



Washington State Office of Regulatory Assistance

JARPA WORKSHEET for Projects Involving Wetlands or Aquatic Resources

This worksheet will help you gather the information you need to complete and submit your JARPA (Joint Aquatic Resources Application) form.

BEFORE YOU FILL OUT THE JARPA

Step 1: Get Help from the Environmental Permit Service Center

Citizens and businesses can contact the Environmental Permit Service Center for help understanding and following Washington's environmental permitting processes. We recommended you make an appointment but it is not required.

Hours: 9 a.m. to 4 p.m. - Monday through Friday
Phone: 360-407-7037 or 1-800-917-0043
Email: assistance@ora.wa.gov
Location: Department of Ecology
300 Desmond Drive SE
Lacey, WA 98503
[Get Directions](#)

Step 2: Go to apps.ecy.wa.gov/opas/ and complete the "Project Questionnaire."

The Project Questionnaire is an online tool to help you figure out which environmental permits, applications, etc. you will need for your project. The JARPA is for specific permits for projects in or around water, and you may find you need other applications or permits. The questionnaire leads you through four steps:

1. SELECT the county where your project is located (if known).
2. SELECT which overall category(s) your project applies to.
3. ANSWER a series of 'yes' - 'no' questions about your project.
4. SUBMIT/RESULTS a page that gives you:
 - A list of permits you may need for your project.
 - Contact information for each permit listed.
 - A link to detailed information about each permit.
 - Tools to download data, save the questionnaire, and build a custom report.

Step 3: Complete the SEPA (State Environmental Policy Act) Review Process If Needed.

SEPA Review is not a permit approval – it's an environmental review process. Before you complete the JARPA, you may need to complete the SEPA Environmental Checklist and send it to your SEPA "lead agency" for review. In most cases, the lead agency will be the city or county that will permit your project – contact the Environmental Permit Service Center if you are not sure about the lead agency for your project or whether SEPA is required.

The environmental checklist will provide information to identify likely environmental impacts from your project proposal, and find ways to reduce or avoid these impacts, if possible. When you hear back from your SEPA lead agency, you will know if it is okay to proceed with submitting your JARPA.

Step 4: Complete the JARPA and send it to approving agencies.

Use the results of the project questionnaire or the information from the Service Center to help you complete the JARPA form, including:

- What JARPA permits you are applying for.
- Where to send your JARPA packet(s).
- Other applications, certifications, etc. you might need.

Agency reference # _____

Date received: _____

Circulated by: _____

Project Tracking #: _____

JARPA COVER SHEET

General Information

The information you provide below tells the reviewing agency(s) where you are in the permitting process so they can help you through it. It is also to help you understand what permits you may need and where to send your JARPA to get them. Please include this cover sheet with your completed JARPA form.

a. JARPA ID: (year-month-last name) Example: 2007-08-Smith			
b. Project Name: (Examples: Smith's Dock or Seabrook Lane Development)			
c. Is this the first time you have submitted a JARPA?			<input type="checkbox"/> Yes <input type="checkbox"/> No
If no, when was the last time you submitted a JARPA?			_____ mm/dd/yyyy
d. Have you already worked with the local jurisdiction or other agency to figure out ways to minimize the impacts of your project?			<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, who did you work with?			
Name	Agency	Phone	Date of Contact
e. Have you completed the State Environmental Policy Act (SEPA) Process? If yes, submit a copy of your SEPA decision letter to the Washington Department of Fish and Wildlife when you submit your JARPA.			<input type="checkbox"/> Yes <input type="checkbox"/> No
f. When do you need your permits to start your project?			_____ mm/dd/yyyy
g. Project Descriptors: (check all that apply)			
<input type="checkbox"/> Xxx	<input type="checkbox"/> xxxx		
<input type="checkbox"/> Xxx	<input type="checkbox"/> xx		
<input type="checkbox"/> Xxxx	<input type="checkbox"/> xxx		
<input type="checkbox"/> Xxxx	<input type="checkbox"/> Other		

h. What permits do you need, and where will you send your JARPA packet?

- Use your **Project Questionnaire** report to complete this section, and check all that apply
- Refer to JARPA packet for agency addresses.

Jarpa Permits

h1. Are you applying for a shoreline permit?

- | | |
|--|---|
| <input type="checkbox"/> Substantial Development | <input type="checkbox"/> Critical Areas Ordinance |
| <input type="checkbox"/> Conditional Use | <input type="checkbox"/> Exemption |
| <input type="checkbox"/> Variance | <input type="checkbox"/> Revision |
| <input type="checkbox"/> Floodplain Management | |

If yes to any, send your JARPA packet to your local county or city planning office.

h2. Are you applying for a Hydraulic Project Approval?

If yes, send your JARPA packet to a Department of Fish and Wildlife Regional Office

h3. Are you applying for a 401 Water Quality Certification?

