

# Critical Area Work Permit Checklist

## ENVIRONMENTALLY CRITICAL AREAS



17425 Ballinger Way NE  
Lake Forest Park, WA 98155  
206-368-5440

[Lake Forest Park Municipal Code 16.16](#) regulates development in or near environmentally critical areas. Refer to specific critical areas information bulletins or read the code for more detailed information on specific critical areas and their requirements. Major and minor activities are defined in LFPMC 16.16.080- check one below:

- Minor Critical Area Permit
- Major Critical Area Permit

**It is the applicant's responsibility to disclose the presence of critical areas to the Planning Department.**

Critical Areas are defined as:	
Wetlands	Streams
Fish and wildlife habitat conservation areas	Areas with a critical recharging effect on aquifers (CARA)
Steep-slope hazard areas	Erosion hazard areas
Landslide hazard areas	Seismic hazard areas

All buffers associated with critical areas are included in the definition of critical areas.

Along with your application, please provide **(2) hard copies and (1) electronic copy** of the following components:

**SITE PLAN -1"=20' Scale Including:**

- All existing structures on the site, and an indication of whether they will be removed or retained
- Existing and/or proposed property lines of the site
- Proposed access to each proposed lot on the site, including vehicular, emergency and utility access
- Existing and proposed easements and rights-of-way across the site
- The location of all property lines abutting or connecting to the site, and the owners of adjacent land
- Location of all public and/or private utility service lines, including water, sewer, storm, and underground telephone or cable service lines
- Identification of the source of water supply for each lot, including water line and fire hydrant locations
- Identification of the method of sanitary sewage disposal, including sewer lines
- Location of existing and proposed stormwater control/conveyance on or across the site
- All environmentally critical areas and their buffers, and /or building setbacks

- The location, ownership, width and name, where applicable, of all existing and proposed access drives, streets, public ways, easements, or other rights-of-way and watercourses within the plat and within two hundred feet of the plat
- Name, address, telephone number and official seal of the licensed professional engineer
- Contour lines in areas to be developed shall be at two-foot intervals, or as specified by the city engineer. Five-foot intervals may be used in areas not to be developed. (see WAC 332-130-145)
- All contour lines shall be extended into adjacent property at least 100 feet to show the topographical relationship of adjacent property to the proposed development
- Typical cross-sections of the proposed grading
- A legend identifying all existing and proposed boundary lines, drainage facilities, utilities, roadway sections, erosion control facilities, grading, critical areas, buffers, and other required items specified above
- Topographical information must be created within one year of submittal date
- Provide detailed studies, as required
- Indicate the presence or absence of fish and wildlife habitat (see page 2)
- Critical area studies shall incorporate the best available science and include a Statement of Qualification

**GRADING AND EXCAVATION PLAN- 1"=20' Scale Including:**

In addition to the above, you must provide the following information (some plans may be required to be prepared by professional engineer licensed in the State of Washington):

- Topographical map with contour lines at five (5) foot intervals
- Designate areas involving land clearing, filling, land cuts or excavation
- Identify the amount of excavation, fill, and removal of material in cubic yards

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- Locate all significant trees (6" diameter or greater) and identify type and size
- Designate those trees to be removed and those to be protected
- Identify areas to be revegetated and/or restored. Provide plant types and methods

### **□ EROSION CONTROL PLAN- 1"=20' Scale Including:**

This may include erosion and sedimentation control, vegetation management plan, landscape plan, restoration plan, etc. (some plans may be required to be prepared by a licensed professional engineer in the State of Washington):

- Locate areas that erosion and sedimentation control devices are to be installed
  - Include details for silt fence or any other mechanisms
- Identify areas to be revegetated or restored, types of vegetation and timing for implementation

### **□ DRAINAGE PLAN-1"=20' Scale Including:**

- This should be prepared by a professional engineer licensed in the State of Washington
- Drainage requirements, systems and techniques must comply with the King County Surface Water Design Manual, as adopted by the City of Lake Forest Park.

### **□ MITIGATION & MONITORING PLAN- 1"=20' Scale Including:**

Mitigation of impacts to critical areas shall be conducted according to an approved mitigation plan that describes:

- Existing functions and values of the affected critical areas
- The nature and extent of impacts to those areas
- Proposed mitigation measures to offset those impacts
- Plant materials and other habitat features to be installed

It should also include:

- A drawing that illustrates the compensatory mitigation elements

The applicant shall submit a monitoring and maintenance program prepared by a qualified professional that shall, at a minimum, include the following:

- The goals and objectives for the mitigation plan
- The criteria for assessing the mitigation

As well as a monitoring plan that includes:

- A contingency plan
- A signed copy of the written contract with a qualified professional who will perform the monitoring program, which incorporates the terms of the monitoring program

