# Use Agency Letterhead

# Notice of Application

## [Choose One: Optional DNS or MDNS Process]

**Date of Issuance:** [Enter date]

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

**Date of Permit Application:** [Enter date of permit application submittal]

**Date of Determination of Completeness:** [Enter date of application determined complete]

**Date of Notice of Application:** [Enter date of Notice of Application]

**Comment Due Date:** [Enter **date** and **time** comments due]

**Agency Contact:** [Enter name of staff contact, email, and phone number]

**Agency File Number:** [If applicable, enter agency file number]

**Description of Proposal:** [Enter name and description of the proposal. The proposal is the total scope of the project, it is not limited to only a description of the lead agency’s permit decision.]

**Location of Proposal:** [Enter address, parcel number and/or latitude-longitude if available]

**Project Applicant:** [Enter name, phone, and email of Applicant/Proponent]

**SEPA Environmental Review:** [Enter city or county name] has reviewed the proposed project for probable adverse environmental impacts and expects to issue a [Choose one: Determination of Nonsignificance (DNS) OR Mitigated Determination of Nonsignificance (MDNS)]. The optional [Enter DNS OR MDNS] 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.

(**If issuing a NOA with likely MDNS complete mitigation section below, for DNS delete)**

The following conditions are proposed to mitigate the adverse environmental impacts of the proposal:

[List impacts and associated mitigation measures proposed under SEPA. These conditions are in addition to mitigation required by the development regulations listed below.]

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 and time noted above to**:** [Enter email/URL where to submit comments].

**Required Permits**: The following local, state and federal permits/approvals are needed for the proposed project: [Enter the local, state and/or federal permits/approvals needed for this 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 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:** [Enter applicable development regulations]

**Public Hearing:** [Include date, time, place, and type of hearing, if applicable]

[Enter any other information required by RCW 36.70B.110 or deemed appropriate]