# WASHINGTON STATE
# Joint Aquatic Resources Permit Application (JARPA) Form

US Army Corps of Engineers
Seattle District

## Instruction A: Completing JARPA

## I. Purpose of the JARPA

**Joint Aquatic Resource Permit Application (JARPA) --** To streamline the environmental permitting process, multiple regulatory agencies joined forces to create one application people can use to apply for more than one permit at a time. The JARPA form can be found at www.epermitting.wa.gov and can be used to apply for the following permits and approvals:

Federal
- U.S. Army Corps of Engineers (Corps) Section 10 Permit
- U.S. Army Corps of Engineers (Corps) Section 404 Permit
- U.S. Coast Guard (USCG) Private Aids to Navigation Permit

State
- Washington Department of Ecology (Ecology) 401 Water Quality Certifications
- Washington Department of Fish and Wildlife (WDFW) Hydraulic Project Approval
- Washington Department of Natural Resources (DNR) Aquatic Use Authorizations for State-Owned Aquatic Land

Local (City or County)
- Shoreline Conditional Use Permit
- Shoreline Substantial Development Permit
- Shoreline Variance
- Shoreline Exemption
- Shoreline Revision

## II. Preparing and Submitting JARPA

### A. Before You Start →

1. Make sure you have a clear plan for your project.
2. Contact your local city or county government. Not all cities and counties accept JARPA for their local shoreline permits. Use the "Questions to Ask Local Government" on page 3 of this document to help save you from making multiple phone calls to your local government.
3. Contact your local planning department. Find out if your project falls under the jurisdiction of the Critical Areas Ordinances and the National Flood Insurance Program. This can impact whether or not **you** may be able to use JARPA.
4. If you plan to carry out habitat restoration or compensatory habitat mitigation projects on state-owned aquatic lands, go to http://www.dnr.wa.gov/programs-and-services/aquatics/restoring-washingtons-waterways.
5. Use the most current application being accepted by your local jurisdiction. It can be found at http://www.epermitting.wa.gov or by calling (800) 917-0043 or emailing help@oria.wa.gov.
6. A State Environmental Policy Act (SEPA) Checklist will be required for most projects. SEPA analyzes the environmental impacts of a project, and must be completed before state and federal permits can be issued.

7. Contact each agency making permitting decisions. Most agencies will require more information or materials not specifically noted in JARPA. Early coordination with all of the regulatory agencies may prevent delays in processing of your application.

## B. When You Fill in JARPA →

1. Make sure to check the box next to each permit you think you will need. You will need to send at least one signed copy of the application to all the agencies associated with the boxes you check.
2. If you need help determining which permit(s) you need, see Section F, "Get Help."
3. Be very detailed and specific about your project proposal; more information is better than less.
4. Make sure your site maps and drawings are consistent with the written description you give on the application.
5. Please select "**N/A**" for any questions that do not apply to your project. Do not just leave it blank.
6. If you have access to the Internet, use the "help" screens available to clarify any questions. If you do not have access to the internet, you can request a printed version of the help by calling (800) 917-0043 or emailing help@oria.wa.gov.
7. Use the Pre-Submittal Checklist in section VI of this document to make sure you have everything you need to submit a complete application package.
8. Understand that when you sign the application, you give the permitting agencies the right to enter the property where your project is located. This is to inspect the proposed, in-progress, or completed work. You also agree to start work ONLY after you get all the necessary permits.

## C. What To Expect After You Submit Your Application →

1. Most agencies will need more information than required on the application. When the review process starts, they will find out what other information they need to make a decision about your permit.
2. If you get a letter from an agency requesting more information, respond with an email or a letter of acknowledgement as soon as possible. This will help prevent project delays.
3. If you make changes to the project or site plans during the permitting process, send the updated information to each permitting agency. If you do not send this, it may delay your permits and project construction, or you may receive a penalty.
4. Contact the Governor's Office for Regulatory Innovation and Assistance (ORIA) at (800) 917-0043 or help@oria.wa.gov if you have any questions or concerns. We are here to help you.

## D. JARPA Help Feature →

JARPA has a great help screen feature for each question. Each screen will give you instructions to help you create a complete application package. You must have an Internet connection to use this feature. If you need a printed version of the help, call (800) 917-0043 or email help@oria.wa.gov.

## E. Submitting Copies Of JARPA →

Carefully determine all agencies you should submit a copy of your completed JARPA to (all those you have checked in section 10 of JARPA) and determine the correct agency mailing location for your project from the list provided. Mailing information is available at:
http://www.epermitting.wa.gov/site/alias__resourcecenter/jarpa_jarpa_contacts/2489/jarpa_contacts.aspx.