If yes, send your JARPA packet to a Department of Ecology – Federal Permit Unit

h4. Are you applying for an Aquatic Resources use Authorization Notification (Aquatic Lease)?

If yes, send your JARPA packet to a Department of Natural Resources Regional Office

h5. Are you applying for a:

- Section 404 Permit Section 10 Permit (work in navigable waters)

If yes to any, send your JARPA packet to the US Army Corps of Engineers

h6. Are you applying for a:

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

If yes to any, send your JARPA packet to the United States Coast Guard

Other permits and applications

i. Do you need other permits, applications, etc for your project? Have you already applied or even received approval for some? Use your **Project Questionnaire report to complete this section if applicable.**

Type of Permit, Application, etc.	Approving Agency	Date submitted, if applicable	Date approved, if applicable



WASHINGTON STATE Joint Aquatic Resources Permit Application Form

Part 1. Applicant *(person or organization legally responsible for project and permits)*

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

Part 2. Property Owner *(if different from applicant)*

Check if same as applicant.

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

Part 3. Authorized Contact *(person acting on behalf of applicant, if different from applicant)*

Check if same as applicant.

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

Part 4. Authorizing Signatures

*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. I hereby grant to the approving agencies, the right to enter the project location and to inspect the proposed, in-progress or completed work. I agree to start work **ONLY** after I have received all necessary permits.*

I hereby give authority to the contact person provided in Part 2 to act on my behalf in matters related to this application. I understand that if a federal permit is issued, I must sign the permit. _____ (initials)

4a. Signature of Applicant

Date

4b. Signature of Authorized Contact

Date

4c. Signature of Land 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 5. Project Location – This is where the work for your project will occur – the permitting agency needs to know how to get to your project location.

5a. Street Address, if applicable (no PO Box) If your location does NOT have a street address, you need to answer questions 5e through 5g.				
5b. City, State, Zip			5c. County	
5d. Relationship of applicant to project location			<input type="checkbox"/> Owner <input type="checkbox"/> Buyer <input type="checkbox"/> Lessee <input type="checkbox"/> Other _____	
The information below is only required if your project location does NOT have a street address. However, providing it along with your street address may still help the permitting agency process your application.				
5e. Is the project on state owned aquatic land?			<input type="checkbox"/> Yes <input type="checkbox"/> No	
5f. What is the section, township and range for your project location?				
¼ Section	Section	Township	Range	Gov't Lot
5g. What is the latitude and longitude for your project location?				
Example: lat. 5° 59' 45" N; long. 71° 00' 45" W				
5h. What is the tax parcel number for your project location?				
5h. Please give driving directions to your project location, and attach a map if you have one.				

Part 6. Project and Location Description – The permitting agencies need to understand the characteristics of the project area and what you plan to do there.

6a. What are you proposing to do?

6b. What is the purpose for this project?

6c. Why do you need to do this project at this site?

6d. What, if any, alternatives or modifications have you considered since you started planning your project?

Part 6. Project and Location Description, continued

6e. Describe the previous and current use of the property.

- *Include information on the natural environment.*
- *List and describe features such as streams, wetlands, and lakes.*
- *If available, please include maps and pictures to support your description.*

6f. Describe the previous and current structures on the property and their purpose.

- *If available, please include maps and pictures to support your description.*

6g. Describe the previous and current environmental conditions on the property

- *Include information about the general vegetation and habitat conditions of the project area.*
- *If available, please include maps and pictures to support your description.*

Part 6. Project and Location Description, continued

6h. What steps, if any, have you taken to avoid or minimize the environmental impacts from your project?

Blank space for response to question 6h.

6i. When do you plan to start and complete your project? *(month/year)*

Start: _____
End: _____

6j. Will you complete the project all at one time?

Yes No

If no, provide the expected start and end dates for the phases of your project. Attach a separate sheet if you need more space.

Start: _____
End: _____

Start: _____
End: _____

6k. Have you already completed some phases of your project?

Yes No

If yes, please provide the start and end dates for the completed phases of your project. Attach a separate sheet if you need more space.

Start: _____
End: _____

Start: _____
End: _____

6l. Contact information for adjoining property owners, lessees, etc.

Name	Address	Phone
		()
		()
		()
		()
		()

Part 7. – Potential Impacts to Surface Water and Wetlands - The permitting agencies need to understand what impacts your project may have to waters of the state.

