JOINT AQUATIC RESOURCES PERMIT APPLICATION (JARPA) COVER SHEET

Staff Use Only	
Label	Date Stamp/Staff Initials

1. Application Submittal Checklist - All items listed are required at the time of application. Incomplete applications will not be accepted.

- ☐ Master Application
- ☐ Washington State JARPA Application form. This is a separate document available online at www.thurstoncountybdc.com
- ☐ Application Fee. Refer to the current fee schedule. *Additional fees may occur if the base hours/fees are exhausted.*
- ☐ Project Narrative – Include description of all uses and activities proposed on-site.
- ☐ One Site Plan. See Site Plan Submittal Requirements on page 2
- ☐ Special Reports if applicable. These may include wetland delineation, geotechnical report, mitigation plan, topographic survey or others. All special reports must be submitted as paper documents and PDF files on a flash drive.

2. Project Description (Provide as much detail as possible. Attach separate sheet if necessary):

Is this a Habitat Recovery Pilot Program (HRPP) project ? ☐ Yes ☐ No

3. Instructions for Applicants

To streamline the environmental permitting process, multiple regulatory agencies (Federal, State and Local) joined forces to create one application that people can use to apply for more than one permit at a time. When you make application at the local level, the application will be sent to the appropriate federal and state agencies.

It is very important to read the JARPA application carefully and answer all questions in a clear, accurate and intelligible form. You may attach a separate sheet if necessary. If attaching a separate sheet, the sheet shall be labeled and correspond with the question number.

The JARPA Application form is a separate document available online at www.thurstoncountybdc.com

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4. Site Plan Submittal Requirements

- Site plan shall be legible and drawn to a standard engineer scale on 11” X 17” or 8 ½” x 11” sheet.
- Example scales include 1” = 30’ or 1” = 100’
- Aerial photographs are not accepted as site plans.
- All applicable items noted below shall be addressed on the site plan.

Applicant	Site Plan and Submittal Checklist	Staff
☐	a. North arrow, site address, tax parcel number and map scale used	☐
☐	b. All property line boundaries and dimensions. Property owner is responsible for knowing their property line locations and flagging them onsite if requested.	☐
☐	c. All existing and proposed structures. Include location of proposed activity.	☐
☐	d. Length, width and height of proposed structure.	
☐	e. All means, existing 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.	☐
☐	f. Location of all existing and proposed utilities such as septic tanks, drainfields, reserve drainfield areas, sewer lines, water lines, wells, and springs.	☐
☐	g. The location of all existing and proposed easements	☐
☐	h. Location of all surveyed or delineated critical areas and/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, special habitats and riparian or marine shoreline management zones.	☐
☐	i. Topographic information showing two-foot contours for the entire subject parcel or parcels and a minimum of fifty feet into adjacent parcels, based on available county information. The topographic information may be generalized to the smallest, even-numbered, contour interval that is legible in areas of steep slopes where two-foot contour lines would otherwise be illegible to read.	☐
☐	j. Location of existing shoreline. Identify the ordinary high water mark. Some agencies may require the mean high, mean low, mean higher high, mean lower low water mark, meander line and/or wetland boundaries to be shown.	☐
☐	k. Name of waterbody.	☐
☐	l. If fill material is to be placed, identify the type of material, the amount of (cubic yards), and area to be filled (acres/square feet).	
☐	m. Erosion control measures, stabilization of disturbed areas, etc.	☐
☐	n. Depict stormwater discharge points	☐

☐	o. If project involves dredging, identify the type of material, amount of material (cubic yards), area to be dredged, method of dredging, and location of disposal site. Dredging in areas shallower than -10 feet needs to be clearly identified on the drawings.	☐
☐	p. Identify any part of the activity that has already been completed.	☐
☐	q. On all variance applications, the plans shall clearly indicate where development could occur without approval of a variance, the physical features and circumstances on the property that provide a basis for the request, and the location of adjacent structures and uses.	☐
☐	r. All existing vegetation proposed to remain onsite and all proposed landscaping, including location, type and height. Attach a separate drawing for complex landscape plans.	☐
☐	Construction drawing(s). They shall include the following: i. Cross-sectional view. This drawing shall illustrate the proposed activity as if it were cut from the side and/or front. ii. Identify the ordinary high water mark. Some agencies may require the mean high, mean low, mean higher high, mean lower low water mark, meander line and/or wetland boundaries to be shown. iii. Dimensions of the activity or structures and the distance it extends into the waterbody beyond the ordinary high water mark. iv. Water depth or tidal elevation of waterward face of project. v. Indicate existing and proposed contours and elevations. vi. Indicate types and location of aquatic, wetland, and riparian vegetation present on site. vii. Indicate type and location of material used in construction and method of construction viii. Indicate height of structure	☐
☐	Include photographs of the site if possible. Aerial photos and photos looking toward the shoreline from the water are particularly helpful.	☐

The project site must be identified in the field by posting an identification sign visible from the access road. The sign and flagging are provided by Thurston County to the applicant at the time of application.

Additional information may be necessary to make a determination. This could include full delineation and analysis of critical areas by a qualified professional at the applicant's expense.