



Joint Aquatic Resource Permit Application (JARPA)

Information Packet

This Information Packet contains the following resources to help you complete and submit your Joint Aquatic Resource Permit Application (JARPA) form:

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Introduction and Process Overview

Introduction

To streamline the environmental permitting process, multiple regulatory agencies joined forces to create one application that people can use to apply for more than one permit at a time. It is titled, “Joint Aquatic Resources Permit Application (JARPA)”. You can use the JARPA form to apply for any or all of the permits below:

Federal

- [Section 10](#) and [Section 404](#) permits from the U.S. Army Corps of Engineers (Corps).
- [General Bridge permits](#) and [Private Aids to Navigation permits \(PATON\)](#) from the U.S. Coast Guard.

State

- [401 Water Quality Certifications](#) from the Department Ecology.
- [Hydraulic Project Approvals](#) from the Department of Fish and Wildlife.
- [Use Authorizations for State-Owned Aquatic Lands](#) from the Department of Natural Resources.

Local (City or County)

- [Shoreline Conditional Use Permit](#)
- [Shoreline Substantial Development Permit](#)

- [Shoreline Variance](#)
- Shoreline Exemption
- Shoreline Revision

Process Overview

Below is an overview of things to keep in mind as you go through the JARPA process.

Before You Start

- ✓ Make sure you have a clear plan in mind for your project. Just like when you apply for a building permit, you must know what you plan to do before you start to fill out the application. This includes drawings with dimensions, etc.
- ✓ Give yourself plenty of time. There are many steps and requirements in the JARPA. It will take some time to complete the application and gather the information you need. Use the most current version of the JARPA. We will update the JARPA as needed so it is important for you to make sure you use the most current version. See http://www.epermitting.org/site/alias_resourcecenter/jarpa_jarpa_form/9984/jarpa_form.aspx.
- ✓ Contact the local city or county government. Not all cities and counties accept the JARPA for their local shoreline permits. Use the “Summary of Questions to Ask Local Government at <http://www.epermitting.org> under the JARPA Form tab. This will save you from making multiple phone calls to your local government.
- ✓ 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. If it does you may be able to use the JARPA.
- ✓ Contact each agency making permitting decisions. Most agencies will require more information or materials not specifically required in the JARPA. Early coordination with all of the regulatory agencies may prevent delays in the processing of your application.
- ✓ Work with the local Fish and Wildlife Area Habitat Biologist (AHB) early in the process. They will help you identify any special constraints, habitat guidelines, or issues that may crop up during fish habitat and aquatic permit projects. A list of AHB names and phone numbers is available online at <http://www.wdfw.wa.gov/hab/ahb>.

When You Fill-In the JARPA

- ✓ Make sure to check the box next to each permit you think you will need. You will need to send a signed copy of the application to all the agencies associated with the boxes you checked.
- ✓ If you need help figuring out just which permit you need see the Get Help section on page 3.
- ✓ Be very detailed and specific; more information is better than less.

- ✓ Make sure your site maps and drawings are consistent with the written description you give on the application.
- ✓ Check out our on-line glossary for definitions to words that are new to you. If you can't find the word you are looking for, let us know and we will add it to the glossary.
- ✓ Please put N/A in any questions that do not apply to your project. Don't just leave it blank.
- ✓ Go to <http://www.epermitting.org> for helpful handouts, checklists and the resource library. If you can't find what you need, call us. We are happy to help.
- ✓ Use the help screens for each and every question, even if you don't think you need to.
- ✓ Use the Checklist to make sure you have everything you need to submit a complete application package. If you think we should add something, let us know.
- ✓ While you only need to complete one application we do require original signatures for all of the applications you submit to each individual agency. This means you must first make copies of the application then sign each copy with your original signature. Agencies will not accept applications with a copied signature.
- ✓ Understand that when you sign the application you give permission to the agencies that you are applying for a permit from, 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 of the necessary permits.

What To Expect After You Submit Your Application

- ✓ Most agencies will require more information not specifically required on the application. It is not until they start the review process that they can find out what other information they need to make a decision about your permit.
- ✓ If you get a letter from an agency requesting more information, respond with a letter of acknowledgement as soon as possible. This will help prevent further delays.
- ✓ If changes are made to the project or site plans during the permitting process, send the updated information to each permitting agency. If you don't it may delay getting your permits, project construction or worst you may get a penalty.
- ✓ Call us if you have any questions or concerns. We are happy to help you.

New JARPA Help Feature

The new electronic version of the JARPA has a great help screen feature for each question. Each screen will give you instructions to help you create a complete application packet. To take advantage of this new feature you must have an Internet connection as you fill in the application. We know the application is complicated so we have done our best to anticipate your questions in the help screens. We will update the help screens and the One-Stop E-Permitting Services Web site (<http://www.epermitting.org>) as new information becomes available.

For Additional Assistance

If you need help filling in the application or want to give us your suggestions, contact our Environmental Permitting Service Center or visit any of the Web sites listed below.

Environmental Permitting Center

Staff at the Service Center can help you figure out what permits you need, help you through the process and give you contacts for the people at the local, state, and federal offices that can help you.

Location: Washington State Department of Ecology

300 Desmond Street, SE, Lacey WA

Hours: 9:00 a.m. to 4:00 p.m. (Mon. through Fri.)