## F. Get Help

If you have a question about the application or additional documents, contact the Governor's Office for Regulatory Innovation and Assistance (ORIA) at (800) 917-0043 or help@oria.wa.gov.

You may also find helpful information at these locations:

1. **Online Permit Assistance System (OPAS)**: http://apps.oria.wa.gov/opas/
   Fill out an online questionnaire to find out what permits you may need for your project.
2. **Regulatory Handbook**: http://apps.oria.wa.gov/permithandbook/
   Look here for the most current permit information.

## III. Questions to Ask Your Local Government or Planning Department

Use the spaces below to make note of the date, the person you spoke with, and their answers.

A. **Do they accept JARPA?** Not all cities and counties accept JARPA form for their local shoreline permits.

B. **Does your project fall under the jurisdiction of the Critical Areas Ordinances and the National Flood Insurance Program? If so, can you use JARPA?** If your project does fall under either of these laws, you may not be able to use JARPA.

C. **What is the ¼ Section, Section, Township, Range, Government Lot, Latitude, Longitude and the Tax Parcel number for the property?** Ask your local planning department for information required for part 5 on JARPA. This information may also be located on the property deed, or you can determine the section, township, and range through the Water Resource Inventory Area (WRIA) at: http://www.ecy.wa.gov/water/wria/index.html or at: https://mynasadata.larc.nasa.gov/latitudelongitude-finder/.

D. **What is the Shoreline Designation of the proposed activity location?** These are assigned by local governments and listed in their local Shoreline Master Programs. Find your local government contact information at: http://www.ecy.wa.gov/programs/sea/shorelines/smp/status.html. Also, ask about public notice requirements for shoreline management compliance.

E. **What is the zoning designation of the property?** Examples include Residential, Rural, Agricultural, and General Commercial. Find your zoning location at MRSC custom search of Washington city/county website at: http://mrsc.org/Home/Research-Tools/Search-Resources/MRSC-Custom-Search-of-Washington-City-County-Websi.aspx.

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## IV. Site Maps and Drawings

A. You must include site maps and drawings for an application package to be considered complete.

B. The U.S. Army Corps of Engineers (Corps) requires 8 ½" x 11" black and white drawings for fax and public notice purposes.

C. Drawings have to be clear and legible, so reductions of larger versions may not be suitable.

D. You may submit larger drawings in addition to the 8 ½" x 11 that are more legible and easier to discern. This could speed up the review process.

E. Follow the Guidance for Completion of Drawings at the Corps' website: http://www.nws.usace.army.mil/Missions/Civil-Works/Regulatory/Permit-Guidebook/Permit-Processing/Sample-Drawings/.

F. See the Washington Department of Fish and Wildlife (WDFW) guidance for a complete application here: http://wdfw.wa.gov/licensing/hpa/hpa_criteria.html.

G. Remember there are at least three types of illustrations required:

1. Vicinity map
2. Plan view (bird's eye view)
3. Cross-sectional view

H. Include photographs of the site if possible. Aerial photos and photos looking toward the shoreline from the water are especially helpful.

I. Show upland features of the project site, in addition to the work waterward of the Ordinary High Water Mark (OHWM).

J. Consider creating the drawings so the vertical skew or exaggeration is scaled to the horizontal (e.g. vertical exaggeration to horizontal is 1:10), and skewing the scale to the cross-section profiles.

K. For joint-use structures (structures to be used by more than one property owner), provide a site map showing the location of the different joint-use properties.

L. The Washington Department of Fish and Wildlife (WDFW) requires general plans for the overall project, complete plans and specifications for the proposed construction, and complete plans and specifications for the proper protection of fish life. For the specific plans, WDFW typically requires "plan profile (bird's eye view) and section" views. They limit the size to 11" x 17". Go to http://wdfw.wa.gov/licensing/hpa/hpa_criteria.html for a brief discussion of what WDFW needs for "complete plans and specifications for proper protection of fish life."

M. The Washington State Department of Natural Resources (DNR) requires 8.5" x 11" vicinity maps with specific information for mooring buoy and boatlift applications. Contact your aquatics district land manager for more information: http://file.dnr.wa.gov/publications/aqr_land_manager_map_071416.pdf.

