



Submittal Worksheet
**CRITICAL AREAS REPORT:
HABITAT AREAS**

WHAT IS THE PURPOSE OF THIS WORKSHEET?

This worksheet is to help prospective applicants prepare the required documentation needed to submit a complete application. Please note that this is not the official application, but a tool to assist in the compilation of the materials required for the review by the City. It is important that prospective applicants contact the Planning and Building Division prior to submitting an application as some projects may not require the submittal of all the materials listed or may require additional materials not listed. In order to help work out any potential problems before the formal submittal, the City of Bonney Lake encourages applicants to attend a pre-application meeting.

DIGITAL SUBMITTAL REQUIRED

The City has implemented a paperless permit system for all planning permits. All required application materials are required to be submitted electronically to the Bonney Lake Permit Center. Please contact the Bonney Lake Permit Center at (253) 447-4344 regarding the submittal process. All submittal documents are required to be consistent with the Digital Submittal Requirements.

Land Use Application: The Land Use Application must be signed by the property owner or the applicant must also submit a notarized copy of the Agent Authorization Form.

Fee: \$800

Note: *In addition to the above fee, the applicant shall be responsible for any additional City consultant cost for reviews that exceed eight hours or for additional field work needed to issue a final decision.*

Critical Areas Report: The report shall contain the following information:

1. Name and contact information of the applicant, description of the proposed development, and identification of required permits.
2. Site plan drawn to scale of no less than one inch equals 100 feet showing critical areas; buffers; property lines; existing structures; and proposed structures, clearing, grading, and stormwater management.
3. Vegetation assessment.
4. Topography in suitable contour intervals.
5. Discussion of any federal, state, or local special management recommendations for species or habitats on near the site.

CRITICAL AREAS REPORT: HABITAT AREAS

6. Description of efforts to avoid, minimize, and mitigate impacts to critical areas consistent with the requirements of BLMC 16.20.130(E).
7. Evaluation of compliance with the requirements of BLMC 16.30.050.
8. Documentation of who prepared the report to include an overview of field investigations, measurements, references, and past assessments of the site.
9. Statement specifying the accuracy of the report and assumptions relied upon.
10. Statement of qualifications consistent with BLMC 16.20.090.A.