

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.

Shoreline Substantial Development

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A shoreline substantial development permit is the process through which development is authorized for those activities occurring within the shoreline jurisdiction. A shoreline substantial development permit is part of the Shoreline Management Act established by the State of Washington under RCW 90.58. The Hunts Point Shoreline Master Program establishes uses, regulations, and standards for all substantial development. Substantial development is defined as any development in which the fair market value exceeds \$5,718.00. The shorelines of the town are those land areas within 200 feet of the Ordinary High Water Mark (OHWM) of Lake Washington.

Process

Pre-application Conference

A pre-application conference with the Building Services Department may be required prior to submittal of a substantial development permit application.

Submittal

Upon receipt of a complete application, town staff will issue a notice of application which is posted on the street right-of-way, on waterfront property adjacent to the proposed project, and posted at all the regular posting sites maintained by the town, and sent to other parties as outlined in HPMC 11.10.160(4).

SEPA Procedure

The town shall issue a SEPA determination, or other SEPA decisions as provided in HPMC Chapter 16.05. After the SEPA determination is made, it is published before a public hearing is held by the hearing examiner. There is a public comment period which shall be not less than 14 or more than 30 days following the date of notice of application.

Hearing Procedure

The notice of application shall be provided at least 15 days prior to the public hearing date and must be provided pursuant to HPMC 11.10.160(4). Upon completion of the public hearing, the hearing examiner shall render a written decision within 10 working days. Said decision shall be mailed to all parties of record within three days after the hearing examiner's decision is made pursuant to HPMC 2.35.100. The hearing examiner's decision is final unless appealed to King County Superior Court.

Request for Reconsideration

Any party to the proceeding who is aggrieved by the decision of the hearing examiner may submit a written

Request for reconsideration of the hearing examiner by filing a request with the town clerk within 14 calendar days of the hearing examiner's decision pursuant to HPMC 2.35.110.

Appeal From Hearing Examiner's Decision

The decision of the hearing examiner may be appealed by any party with standing to the King County Superior Court pursuant to the time limits in RCW 36.70C.040 as it now exists or may hereafter be amended.

Applicable Code Titles

Hunts Point Municipal Code (HPMC) Title 2, Administration & Personnel
HPMC Title 3, Revenue & Finances
HPMC Title 11, Planning and Development (Comprehensive Plan & Permit Process)
HPMC Title 16, Environment
HPMC Title 18, Zoning

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