## V. Sample Wetland Mitigation Table

**If wetlands are present, consider including a Mitigation Table like the one below.**

The table should include:

A. Area (sq. ft.)

B. Cowardin / Wetlands Classification[1]

C. Ecology rating[2]

D. Impacts (sq. ft.)

E. Compensation

- o Reestablishment or Creation (Areas and Ratios)

F. Rehabilitation

- o Areas and Ratios

G. Enhancement

- o Areas and Ratios

| Wetland | Area (sq. ft.) | Cowardin Classification[1] | Ecology Rating[2] | Impacts (sq. ft.) | Compensation | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | Reestablishment or Creation | | Rehabilitation | | Enhancement | |
| | | | | | Area | Ratio | Area | Ratio | Area | Ratio |
| **A** | 43,662 | PSS | II | 18,654 | 18,654 | 1:1 | | | 74,616 | 4:1 |
| **B** | 10,378 | PFO | II | 1,078 | 3,234 | 3:1 | | | | |
| **C** | 8,374 | PEM | IV | 8,374 | | | 25,122 | 3:1 | | |
| **Total** | 54,040 | | | 19,732 | 21,888 | | 25,122 | | 74,616 | |

[1] The Cowardin classification system categorizes wetlands by hydrologic regime, vegetation type, and substrate. See http://www.fws.gov/wetlands/data/wetland-codes.html.

[2] The Washington State Wetland Rating System categorizes wetlands based on specific attributes such as rarity, sensitivity to disturbance, and functions. Western Washington, see https://fortress.wa.gov/ecy/publications/summarypages/0406025.html. For Eastern Washington, see https://fortress.wa.gov/ecy/publications/summarypages/0406015.html.

## VI. Pre-submittal Checklist

**Review the checklist below to ensure you have a complete application package to submit to each agency.**

- ☐ In Part 10 of the application, did you indicate which permits you are applying for?
- ☐ Have you included JARPA Attachments A-E as necessary?
- ☐ Did you locate the correct mailing addresses for the agencies?
- ☐ Have you included complete construction drawings and specifications along with any maps and photos to support your project description? (Attachments must be in 8 ½ x 11 format for the Corps, and no greater than 11" x 17" for WDFW.)
- ☐ Did you include your SEPA decision letter?
- ☐ If you are applying for an HPA from the Department of Fish and Wildlife by submitting paper copies of your application materials, and your completed application (with attachments, photos, etc.) contains more than 30 pages, did you include digital files of all application documents on a CD or other digital storage media in formats compatible with Microsoft Word, Microsoft Excel, or Microsoft Access programs, or in PDF, TIFF, JPEG, or GIF formats?

  If you are emailing your application materials to the Washington Department of Fish and Wildlife, did you save all of your materials in only those formats? Other formats cannot be accepted and may result in processing delays.

  If you qualify for the agriculture and farm land exemption, have you provided proof of the current land use classification?
- ☐ Did you sign and date the application (sign each one you will send to a reviewing agency) and any other necessary forms?
- ☐ Did you make copies of your completed form and any attachments to send to the agencies you are applying to for permits?
- ☐ Did you keep a copy of all documents submitted and a list of the agencies you submitted them to?

**You may also need to include:**

- ☐ Wetland delineation report and copies of delineation data sheets.
- ☐ Wetland rating forms, including figures.
- ☐ Mitigation plan.
- ☐ Other information agencies have requested.

**Keep in mind that agencies may ask for additional information to complete your application.**

## VII. Submittal Addresses and Contact Information

**Mailing location for Shoreline permits**

**Send to:** Appropriate city or county planning, building, or community development department.

- To find your city, go to: http://mrsc.org/Home/Research-Tools/Washington-City-and-Town-Profiles.aspx
- To find your county, go to: http://mrsc.org/Home/Research-Tools/Washington-County-Profiles.aspx

**Mailing location for Hydraulic Project Approvals (HPA)**

**Send to:** Washington State Department of Fish and Wildlife

The Washington Department of Fish and Wildlife accepts applications for Hydraulic Project Approvals (HPAs) through their new online Aquatic Protection Permitting System (APPS). Using APPS, you may submit and pay for your HPA application, view the status of your submitted applications, and receive HPAs issued to you. A link to APPS is available at: http://wdfw.wa.gov/licensing/hpa/.

You may use APPS to apply for a Hydraulic Project Approval only. JARPA is still used to apply for permits from other agencies.

