

- Same as applicant. (Please skip to Part 5.)
- Repair or maintenance activities on existing rights of way or easements. (Please skip to Part 5.)
- There are multiple property owners. (Please provide the information requested below for each property owner. Please attach an additional sheet to the form if necessary.)

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

Part 5—Property and Project Locations

- There are multiple properties or project locations (e.g., linear projects). For each property, please include the information below in an attachment.

5a. Street Address (<i>Cannot be a PO Box. If there is no address, please provide other location information in 5k.</i>) [help]			
5b. City, State, Zip (<i>If the project is not in a city or town, please provide the name of the nearest city or town.</i>) [help]			
5c. County [help]			
5d. Please provide the section, township, and range for the project location. [help]			
¼ Section	Section	Township	Range
5e. Please provide the latitude and longitude of the project location. [help]			
▪ Example: 47.03922 N lat. / -122.89142 W long			
5f. List the tax parcel number for the project location. [help]			
▪ The local county assessor's office can provide this information.			
5g. Identify the type of ownership of the property. (<i>Check all that apply.</i>) [help]			
<input type="checkbox"/> State Owned Aquatic Land <input type="checkbox"/> Tribal land <input type="checkbox"/> Private land			
<input type="checkbox"/> Other publicly owned land (<i>federal, state, county, city, special districts like schools, ports, etc.</i>)			

5h. Contact information for all adjoining property owners, lessees, etc. (If more space is needed, please attach a separate piece of paper.) [\[help\]](#)

Name	Mailing Address	City, State, Zip

5i. Is any part of the project area within a 100-year flood plain? [\[help\]](#) Yes No

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

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

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

5m. Describe the structures (whether above or below ground) currently located on the property, including their purpose. [\[help\]](#)

5n. Provide driving directions from the closest major highway to the project location, and attach a map.

- Include other information about the property location (e.g. mileposts, river miles) [\[help\]](#)

Part 6–Project Description

6a. Provide a very brief description of the overall project. [\[help\]](#)

6b. What is your project category? [\[help\]](#)

- Check all that apply.

Commercial
 Residential
 Institutional
 Transportation
 Recreational
 Maintenance
 Environmental Enhancement & Restoration

6c. Please indicate the major elements of your project. [\[help\]](#)

- Check all that apply. Use "Other" to identify pertinent elements not listed.

<input type="checkbox"/> Aquaculture	<input type="checkbox"/> Culvert	<input type="checkbox"/> Ferry Terminal	<input type="checkbox"/> Pier / Dock
<input type="checkbox"/> Bank Stabilization	<input type="checkbox"/> Dam / Weir	<input type="checkbox"/> Fishway	<input type="checkbox"/> Piling
<input type="checkbox"/> Boat Launch	<input type="checkbox"/> Dike / Levee / Jetty	<input type="checkbox"/> Float	<input type="checkbox"/> Road
<input type="checkbox"/> Bridge	<input type="checkbox"/> Ditch	<input type="checkbox"/> Geotechnical Survey	<input type="checkbox"/> Scientific Measurement Device
<input type="checkbox"/> Bulkhead	<input type="checkbox"/> Dredging	<input type="checkbox"/> Marina / Moorage	<input type="checkbox"/> Stormwater facility
<input type="checkbox"/> Buoy		<input type="checkbox"/> Mining	<input type="checkbox"/> Utility Line
<input type="checkbox"/> Channel Modification		<input type="checkbox"/> Outfall Structure	

Other:

6d. Please describe how you plan to construct each project element checked in 6c. Include the specific construction methods and equipment that will be used. [\[help\]](#)

- Identify where each element will occur in relation to the nearest waterbody.
- Indicate whether each activity is within the 100-year flood plain.

<p>6e. What are the start and end dates for the construction of the project? (month/year) [help]</p> <ul style="list-style-type: none"> If the project will be constructed in phases/stages, attach an outline of the construction sequence and the timing of activities, including the start and end dates of each phase/stage. <p>Start date: _____ End date: _____ <input type="checkbox"/> See attached</p>
<p>6f. Describe the purpose of the work and why you want or need to perform it. [help]</p>
<p>6g. Fair market value of the project, including materials, labor, machine rentals, etc. [help]</p>
<p>6h. Will any portion of the project receive federal funding? [help] <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <ul style="list-style-type: none"> If yes, list each agency providing funds.
<p>6i. Compliance with the State Environmental Policy Act (SEPA) [help]</p> <ul style="list-style-type: none"> Check the box(s) below that applies to the project. For more information about SEPA, go to www.ecy.wa.gov/programs/sea/sepa/e-review.html. <p><input type="checkbox"/> A copy of the SEPA determination or letter of exemption is included with this application.</p> <p><input type="checkbox"/> A SEPA determination is pending with _____ (lead agency); expected decision date is _____.</p> <p><input type="checkbox"/> I am applying for a Fish Habitat Enhancement Exemption. Please submit the Fish Habitat Enhancement Project form with this application.</p> <p><input type="checkbox"/> This project is exempt.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Categorical Exemption. Under what section of the SEPA administrative code (WAC) is it exempt? _____ <input type="checkbox"/> Other: _____ <p><input type="checkbox"/> SEPA is pre-empted by federal law.</p>

Part 7–Wetlands: Impacts and Mitigation

If the project will not impact wetlands or wetland buffers, please skip to Part 8.

