

The State Environmental Policy Act (SEPA) was established to ensure that environmental values are considered by local government when making decisions. Decisions include development decisions such as preliminary plats, shoreline substantial development permits, other official actions, as well as certain legislative actions. Agencies must follow specific procedures and processes to assure that appropriate consideration has been given to the environment.

## Process

### Pre-Application Conference

A pre-application conference may be required by the Building Services Department and shall address environmental issues.

### Procedure

An application for SEPA Determination must be associated with a land use or building permit. Upon submittal of an action, the Building Services Department reviews the checklist and all documentation to define the level of direct environmental impact associated with the proposal.

The threshold determination shall be made by the responsible official and shall consist of one of the following: 1) A Determination of Significance (DS), which means that the project represents significant adverse environmental impacts and requires preparation of an Environmental Impact Statement (EIS), 2) A Determination of Non-Significance (DNS), which means that the project does not represent significant adverse environmental impacts, 3) A Determination of Non-Significance – Mitigated (MDNS) which lists specific conditions, modifications, or measures to be implemented into the proposal to avoid the significant adverse environmental impact. The responsible official shall complete threshold determinations based upon review of the environmental checklist and other documentation for the proposal within 15 days of the date an application and completed checklist are deemed complete, with exceptions as pursuant to HPMC 16.05.080.

Under SEPA, a project may also be determined categorically exempt. Except in extraordinary circumstances, the responsible official will decide whether an action is categorically exempt within seven days of receiving a completed application. Other actions that the responsible official may take include: 1) Adoption of an existing SEPA document, provided that the adopted document clearly anticipated the stated impact and provided for mitigation of any significant impacts, 2) other actions as outlined in HPMC 11.10.170.

There is a 15-day SEPA comment period, followed by a 14-day appeal period. Appeals shall be conducted for a SEPA determination pursuant to HPMC 16.05.290.

### Applicable Code Titles

Hunts Point Municipal Code (HPMC) Title 3, Revenue & Finances  
 HPMC Title 8, Health and Safety  
 HPMC Title 11, Planning and Development (Comprehensive Plan and Permit Process)  
 HPMC Title 12, Public Ways  
 HPMC Title 13, Public Utilities  
 HPMC Title 14, Boating and Harbors  
 HPMC Title 15, Building Code  
 HPMC Title 16, Environment  
 HPMC Title 17, Subdivisions  
 HPMC Title 18, Zoning

### Fees

See fee schedule



Town Hall, 3000 Hunts Point Road, Hunts Point, WA 98004-1121. Phone 425.455.1834, FAX 425.454.4586. Permit intake and issuance hours are Tuesday and Thursday, 8am-12pm and 1pm-5pm. Building Services Department 425.455.1834.