

(NOA/ODNS Template)

(Use Agency Letterhead)

Notice of Application

Optional DNS Process

(note: The optional process can only be used for project proposals – nonproject decisions such as code amendments and GMA actions must use regular DNS or DS process.)

[Date of issuance]

[City or county name] has received a permit application for the following project.

Date of permit application: _____ Date of determination of completeness: _____

Date of notice of application: _____ **Comment due date:** _____

Agency Contact: *name of staff contact, e-mail, phone*

Agency File Number: *(if applicable)*

[Description of proposal – *proposal is the total scope of the project it is not limited to a description of the lead agency's permit decision*]

[Location of proposal: *Address, parcel number and/or latitude-longitude if available*]

Project Applicant: [Name, phone, e-mail of Applicant/Proponent]

(NOTE: The Environmental Review Section below must appear on the first page of the notice of application.)

SEPA Environmental Review: [City or county name] has reviewed the proposed project for probable adverse environmental impacts and expects to issue a Determination of Nonsignificance (DNS). This determination is based on the following findings and conclusions:

[Enter rationale for nonsignificance –such as mitigation measures that adequately address potential impacts, summary of permit conditions etc.]

The optional DNS process in WAC 197-11-355 is being used. **This may be your only opportunity to comment on the environmental impacts of the proposed project.**

Agencies, tribes, and the public are encouraged to review and comment on the proposed project and its probable environmental impacts. **Comments must be submitted by the date noted above to [agency contact and address].**

The following conditions have been identified that may be used to mitigate the adverse environmental impacts of the proposal: (list mitigation measures/conditions that will be required under SEPA). (*Note: These conditions are in addition to mitigation required by the development regulations listed below*)

Required Permits: The following local, state and federal permits/approvals are needed for the proposed project:

Required Studies: (list any studies that have been completed or will be completed for this proposal)

Existing Environmental Documents: (list any existing environmental documents that will be used as part of the review process for this proposal.)

Preliminary determination of the development regulations that will be used for project mitigation and consistency:

Public Hearing -- (include date, time, place, and type of hearing, if applicable)

(Add any other information required by RCW 36.70B.110 or deemed appropriate.)