



DEPARTMENT OF COMMUNITY DEVELOPMENT  
33325 8<sup>th</sup> Avenue South  
Federal Way, WA 98003  
253-835-2607  
[www.federalwaywa.gov](http://www.federalwaywa.gov)

## STATE ENVIRONMENTAL POLICY ACT (SEPA) SUBMITTAL REQUIREMENTS

Project Name: \_\_\_\_\_

File No(s): \_\_\_\_\_

- This form is to be used by an applicant as a guide in determining what constitutes a complete application for SEPA review. This guide is for projects that do not have an associated land use process.
- All application materials must be submitted electronically. Please visit our website at <https://www.federalwaywa.gov/page/electronic-document-submittal> to request a document upload link and obtain information on how to successfully prepare your application materials for electronic submittal and review.
- All checked items must be submitted to constitute a complete application. If you are unsure of a requirement, please contact a planner prior to submittal at [planning@federalwaywa.gov](mailto:planning@federalwaywa.gov).
- The applicant will be notified of a complete application within 28 days.
- A complete application does not imply compliance or conformance with applicable codes.
- Additional fees may be required for consultant review of critical areas.

Required	Submitted	
<input type="checkbox"/>	<input type="checkbox"/>	Master Land Use application, with owner's signature
<input type="checkbox"/>	<input type="checkbox"/>	Application fees
<input type="checkbox"/>	<input type="checkbox"/>	Vicinity map
<input type="checkbox"/>	<input type="checkbox"/>	Completed State Environmental Policy Act (SEPA) Checklist
<input type="checkbox"/>	<input type="checkbox"/>	Complete Plan(s) Set

## General Plan Standards

- Minimum plan sheet size shall be 22 x 34 inches.
- Plans must be drawn at an engineering scale that allows the entire plan to fit on one sheet.
- Minimum scale is 1" = 20' unless otherwise authorized.
- All information is to be legible.
- All drawing sheets shall include:
  - Project name, plan date, and/or revision date(s)
  - Name, phone number, and license stamp of preparer
  - North arrow and bar scale
  - Name and phone number of owner/agent

Required      Submitted

<input type="checkbox"/>	<input type="checkbox"/>	Special Studies if required
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Required      Submitted

<input type="checkbox"/>	<input type="checkbox"/>	<b>Site Plan</b> <ul style="list-style-type: none"> <li>• Vicinity map</li> <li>• Site area</li> <li>• Total parking stall count</li> <li>• Total gross floor area of all proposed floors or levels</li> <li>• Location and dimensions of existing/proposed structures, property lines, sidewalks, easements, parking layout, street edges, mechanical equipment, trash enclosures, outdoor uses, storage areas, fencing, rockeries, and retaining walls</li> <li>• Property lines, utilities, easements, sidewalks, street edges, existing structures, parking, and site improvements (i.e. drainage systems with pipe sizes, invert and rim elevations, etc)</li> <li>• Delineate streams, ponds, wetlands, natural drainage courses, and other surface water features on or within 200 feet of site per Chapter 14.30 FWRC, "Critical Areas"</li> <li>• Location of strands of trees as defined by FWRC 19.05.200</li> <li>• Existing and proposed utilities including: utility poles and boxes, water, storm sewer, sanitary sewer, and fire hydrants</li> <li>• Structures and driveways within 150 feet of subject site (on both sides of street)</li> <li>• <i>International Building Code</i> (IBC) construction type and occupancy classification</li> <li>• Location and square footage calculations of any on-site pedestrian areas (i.e., plazas, courtyards) or open space areas</li> <li>• Minimum two-foot contours for slopes less than 15 percent and five-foot contours for slopes 15 percent or greater; datum shall be King County Aerial Survey or NGVD-29</li> <li>• Delineate slopes greater than 40 percent grade on or within 25 feet of the site</li> </ul>
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Required	Submitted	
<input type="checkbox"/>	<input type="checkbox"/>	<b>Preliminary Landscape Plan</b> <ul style="list-style-type: none"> <li>• Specific location, type, size, and number of trees with a dbh greater than six inches to remain and to be removed</li> <li>• Plant schedule with the scientific name, common name, size, spacing, and quantity of each</li> <li>• Specific location and square footage calculations of drought tolerant landscaping (document that a minimum 25 percent is provided per FWRC 19.125.040[6])</li> <li>• Irrigation plan for lawn areas</li> <li>• Specific location, square footage calculations, and total square footage of each parking lot landscape island per FWRC 19.125.070(2)(a)</li> <li>• Screening of outdoor facilities such as: trash/recycling enclosures, outdoor storage, drive through facilities, stormwater facilities, and ground based mechanical equipment</li> <li>• Building wall area landscaping per FWRC 19.125.040</li> <li>• Specific location of street trees in the right-of-way</li> <li>• Identify perimeter landscape type as I, II, or III</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<b>Preliminary Drainage, Grading, and Right-of-Way Plan</b> <ul style="list-style-type: none"> <li>• Preliminary storm drainage system in accordance with the <i>King County Surface Water Design Manual</i> (KCSWDM), as amended by Federal Way</li> <li>• Preliminary grading plan with finished contours; minimum two-foot contours for slopes less than 15 percent and five-foot contours for slopes 15 percent or greater; datum shall be King County Aerial Survey or NGVD-29</li> <li>• Preliminary right-of-way improvement plan, as required by the Public Works Department</li> <li>• Approximate cut &amp; fill quantities of site earthwork</li> <li>• Total existing and proposed impervious surface area</li> <li>• Existing and proposed utilities including: utility poles and boxes, water, storm sewer, sanitary sewer, and fire hydrants</li> </ul>
<b>Special Studies and Additional Information</b>		
<input type="checkbox"/>	<input type="checkbox"/>	Geotechnical study/report
<input type="checkbox"/>	<input type="checkbox"/>	Wetland delineation report
<input type="checkbox"/>	<input type="checkbox"/>	Wetland mitigation plan
<input type="checkbox"/>	<input type="checkbox"/>	Stream delineation and classification report
<input type="checkbox"/>	<input type="checkbox"/>	Critical aquifer recharge & wellhead protection areas information/inventory
<input type="checkbox"/>	<input type="checkbox"/>	Other information relating to design and siting of proposed development (including site cross sections) to demonstrate compliance with city goals, policies, and regulations