<p>7a. Is your project within 200 feet of a wetland, lake, stream, river or other type of water body? If no, go to Part X</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>7b. If a water body, provide the name of the water body (if known).</p>	
<p>7c. Will you be working directly in the water or wetland?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>If yes, what will you be doing? Check all that apply.</p>	<p><input type="checkbox"/> Excavating <input type="checkbox"/> Dredging <input type="checkbox"/> Filling <input type="checkbox"/> Installing structures (temporary or permanent) <input type="checkbox"/> Other _____</p>
<p>7d. Briefly describe the work you are doing in or near the water or wetlands.</p>	
<p> </p>	
<p>7e. If known, how big is the area in or near the water body or wetland you are working in?</p>	<p>_____ (feet water body) _____ (acres wetland)</p>
<p>7f. Will the project cause flooding or draining of the wetland?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't know</p>
<p>If yes, how many acres of the wetland will be drained or flooded?</p>	<p>_____ (acres drained) _____ (acres flooded) <input type="checkbox"/> Don't know</p>
<p>7g. If known, identify where you will do the work that is in or near the water body or wetland. <i>Check all that apply.</i></p>	<p><input type="checkbox"/> Waterward of the <u>ordinary high</u> water mark or line for fresh or tidal waters <input type="checkbox"/> Waterward of the mean higher high water for tidal waters</p>
<p>7h. Will you use any fill material in or near the water body or wetland? If yes, answer questions 7i. through 7l. If no, skip to question 7m.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>

Part 7. Potential Impacts to Surface Water and Wetlands, continued

7i. What kind of fill material will you use?	
7j. Where will the fill material come from?	
7k. Where do you plan to place the fill material? <i>Check all that apply.</i>	
<input type="checkbox"/> Waterward of the <u>ordinary high</u> water mark or line for fresh waters. _____ (cubic yards) _____ (acres)	<input type="checkbox"/> Waterward of the mean higher high water for tidal waters? _____ (cubic yards) _____ (acres)
7l. What method(s) will you use to place the fill material?	<input type="checkbox"/> xxx <input type="checkbox"/> xxx <input type="checkbox"/> xxx <input type="checkbox"/> xxx <input type="checkbox"/> xxx <input type="checkbox"/> Other
7m. Will you need to excavate or dredge any material from the property? If yes, please answer question 7n.	Excavate: <input type="checkbox"/> Yes <input type="checkbox"/> No Dredge: <input type="checkbox"/> Yes <input type="checkbox"/> No
7n. What type of material will you excavate or dredge from the property?	
• Describe the physical composition and quality of the material.	
7o. What method(s) will you use to excavate or dredge the material?	<input type="checkbox"/> suction <input type="checkbox"/> clam shell <input type="checkbox"/> backhoe <input type="checkbox"/> grab <input type="checkbox"/> water injection <input type="checkbox"/> Other _____
7p. How much material will you excavate?	_____ (cubic yards) _____ (acres)
7q. How will you dispose of the excavated or dredged material?	<input type="checkbox"/> xxx <input type="checkbox"/> xxx <input type="checkbox"/> xxx <input type="checkbox"/> xxx <input type="checkbox"/> xxx <input type="checkbox"/> Other

Part 7. Potential Impacts to Surface Water and Wetlands, continued

Part 8. – Mitigation for Potential Impacts to Surface Water and Wetlands- The approving agencies need to understand what mitigation is being proposed to offset the potential impacts your project may have to waters of the state.

<p>8a. Has a wetland delineation plan been completed? If yes, please submit with application</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>8b. Has a wetland report been prepared? If yes, please submit with application</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>

Part 9. Optional Information - The information below is not required to start the application process, but if you have it please provide it. It may help expedite process.

<p>9a. What is the zoning designation for your project location? <ul style="list-style-type: none"> You can get this information from your local city or county planning department. Zoning designation examples include, but are not limited to, residential, rural, agricultural, and general commercial. </p>	
<p>9b. What is the name of the tributary to the waterbody identified in Part 7b.? <ul style="list-style-type: none"> A tributary is a stream or river that flows into a larger stream or river. Example: If the waterbody you identified in 7b. is Kelsey Creek: Kelsey Creek is a tributary to Lake Washington. </p>	
<p>9c. What is the Water Resource Inventory Area Number (WRIA #) your project is in?</p>	
<p>9e. Is the waterbody you are working in or near on the 303(d) List?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>If yes, what is the parameter?</p>	<p><input type="checkbox"/> Dissolved oxygen <input type="checkbox"/> Fecal coliform <input type="checkbox"/> Nitrogen <input type="checkbox"/> Temperature</p>
<p>9f. For in-water construction work, will your project be in compliance with the State of Washington water quality standards for turbidity (WAC 173-201A)?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>If no, is a short-term water quality modification being requested?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>9g. What is the shoreline designation?</p>	<p><input type="checkbox"/> Rural <input type="checkbox"/> Urban <input type="checkbox"/> Conservancy <input type="checkbox"/> Natural</p>
<p>9h. What is the DNR Stream Type?</p>	<p><input type="checkbox"/> S <input type="checkbox"/> F <input type="checkbox"/> Np <input type="checkbox"/> Ns</p>
<p>9i. Is the project on agricultural land?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>If yes, do you participate in a U.S. Dept. of Agriculture Program?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>9j. Will this project be designed to meet Ecology's most current stormwater manual?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>If no, which manual is your project designed to meet?</p>	