



# SEPA Environmental Checklist

DR025



## How do I fill out an Environmental Checklist?

The City of Redmond has designed an electronic PDF version of the SEPA Environmental Checklist. This PDF version allows the applicant to both view the checklist in full and fill it out using the response fields for each checklist item. The applicant may save any additions made in the response fields within the PDF. The Environmental Checklist PDF is available online under the **SEPA Applications Forms** of the Land Use section for Business & Development.

Please contact planning staff for any assistance on the SEPA Checklist. The Planner On Call is available to respond to questions via e-mail ([planneroncall@redmond.gov](mailto:planneroncall@redmond.gov)) or

phone at 425-556-2494.

### Submission of an Environmental Checklist

Not all land use projects require SEPA review. In fact, if the type of project proposed is included in the categorical exemptions identified in the Redmond Zoning Code or SEPA and not located in a critical area, submission of a checklist is still required. Consulting with city staff will confirm whether or not a project is exempt from SEPA.

### Best Ways to Prepare an Environmental Checklist

The Environmental Checklist is an



opportunity for an applicant to describe some basic information about their proposal. Most of the checklist items should be simple to answer using personal observations or project plans as a base of reference. However, an applicant may need to seek professional experts to prepare additional analysis. Through this process, the checklist helps determine what types of environmental impacts could result from the proposed development.

Applicants should answer each question briefly with the best and most precise information known. In some cases, the applicant may not know the answer to a question or the question does not apply to the specific project proposal.

If the applicant does not know how to answer the question, a “do not know” answer would be sufficient. However, if the applicant believes the question is “not applicable”, the applicant must explain in detail *why* a specific checklist item is not applicable as an impact

## Environmental Checklist Sections

The checklist is broken into sections and an addendum. The first three sections apply to development projects. The fourth section is specific to non-project proposals.

**Part A** is the general background of the proposed project, such as: the applicant, site size, required permits, and anticipated project timeline.

**Part B** is the Environmental Elements of the proposed project. The applicant has the opportunity to identify each environmental impact briefly in detail.

**Part C** is the signature of the applicant confirming the validity in preparing the Environmental Checklist.

**Part D** is a supplemental checklist item for non-project proposals. An applicant must respond to this part if there are proposed changes to non-construction projects such as Comprehensive Plan or Zoning Map amendments.

**Greenhouse Gas Emission Worksheet** is submitted as an addendum to the Environmental Checklist concerning GHG emissions anticipated from a project. It also appears as an item in the Environmental Checklist and must be referenced.

The forms for the Environmental Checklist and GHG Emission Worksheet are available online at [redmond.gov/landuseforms](http://redmond.gov/landuseforms).

from the project proposal. “Not applicable” or “N/A” is not a sufficient answer on its own

The applicant may find that the answer field for a checklist item is insufficient in size to appropriately respond. Should this be the case, the applicant is advised to create an addendum page clearly indicating the question with the

exact number/letter section sequencing for the corresponding checklist item. The applicant may then further explain the relevant issues on the corresponding addendum section. On the checklist itself, simply indicate “See Addendum For Further Information”.

Attached to this handout is guidance

on how Environmental Checklist items should be filled out.

**Questions:** 425-556-2494 or [planneroncall@redmond.gov](mailto:planneroncall@redmond.gov).

You can also visit us in person at the Development Services Center located on the 2nd floor of City Hall. Open Monday through Friday from 8 am to 5 pm.

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