WETLAND CRITICAL AREA REPORT CHECKLIST HANDOUT

ABOUT WETLANDS

Wetlands are highly productive ecosystems that provide critical ecological functions. They support diverse species and habitats, improve water quality, store floodwater, and recharge groundwater. Wetlands are seasonally or permanently inundated by surface or groundwater and sustain plant communities adapted to these conditions. Wetlands and their buffers are regulated under BMC 19.40.300.

UNDERSTANDING WETLAND PROTECTIONS

Wetlands are protected through delineation, classification, and buffer requirements, including vegetation standards. Buffer widths vary based on wetland classification, habitat score, buffer condition, use of impact minimization measures, and habitat corridor inclusion, as determined on a site-specific basis under BMC 19.40.300. Any project proposing impacts to wetlands or their buffers must demonstrate compliance with BMC 19.40.170(2).

PRE-APPLICATION REVIEW

A pre-application review with the Project Review Team is required for all Administrative Critical Area Reviews. Following a pre-application review, memorandums containing review comments are sent to the applicant on the 2nd and 4th Thursdays of each month. To set up a pre-application review, submit a Pre-Application Memo Request on MyBuildingPermit along with the required information, by the deadline listed in the application packet. The Project Review Team consists of staff from the City Departments of Community Development (Planning and Building), and Public Works, along with staff from the appropriate water, sewer and fire districts. The purpose of the pre-application review is to provide the applicant with a preliminary list of issues, code requirements and application requirements.

CRITICAL AREA REVIEW REQUIRED

A wetland critical area report is required for activities within 300 feet of a wetland. For activities that require a critical area report for wetlands, please use the following report checklist in addition to the Fish and Wildlife Habitat Conservation Area (FWHCA) checklist. The checklist is intended to document conformance with applicable sections of code and reduce review time by City staff. If a requirement is not applicable, the report must include an explanation as to the lack of applicability.

To determine if a Critical Area Review is required, please refer to the Critical Area Permits Handout.

Code Reference

Wetland Definition
BMC 19.10.580

Wetland Regulations
BMC 19.40.300

Contents of a Critical Area Report BMC 19.40.120(4)

Qualified professional
BMC 19.40.120

Mitigation Sequence
BMC 19.40.170(2)

Resources

Burien Critical Area Map

National Wetland Inventory

NRCS Soil Survey

Wetland Rating System

Wetland Rating Form

WDFW Priority Habitats

Questions?

planning@burienwa.gov

City of Burien
400 SW 152nd St, Suite 300
Burien, WA 98166
Burienwa.gov

WHAT IS THE PURPOSE OF A CRITICAL AREA STUDY?

To provide the permit decision maker with the information necessary to evaluate your proposal's impacts and risks, and to identify measures for regulatory compliance and mitigation. An effective critical area study will:

1. Assess the proposal and all probable impacts and risks to the critical area;
2. Recommend measures to meet BMC Chapter 19.40 requirements; and
3. Recommend measures to mitigate adverse environmental impacts.

CRITICAL AREA REPORT REQUIREMENTS

Reports must be prepared by a qualified professional. A qualified professional for wetlands must be a Professional Wetland Scientist with experience delineating wetlands using the state or federal manuals; preparing wetland reports; conducting function assessments; and developing and implementing mitigation plans.

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UPLOAD THIS CHECKLIST ELECTRONICALLY WITH YOUR APPLICATION

Submit the following materials and plans for a complete application. Some exemptions or application types may not require all items. Contact the Department of Community Development with questions. Do not submit your application until all applicable materials have been checked off.

When filling out the submittal checklist, please note that it will be required to provide the document and page number where the submittal requirements can be found. Applications that do not provide this sheet and information will not be considered complete and will not be accepted, until the checklist has been submitted.

Find the application on MyBuildingPermit, where you will submit electronically. **Paper applications are no longer accepted**. Use the following link to help identify the correct permit and pathway to successfully apply for a permit.

MyBuildingPermit Application Submission Pathway Document

Pre-Application Review	PROVIDED
A pre-application review with the project review team is required within six months immediately prior to submittal (see separate pre-application memo request handout).	

Application	PROVIDED
Submit your Critical Area Review Application on MyBuildingPermit. Contact your project planner with any questions about the submittal requirements.	

Fees	PROVIDED
After your application has been accepted for intake, pay the applicable filing fees and engineering deposits on MyBuildingPermit (see separate fee schedule). Please refer to current Fee Schedule posted on City Website.	

SEPA Environmental Checklist	PROVIDED
A completed and signed SEPA Environmental Checklist (see separate SEPA Checklist handout).	

Survey, Site Plans and Building Elevations (AutoCAD Plans in Vector File Format)		PROVIDED
Dimensioned electronic AutoCAD plans, in Vector File Format at 1" = 20' or a comparable scale. **For sites in or within 100 feet of a landslide hazard area, plans and specifications must be prepared by a licensed architect or licensed professional engineer**		
1.	8-1/2” x 11” reductions of all plans.	
2.	Property survey showing property dimensions and any existing structures which are proposed to remain on the property and names of adjacent rights-of-way.	
3.	Existing streams, lakes, and shorelines, fire hydrants, utility lines (including location of nearest utility poles and fire hydrants), structures, rockeries, roadways and other relevant human-made or natural features.	
4.	Location and description of the fish and wildlife habitat conservation areas on the subject property, as well as potential fish and wildlife habitat conservation areas within 200 feet of the subject property, and the location of any observed evidence of use by a listed species.	