If you prefer to use JARPA to apply for a HPA, follow the directions below:

- Submit your application to the headquarters office in Olympia unless you are requesting emergency processing.
- You should request emergency HPAs verbally from the local Habitat Biologist. Coverage areas and contact information for Habitat Biologists are available at: http://wdfw.wa.gov/conservation/habitat/ahb/. After business hours, contact the emergency hotline at (360) 902-2537.
- Requests for modifications of issued non-emergency HPAs must be submitted in writing to the headquarters in Olympia. Requests for modifications of emergency HPAs may be made verbally to the Habitat Biologist that issued it.
- Application documents may not exceed 11” x 17”.
- If your application package (including JARPA, plans, photos, etc.) contains more than 30 pages, also include digital files of all application documents on a CD, DVD, or other electronic storage media in formats compatible with Microsoft Word, Microsoft Excel, or Microsoft Access programs or in PDF, TIFF, JPEG, or GIF formats.
- You may submit your application package by email. The subject line of each email must state “JARPA for HPA”. Your application materials may only be in the formats identified above. JARPA must include your signature. The combined size of the attachments to any single email must be less than 30 megabytes. Submit several emails with fewer attachments to avoid exceeding this size limit. When Washington Department of Fish and Wildlife receives your email it will send notification of receipt to the sending email address. If you do not receive this notification, your application has not been received and you should resubmit it with fewer or smaller attachments and double-check your spelling of the email address.
- Application packages submitted by email or FAX must contain all application materials you are submitting for consideration.
- Do not additionally submit paper copies to supplement your emailed application.

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| **Headquarters** - Receives all new applications and written requests for modifications to issue HPA's when emergency processing is NOT being requested. | Washington Department of Fish and Wildlife<br>PO BOX 43234<br>Olympia, Washington 98504-3234<br>HPAapplications@dfw.wa.gov | Tel (360) 902-2534<br>TDD (360) 902-2207<br>Fax (360) 902-2946 |
| **Area Habitat Biologists** - Receives verbal requests for emergency HPAs. Also receive questions about hydraulic projects prior to application submittal. | Coverage areas and contact information for Area Habitat Biologists are available at http://wdfw.wa.gov/conservation/habitat/ahb/ | For emergencies only:<br>After business hours, contact the hydraulic emergency hotline at (360) 902-2537. |

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| **Mailing location for 401 Water Quality Certification**<br>**Send to:** Washington State Department of Ecology - Headquarters<br>For questions, email ecyrefedpermits@ecy.wa.gov | | |
| **Washington State Department of Ecology – Headquarters, Federal Permit Unit** | Attention: Federal Permit Unit<br>P.O. Box 47600<br>Olympia, WA 98504-7600 | Tel (360) 407-6000 |

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| **Mailing location for Aquatic Resources Use Authorizations**<br>**Send to:** Department of Natural Resources<br>▪ Use the address below for the District where your project is located.<br>▪ For a map of DNR regional offices, go to: http://www.dnr.wa.gov/programs-and-services/aquatics/aquatic-districts-and-land-managers-map<br>▪ For questions contact DNR headquarters at (360) 902-1100 or your local aquatics land manager: http://www.dnr.wa.gov/programs-and-services/aquatics/aquatic-districts-and-land-managers-map | | |
| **Orca Straits District** | 919 N Township Street<br>Sedro Woolley, WA 98284-9384 | Tel (360) 856-3500 |
| **Shoreline District** | 950 Farman Avenue N<br>Enumclaw, WA 98022-9282 | Tel (360) 825-1631 |
| **Rivers District** | 601 Bond Road<br>P.O. Box 280<br>Castle Rock, WA 98611-0280 | Tel (360) 577-2025 |

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| **Mailing location for Mooring Buoy Applications**<br>**Send to:** Department of Natural Resources<br>For questions, email bouy@dnr.wa.gov | | |
| **Department of Natural Resources, Aquatic Resources Division** | DNR Aquatic Resources Division<br>Attention: Mooring Buoy Program<br>1111 Washington St. SE, MS 47027<br>Olympia, WA 98504-7027 | Tel (360) 902-1074 |

| **Mailing location for Department of the Army Permits (U.S. Army Corps of Engineers)** | | |
|---|---|---|
| **Send to:** U.S. Army Corps of Engineers<br>To find a list of Project Managers assigned to your county, region or project please visit:<br>http://www.nws.usace.army.mil/Missions/CivilWorks/Regulatory/ContactUs.aspx | | |
| **U.S. Army Corps of Engineers** | Seattle District<br>Regulatory Branch<br>P.O. Box 3755<br>Seattle, WA 98124-3755 | Tel (206) 764-3495<br>Fax (206) 764-6602 |

| **Mailing location for Private Aids to Navigation (for non-bridge projects)** | | |
|---|---|---|
| **Send to:** United States Coast Guard | | |
| **Private Aids to Navigation** | Commander 13th Coast Guard District (OAN)<br>Attention: PATON Manager<br>915 Second Avenue, Room 3510<br>Seattle, WA 98174-1067 | Tel (206) 220-7285<br>Fax (206) 220-7265 |

## VIII. Resources and Helpful Information

**Online and Other Resources**

- **Washington Environmental Permitting Information:** www.epermitting.wa.gov**.** This Web site has the most up-to-date JARPA forms, guidance documents and contact information.