<p>7a. Will the project impact wetland buffers? [help] <input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>7b. Will the project impact wetlands? [help] <input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>7c. Describe how the project has been designed to avoid and minimize adverse impacts to wetlands. [help]</p>

7d. If you have already worked with any government agencies to reduce or avoid impacts, please list them below. [\[help\]](#)

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

7e. Has a wetland delineation report been prepared? [\[help\]](#) Yes No

- If **yes**, submit the report with the application. Include copies of delineation data sheets.

7f. Have the wetlands been rated using the Washington State Wetland Rating System? [\[help\]](#)

Yes No Not applicable

- If **yes**, submit the wetland rating forms, including figures, with the application.

7g. Have you prepared a mitigation plan to compensate for the project's adverse impacts to wetlands? [\[help\]](#)

Yes No Not applicable

- If **yes**, submit the plan with the application.

7h. For each project activity that will adversely impact wetlands, list the type and rating of each wetland to be impacted, the extent and duration of the impact, and the type and amount of compensatory mitigation proposed. If you are submitting a compensatory mitigation plan that includes a similar table, you may simply state (below) the page number in the mitigation plan where this information can be found. [\[help\]](#)

Activity causing Impact (filling, draining, flooding, etc.)	Wetland Type and Rating Category ¹	Impact Area (sq ft. or acres)	Duration of Impact ²	Proposed Mitigation Type ³	Wetland Mitigation Area (sq ft. or acres)

¹ Ecology wetland category based on current Western Washington or Eastern Washington wetland rating system. If impacting wetlands, please include copies of wetland rating forms with application.

² Indicate the time (in months or years, as appropriate) the wetland will be measurably impacted by the work. Enter "permanent" if applicable.

³ Creation (C), Re-establishment/Rehabilitation (R), Enhancement (E), Preservation (P), Mitigation Bank/In-lieu fee (B)

Reference to a similar chart/table in mitigation plan, if available.

7i. Provide a summary of what the compensatory mitigation plan is intended to accomplish, and describe how a watershed approach was used to design the plan. [\[help\]](#)

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

7k. For all excavating activities identified in 7h., please describe the type of material proposed to be excavated,

the methods to be used, the amount of material to be removed, and where the material will be disposed. [\[help\]](#)

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

If the project will not impact waterbodies or areas around waterbodies, please skip to Part 9.

8a. Will your project impact a waterbody or the area around a waterbody? [\[help\]](#) Yes No

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

Activity causing Impact (clearing, dredging, filling, pile driving, etc.)	Waterbody name	Impact location ¹	Duration of Impact ²	Amount of material to be placed in OR removed from waterbody	Area (sq ft. or linear ft.) of waterbody directly affected

¹ Indicate whether the impact will occur in the waterbody, or provide the distance to the waterbody and indicate whether it will occur within the 100-year flood plain.

² Indicate the time (in months or years, as appropriate) the waterbody will be measurably impacted by the work. Enter "permanent" if applicable.

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

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

Yes No Not applicable

- If yes, submit the plan with the application.

8e. Provide a summary of what the compensatory mitigation plan is intended to accomplish, and describe how a watershed approach was used to design the plan. If you have already completed 7i, you do not need to restate your answer here. [\[help\]](#)

8f. Please describe in detail the source and nature of the fill material, the amount that will be used, and how and where it will be placed into the waterbody. [\[help\]](#)

8g. For excavating or dredging impacts, please describe the type of material proposed to be excavated or dredged, the methods to be used, the amount of material to be removed, and where the material will be disposed. [\[help\]](#)

Part 9—Additional Information

Providing answers to the questions below is optional, but will help the review of your application.

9a. What is the zoning designation for the project location? [\[help\]](#)

- You can get this information from the local city or county planning department.
- Zoning designation examples include, but are not limited to, residential, rural, agricultural, and general commercial.

9b. What US 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.

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

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

9d. Are any of the waterbodies identified in 7h. or 8b. on the WA Dept. of Ecology 303(d) List? [\[help\]](#)

Yes No

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

9e. For in-water construction work, will the project comply with the State of Washington water quality standards for turbidity ([WAC 173-201A](#))? [\[help\]](#) Yes No

9f. If the project is within the jurisdiction of the Shoreline Management Act, what is the local shoreline environment designation? [\[help\]](#)

- If you don't know, contact the local planning department.
- For more information, go to: www.ecy.wa.gov/programs/sea/sma/laws_rules/173-26/211_designations.html.

Rural Urban Conservancy Natural Other_____

9g. What is the Department of Natural Resources Water Type? *(Check all that apply.)* [\[help\]](#)

- Go to http://www.dnr.wa.gov/BusinessPermits/Topics/ForestPracticesApplications/Pages/fp_watertyping.aspx for the Forest Practices Water Typing System.

