



**Community Planning & Economic Development**

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**Supplemental Application**  
**CRITICAL AREA ADMINISTRATIVE REVIEW**

For Agriculture Uses and Activities within a Critical Area Buffer

STAFF USE ONLY	DATE STAMP
<p style="font-size: 48px; margin: 0;"><b>LABEL</b></p> <p style="margin: 10px 0;">PLEASE NOTE:</p> <p style="margin: 0;">ALL APPLICATIONS AND SITE PLANS MUST BE COMPLETED IN BLACK OR BLUE INK <u>ONLY</u></p>	<div style="border: 1px solid black; height: 150px; width: 100%;"></div>
	Intake by: _____

**This application cannot be submitted alone. In addition to this form, a complete package includes:**

Applicant Use	SUBMITTAL CHECKLIST	Staff Use Only
<input type="checkbox"/>	Master application	<input type="checkbox"/>
<input type="checkbox"/>	Applicable processing fees. <i>Refer to current fee schedules.</i>	<input type="checkbox"/>
<input type="checkbox"/>	Site Plan	<input type="checkbox"/>
<input type="checkbox"/>	Supplemental and Site Plan requirement checklist	<input type="checkbox"/>
<input type="checkbox"/>	Special reports (may include wetland delineation, geotechnical report, mitigation plan, or other). <i>Submittal of special reports must include original paper documents and electronic .pdf files.</i>	<input type="checkbox"/>

**Provide a Thorough Description of the Project.** The project description shall be legible and include everything existing and proposed on the property. Be specific as to the parcel size, agriculture use and activities proposed to occur on-site and the type of critical area. *(Attach separate sheet as needed)*

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### SUPPLEMENTAL AND SITE PLAN REQUIREMENT CHECKLIST

This application shall contain and/or address the following in a clear, accurate and intelligible form. Submit this checklist with your application. Check the box for each item addressed. Provide an explanation for any unchecked item.

Applicant Use	USE BLACK or BLUE INK ONLY	Staff Use Only
<input type="checkbox"/>	1. The project site must be identified in the field by posting an identification sign visible from the access road. Signs and flags are provided by the Community Planning & Economic Development Department and will be provided to the applicant at the time of application.	<input type="checkbox"/>
<input type="checkbox"/>	2. Detailed description of the project. Refer to page one of the application.	<input type="checkbox"/>
<input type="checkbox"/>	3. Submit one 8.5" x 11" or 11" x 17" site plan, drawn to scale, using a standard interval of engineer scale, which shall include the following:	<input type="checkbox"/>
<input type="checkbox"/>	a. All information drawn to scale (standard engineer scale).	<input type="checkbox"/>
<input type="checkbox"/>	b. A north arrow, map scale, date and directions to the site.	<input type="checkbox"/>
<input type="checkbox"/>	c. Property line boundaries and dimensions for <u>all</u> property lines.	<input type="checkbox"/>
<input type="checkbox"/>	d. The location of all existing and proposed structures, including, but not limited to, mobile homes, houses, sheds, garages, barns, fences, culverts, bridges, and storage tanks.	<input type="checkbox"/>
<input type="checkbox"/>	e. Description of proposed grading including a written estimate of both cut and fill quantities in cubic yards and a separate map showing the location of cut and fill areas.	<input type="checkbox"/>
<input type="checkbox"/>	f. All means, existing and proposed vehicular and pedestrian ingress and egress to and from the site, such as driveways, streets and fire access roads, including existing road names and existing county and state right-of-way.	<input type="checkbox"/>
<input type="checkbox"/>	g. The location of all existing and proposed easements.	<input type="checkbox"/>
<input type="checkbox"/>	h. The location of all existing public and on-site utility structures and lines, such as on-site septic tanks, drainfield and reserve areas, water lines, wells and springs.	<input type="checkbox"/>
<input type="checkbox"/>	i. Vicinity sketch, at a scale of not less than three (3) inches to the mile, indicating the boundary lines and names of adjacent developments, streets and boundary lines of adjacent parcels, and the relationship of the proposed development to major roads and highways.	<input type="checkbox"/>
<input type="checkbox"/>	j. Location of critical areas or buffers affecting the site, both on-site and on adjacent properties, including but not limited to shorelines, wetlands, streams, flood zones, high groundwater, steep slopes and special habitats.	<input type="checkbox"/>
<input type="checkbox"/>	4. Special reports (may include wetland delineation, geotechnical report, mitigation plan, or other). <b><i>Submittal of special reports must include original paper documents and electronic .pdf files.</i></b>	<input type="checkbox"/>