



Submittal Worksheet  
**STATE ENVIRONMENTAL  
POLICY ACT REVIEW**

**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:** Construction of or addition to a single detached residential structure – \$500  
Boatlift, dock, or similar accessory structure single detached residential structure – \$200  
Attached residential structures, commercial, public facilities, mixed use project, and divisions of land – \$1,500

**SEPA Checklist:** A complete SEPA Checklist signed by individual that completed the checklist.

**Site Plan:** The site plan shall be drawn on twenty-four (24) inch by thirty-six (36) inch sized paper landscape orientation with a maximum scale of one (1) inch equals forty (40) feet displaying the following:

1. Date and North arrow.
2. Property boundary lines, existing lots, tracts, utility or access easements and streets.
3. All natural features including topography (two-foot intervals), wetlands, steep slopes, streams, bodies of water, etc.
4. The location and ground elevation of buildings related to the action, parking areas, existing or proposed public and common use areas, landscaped areas, fences, proposed clearing, proposed grading, and other development features.

**Public Services Department**

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Page 1 of 1