S F Np Ns

9h. Will this project be designed to meet the WA Dept. of Ecology's most current stormwater manual? [\[help\]](#)

Yes No

- **If no**, and it is designed to a different manual, provide the name of the WA Dept. of Ecology approved manual the project is designed to meet.

9i. If you have any historical knowledge of what the property was used for before identifying it for this project, please describe it below. [\[help\]](#)

9j. Has a cultural resource survey been performed on the project area? [\[help\]](#)

Yes No

- **If yes**, please attach to your application.

Part 10—Authorizing Signatures

10a. Applicant Signature (required)

*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 4 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 consent to the permitting agencies entering the property where the project is located to inspect the project site or any work. _____ (initial)

Applicant

Date

10b. Authorized Agent Signature

*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

Date

10c. Property Owner Signature

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

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.

Part 11–Submitting the Completed JARPA Form

Instructions:

1. Use the checklist below to indicate which permits you are applying for.
2. Make copies of the JARPA form and send it to the appropriate agencies. Remember to include any necessary attachments:
 - Complete construction drawings and specifications along with any maps and photos to support your description. These must be in 8 ½ x 11 format.
 - A SEPA decision letter is required for a complete application to the Washington Department of Fish and Wildlife.
 - If applicable:
 - Wetland delineation report and copies of delineation data sheets.
 - Wetland rating forms, including figures.
 - Mitigation plan.
3. If it is not clear what permit(s) you need for the project, use the resources below:
 - Online Project Questionnaire at <http://apps.ecy.wa.gov/opas/>.
 - Office of Regulatory Assistance at 1-800-917-0043 or assistance@ora.wa.gov

Identify the permits you are applying for: *(Check all that apply)*

Shoreline permit:

- Substantial Development Conditional Use
 Shoreline Exemption Variance

Send to: **Appropriate city or county planning, building, or community development department.**

Other city/county permits:

- Floodplain Development Permit Critical Areas Ordinance

Send to: **Appropriate city or county planning, building, or community development department.**

Hydraulic Project Approval

Send to: **Department of Fish and Wildlife**

Section 401 Water Quality Certification

Send to: **Department of Ecology regional office– Federal Permit Unit**

Aquatic Resources use Authorization (Aquatic Lease)

Send to: **Department of Natural Resources regional office**

Department of the Army permits:

- Section 404 (discharges into waters of the US) Section 10 (work in navigable waters)

Send to: **US Army Corps of Engineers**

United States Coast Guard permits:

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

Send to: **United States Coast Guard**

Mailing Addresses and Contact Information

Shoreline permits

Send to: Appropriate city or county planning, building, or community development department.

- For city and county contact information, go to: <http://www.ora.wa.gov/today.asp>

Hydraulic Project Approval

Send to: Department of Fish and Wildlife

Headquarters	Washington State Department of Fish and Wildlife 600 Capitol Way North Olympia, Washington 98501-1091	Tel (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 2315 North Discovery Place Spokane, WA 99216	Tel (509) 892-1001 Fax (509) 921-2440
Region 2 (Okanogan, Douglas, Grant, Adams, and Chelan Counties)	Washington State Department of Fish and Wildlife 1550 Alder Street NW Ephrata, WA 98823-9699	Tel (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	Tel (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	Tel (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	Tel (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	Tel (360) 249-4628 Fax (360) 664-0689

401 Water Quality Certification

Send to: Department of Ecology regional office– Federal Permit Unit

- For a map of Ecology Regional Offices, go to: www.ecy.wa.gov/org.html

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
Central Region	15 West Yakima Avenue, Suite 200 Yakima, WA 98902-3401	Tel (509) 575-2490 Fax (509) 575-2809
Eastern Region	4601 North Monroe, Suite 202 Spokane, WA 99205-1295	Tel (509) 329-3400 Fax (509) 329-3529

Northwest Region	3190 - 160th Avenue S.E. Bellevue, WA 98008-5452	Tel (425) 649-7000 Fax (425) 649-7098
Southwest Region	<u>Mailing Address:</u> P.O. Box 47775 Olympia, WA 98504-7775 <u>Physical Address:</u> 300 Desmond Drive Lacey, WA 98504	Tel (360) 407-6300 Fax (360) 407-6305
Aquatic Resources use Authorization (Aquatic Lease) Send to: Department of Natural Resources regional office <ul style="list-style-type: none"> For a map of DNR regional offices, go to: http://www.dnr.wa.gov/ContactDNR/Pages/Home.aspx 		
Headquarters		Tel (360) 902-1100
Northwest Region		Tel (360) 856-3800
Pacific Cascade Region		Tel (360) 577-2025
South Puget Sound Region		Tel (360) 825-1631
Northeast Region		Tel (509) 684-7474
Southeast Region		Tel (509) 925-8510
Olympic Region		Tel (360) 374-6131
Department of the Army Permit Send to: US Army Corps of Engineers		
US Army Corps of Engineers	Seattle District Regulatory Branch P.O. Box 3755 Seattle, WA 98124-3755	Tel (206) 764-3495 Fax (206) 764-6602
General Bridge Act Permit 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