- **Online Permit Assistance System (OPAS):** http://apps.oria.wa.gov/opas/. OPAS is an online questionnaire that asks a series of 'yes' or 'no' questions to help determine which permits and approvals may be required for your project.

- **Regulatory Handbook**: http://apps.oria.wa.gov/permithandbook/. The Regulatory Handbook provides an overview for each environmental permit, including contacts and resources for more detailed information. You can view the handbook online or download a copy. Links to descriptions of common environmental permits in JARPA are listed below
  - Shoreline permit and local permits:
    - Substantial Development: http://apps.oria.wa.gov/permithandbook/permitdetail/38
    - Conditional Use: http://apps.oria.wa.gov/permithandbook/permitdetail/44
    - Variance: http://apps.oria.wa.gov/permithandbook/permitdetail/45
    - Floodplain Development Permit: http://apps.oria.wa.gov/permithandbook/permitdetail/47
  - WA Department of Fish & Wildlife Hydraulic Project Approval: http://apps.oria.wa.gov/permithandbook/permitdetail/25
  - WA Department of Ecology Section 401 Water Quality Certification: http://apps.oria.wa.gov/permithandbook/permitdetail/43
  - WA Department of Natural Resources Aquatic Resources Use Authorization: http://apps.oria.wa.gov/permithandbook/permitdetail/31
  - Department of the Army permits :
    - Section 404 (discharges into waters of the US): http://apps.oria.wa.gov/permithandbook/permitdetail/37
    - Section 10 (work in navigable waters): http://apps.oria.wa.gov/permithandbook/permitdetail/36
  - United States Coast Guard permits

- Private Aids to Navigation (for non-bridge projects): http://apps.oria.wa.gov/permithandbook/permitdetail/98

- **Governor's Office for Regulatory Innovation and Assistance Information Center -** The Governor's Office for Regulatory Innovation and Assistance (ORIA) is a great resource when you have questions about the JARPA form or process. ORIA can answer questions about the permits your project may need and provide you with the contact information for staff at local, state, and federal offices that can help you. ORIA is open Monday through Friday from 8:00 am to 5:00 pm. Staff can be reached at (800) 917-0043 or by email at help@oria.wa.gov.

**Helpful Hints**

A. Give yourself plenty of time.

B. It will take some time to gather the information you need to complete the application.

C. Find out if you can use JARPA to apply for local Shoreline permits. Not all cities and counties accept JARPA for their local Shoreline permits. If you think you will need a local Shoreline permit, contact the local city or county government to make sure they will accept JARPA. Local government contact information can be found at http://mrsc.org/Home/Research-Tools/Washington-City-and-Town-Profiles.aspx, for cities, or http://mrsc.org/Home/Research-Tools/Washington-County-Profiles.aspx, for counties.

D. Find out if your project falls under your county or city Critical Areas Ordinance or Flood Management program. You should contact your local city or county government to find out if your project falls under the jurisdiction of the local Critical Areas Ordinance or Flood Management program. If the project is within one or both of these jurisdictions you may not be able to use JARPA to apply for a permit or approval. Local government contact information can be found at http://mrsc.org/Home/Research-Tools/Washington-City-and-Town-Profiles.aspx, for cities, or http://mrsc.org/Home/Research-Tools/Washington-County-Profiles.aspx, for counties.

E. Make sure you fill out the most current version of JARPA. The most current version is available at http://www.epermitting.wa.gov. You can also find up-to-date guidance documents and contact information at this website.

F. Make sure you have a clear plan in mind for your project.

G. Just like when you apply for a building permit, you should know what you plan to do before you start to fill out the application. This could include site drawings with dimensions, and information on impacts and mitigation.

H. Contact and coordinate with each reviewing agency. Early coordination with all of the reviewing agencies can prevent delays in processing your application. Most agencies will require more information or materials than what is asked for in JARPA. Early coordination could help agencies identify additional application materials you need to submit for a more efficient project review.

If you require this document in another format, contact the Governor's Office for Regulatory Innovation and Assistance (ORIA) at (800) 917-0043. People with hearing loss can call 711 for Washington Relay Service. People with a speech disability can call (877) 833-6341. ORIA publication number: ORIA-16-017 rev. 07/2017