### **□ TREES AND ON-SITE VEGETATION (LPMC 16.14). 1"=20' Scale Including:**

- Tree Inventory. A tree inventory prepared by a qualified arborist that includes the following information, at minimum, for all on-site significant trees and any off-site significant trees that may be impacted by proposed development: information on tree species, diameter at breast height, critical root zone, interior critical root zone, condition (health), risk level, existing and proposed canopy coverage.
- A scaled (1"=20') site plan detailing the location of property lines, critical areas and buffers, critical and interior critical root zones of all trees, existing and proposed utilities, 2 foot contours, and existing and proposed structures
- Arborist Report. An arborist report to include, at minimum, trees in the vicinity of construction that could be impacted by the proposed development activity, trees to be removed and protected, tree protection fence location, timeline for tree protection activities, list of protection measures and conditions to be taken during all development activities to ensure code compliance during development activities.
- Trees proposed for removal shall provide a report from a certified Arborist consistent with applicable portions of LPMC 16.14.

### **□ CRITICAL AREA REPORT (SEE BELOW FOR SPECIFIC TYPE)**

Critical area studies must be in writing and:

- Identify and characterize the critical area(s) as part of a larger development proposal site
- Assess all hazards posed by the development proposal to any critical areas or critical area buffers on or adjacent to the proposed site
- Propose adequate mitigation, maintenance, monitoring and contingency plans and bonding measures, if necessary

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- Provide a to-scale map of the development proposal site

**FISH & WILDLIFE HABITAT CONSERVATION AREAS**

If the presence of fish & wildlife habitat has been noted, a critical area work study for a fish & wildlife habitat area is required and must include:

- Identification of any fish and wildlife habitat conservation areas and assessment of potential project impacts to the area
- A discussion of any federal, state, or local special management recommendations, including Washington Department of Fish and Wildlife habitat management recommendations, that have been developed for species or habitats located on or adjacent to the project area
- A discussion of any ongoing management practices that will protect habitat after the project site has been developed, including any proposed monitoring, maintenance, and adaptive management programs
- When appropriate, because of the type of habitat or species present or the project area conditions, the Planning Director may also require the habitat management plan to include an evaluation by the Washington Department of Fish and Wildlife or other qualified professional regarding the applicant's analysis and the effectiveness of any proposed mitigating measures or programs, to include any recommendations as appropriate
- Such other information that is required in the judgment of the Planning Director

## **WETLANDS**

If the presence of wetland habitat has been noted, a critical area work study for wetland areas is required and must include:

- A wetlands delineation and categorization report from a qualified professional that classifies the wetland area, and depicts its location and buffer graphically. The report shall contain information on proposed project impacts, performance standards, and mitigation and monitoring (if required). See LFPMC 16.16.110)

## **STREAMS**

If the presence of stream habitat has been noted, a critical area work study for stream areas is required and must include:

- A stream delineation and categorization report from a qualified professional that classifies the stream area, and depicts its location and buffer graphically. The report shall contain information on proposed project impacts, performance standards, and mitigation and monitoring (if required). See LFPMC 16.16.110)

## **GEOTECHNICAL**

If the presence of geological critical habitat has been noted, a critical area work study for geological areas is required and must include:

- A geotechnical report from a Washington State licensed geotechnical engineer that classifies the critical area pursuant to LFPMC 16.16.040 (G), (J), (W), and/or LFPMC 16.16.300. The report shall also discuss and analyze the proposed project impacts, analyze each specific alteration criteria, and discuss mitigation and monitoring provisions

## **AQUIFER RECHARGE AREAS**

If the presence of aquifer recharge habitat has been noted, a critical area report for aquifer recharge areas is required and must include:

- A critical area report that designates and provides development standards for all aquifer recharge areas per LFPMC 16.16.410-420.

- (2) sets of the names and mailing addresses in written and electronic format of the owners and residents of adjacent property within 300 feet along with pre-stamped, addressed envelopes

The Planning Director may require information from the applicant in addition to the critical area study as necessary to ensure compliance with Environmentally Critical Area code

## **Questions?**

For more information, please contact the Planning Department  
[aplanner@cityoflfp.com](mailto:aplanner@cityoflfp.com)  
 206-957-2837

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### Access to Information

Electronic versions of all forms, permits, applications, and codes are available on the Lake Forest Park website:

<http://www.cityoflfp.com/>

Paper copies of all of the above are available at City Hall:  
17425 Ballinger Way Northeast, Lake Forest Park, WA 98155  
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**DISCLAIMER:** The information contained herein is meant to provide general information about Environmentally Critical Areas. This summary is not a substitute for the actual codes or regulations, and does not include information pertaining to other land use and building permit requirements and procedures. Environmentally Critical Area requirements can and do sometimes change after action by the City Council. Interested parties should always verify current requirements with the City Planning Department.