		PROVIDED
5.	Vegetation Management and Landscaping Plan. The following shall be shown on the plan:	
	a. A description of all existing vegetation and an indication of which vegetation will be removed. The location, size, and species of all 6-inch trees shall be indicated by survey and trunk locations should be accurately depicted.	
	b. All City requirements relating to protection, maintenance and planting of vegetation shall be incorporated.	
	c. Proposed clearing limits shall be identified for the project and any areas where vegetation in a critical area or its buffer is proposed to be disturbed.	
	d. Proposed mitigating measures to prevent erosion and protect the critical area, its buffer and other properties from hazards and adverse impacts.	
	e. Proposed landscaping; size, species, location and distance apart.	
6.	Existing and finished grades at 2-foot contours.	
7.	The accurate location and boundaries of all critical areas and their required buffers on or within 300 feet of the site (**TO BE SHOWN ON ALL PLANS**). Wetlands: Delineate the wetland boundary and buffer. Approximate adjacent off-site features. Data Requirements: Provide a table with GPS points showing the critical area delineation spaced no more than 30 feet apart, using decimal degrees and/or northing and easting in linear feet. Data should be horizontally referenced in the North American Datum 1983 (HARN).	
8.	Location and dimensions of proposed structure(s), parking areas (include degree of angle for parking stall design), driveways and roadways.	
9.	Calculations for proposed lot area, density, setbacks, impervious surface coverage, building height, gross floor area and parking.	
10	Location and size of proposed utility lines, together with a letter of water and/or sewer availability.	
11.	Name, location and dimensions of, and existing and proposed improvements in rights-of-way and easements. Existing improvements in existing rights-of-way and easements must also be indicated.	
12.	For middle housing and mixed use residential, location and dimensions of common and private recreation space.	
13.	Dimensioned building elevations drawn at 1/8" = 1' or a comparable scale showing at least two facades.	
14.	A footing and foundation plan prepared by a licensed professional engineer incorporating the recommendations contained in the critical area study.	

Drainage Plans	PROVIDED
A permanent and complete stormwater control plan and drainage report prepared by a licensed professional engineer complying with the City of Burien's adopted King County Surface Water Design Manual. The plan shall include but not be limited to the following items as appropriate: curbs, gutters, inlets, catch basins, tightlines, retention and detention facilities, stabilized outfalls, and subterranean water.	

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Critical Area Study *Please note partial exemptions may be required to include a critical area study, depending on the scope and impacts proposed. Consult the Department of Community Development for more information.*	PROVIDED (Document name, page number, etc.)
A critical area study containing the following information:	
1. The dates, names, and qualifications of the person preparing the study and documentation of any fieldwork performed on the site.	
2. Identification and characterization of all critical areas, water bodies, and buffers adjacent to the proposed project area or potentially impacted by the proposed project. Include existing wetland and buffer conditions, vegetation strata composition, and estimates of native and invasive plant cover.	
3. Documentation of any field work or research used to identify, map, and classify critical areas in the project vicinity, including completed wetland determination forms and 2014 Wetland Rating Form.	
4. A statement specifying the accuracy of the study, and assumptions used in the study.	
5. A determination of the degree of hazard and risk from the proposal to the delineated wetland, associated buffer and on surrounding properties.	
6. An assessment of the probable cumulative impacts including past, present, and reasonably foreseeable future actions to critical areas, their buffers and other properties resulting from the proposal.	
7. A description of reasonable efforts made to apply mitigation sequencing to avoid, minimize, and mitigate impacts to critical areas.	
8. When impacts are unavoidable plans for adequate mitigation to offset any impacts.	
9. Recommendations for maintenance, short-term and long-term monitoring, contingency plans and bonding measures.	
10. A written statement from the expert(s) that prepared the critical area study, that he/she has reviewed the project plans and specifications, and that his/her recommendations and design criteria have been fully incorporated into the project documents.	
11. Any other technical information required by the Director.	

Alteration of Wetlands or Buffers	PROVIDED (Document name, page number, etc.)
1. An analysis of how the proposal will not adversely affect: 1) water quality; 2) fish, wildlife, or their habitat; or 3) drainage and/or storm water detention capability.	
2. An analysis of how the proposal will not lead to unstable earth conditions or create an erosion hazard or contribute to scouring actions.	
3. An analysis of how the proposal will not be materially detrimental to any other property or the City as a whole.	
4. An analysis of how the proposal will not have any adverse effects on any other critical areas.	
5. A mitigation plan that achieves no net loss of wetland function or value.	

Missing Submittal Requirements:

For any submittal requirements that were not provided, please include rationale for the missing component.

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