Call: (360) 407-7037 or 1-800-917-0043

Email: assistance@ora.wa.gov

Web: <http://www.ora.wa.gov>

One-Stop E-Permitting Services

New Web site with guidance for Washington's environmental permitting processes. Currently, only JARPA guidance is available.

<http://www.epermitting.org>

On-Line Permit Assistance System

Find out what permits you may need for your project.

<http://apps.ecy.wa.gov/opas>

Environmental Permit Handbook

Look here for the most current permit information.

<http://apps.ecy.wa.gov/permithandbook>

Summary of Questions to Ask Local Government or Planning Department

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

1. **Do they accept the JARPA?** Not all cities/counties accept the JARPA form for their local shoreline permits.

2. **Does your project fall under the jurisdiction of the Critical Areas Ordinances and the National Flood Insurance Program and if so, can you use the JARPA?** If your project does fall under either of these laws you may be able to use the JARPA form.

3. **What is the 1\4 Section, Section, Township, Range, Government Lot, Latitude, Longitude and the Tax Parcel number for the property?** Ask your local planning department information required for question 5 thru 5i. It may also be located on the property deed or you can determine the section, township, and range per Water Resource Inventory Area (WRIA)* at: <http://www.ecy.wa.gov/services/gis/maps/wria/townships/trs.htm>.

* The Department of Ecology and other state resource agencies frequently use a system of 62 "Watershed Resource Inventory Areas" or "WRIAs" to refer to the state's major watershed basins.

4. **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/SMA/local_planning/index.html. Also ask about public notice requirements for shoreline management compliance.

5. **What is the zoning designation of the property?** Zoning designation examples include Residential, Rural, Agricultural, and General Commercial.

Site Maps and Drawings

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

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

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

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.

- Follow the Guidance for Completion of Drawings available at the Corps’ website. See also Washington Department of Fish and Wildlife (WDFW) guidance for a complete application here.
- Remember there are at least three types of illustrations required:
 - Vicinity map
 - Plan view (bird’s eye view)
 - Cross-sectional view
- Include photographs of the site if possible. Aerial photos and photos looking toward the shoreline from the water are particularly helpful.
- Show upland features of the project site in addition to the work water ward of the OHWM.
- 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.
- 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.
- 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. Typically for the specific plans, WDFW requires “plan profile (bird’s eye view) and section” views. They do not limit the size to 8 ½” x 11” that the Corps does. Check this website http://www/wdfw.wa.gov/hab/hpa_criteria.htm for a brief discussion of what WDFW needs for “complete plans and specifications for proper protections of fish life.”

Sample Wetland Mitigation Table

If wetlands are present, include a Mitigation Table like the one below.

The table should include:

- ✓ Area (sq. ft)
- ✓ [Cowardin Classification](#)¹
- ✓ [Ecology rating](#)²
- ✓ Impacts (sq. ft)
- ✓ Compensation
 - Reestablishment or Creation
 - Areas and Ratios
- ✓ Rehabilitation
 - Areas and Ratios
- ✓ Enhancement
 - Areas and Ratios

Wetland	Area (sq ft)	Cowardin Classification	Ecology Rating	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.npwr.usgs.gov/resource/wetlands/classwet/index.htm>.

2 The Washington State Wetland Rating System categorizes wetlands based on specific attributes such as rarity, sensitivity to disturbance, and functions. Western Washington, see <http://www.ecy.wa.gov/pubs/0406025.pdf>. Eastern Washington, see <http://www.ecy.wa.gov/pubs/0406015.pdf>.

One Last Review Before You Submit Your JARPA Package

Did you:

- Answer all of the questions, and put N/A in the space when the question didn't apply to your project?
- Prepare for any application fees that may apply?
- Make copies of the completed JARPA form (as well all related attachments) for all agencies *and* your records? This may include:
 - Local Government
 - WA Department of Fish and Wildlife (Submit 3 copies to WDFW Region)
 - WA Department of Ecology (Submit to Regional Office - Federal Permit Unit)
 - WA Department of Natural Resources
 - Army Corps of Engineers
 - US Coast Guard
- Sign and date all copies of the application? This includes signatures for the applicant, landowner (if different from applicant), and authorized agent (if applicable). **Original signatures only!**
- Document the date you submitted the JARPA to all agencies?

Remember to include:

- Documents that show you are in compliance with SEPA. You must complete the SEPA process before a decision can be made about your permits.
- A water quality monitoring plan for in-water activities.
- Drawings and site maps consistent with your written descriptions.
- If wetlands are present, a Delineation/Function Assessment Report that contains:
 - Qualitative Description of wetlands(s) and ownership.
 - Total size of the wetland(s) and area(s) to be impacted.
 - Function assessment analysis.
- Wetland delineation and mitigation plan and table, if wetlands are present.
- Revegetation plan for impacts to shoreline and/or riparian vegetation.
- Stormwater Management plan for those projects not covered under a separate NPDES permit.

401 Water Quality Certification:

If you checked the box for a 401 Water Quality Certification, the Washington Department of Ecology can not make a final decision without the following:

Federal Action that triggers the requirement for 401

- Corps Public Notice for Individual Section 404 and Section 10 Permit
- Corps Nationwide Permit coverage letter
- Coast Guard Public Notice for Bridge Permit

Completion of public notice requirement (WAC 173-225)

- Copy of Joint Federal Agency/Ecology Public Notice
- Copy of Ecology Public Notice

Completion of the State Environmental Policy Act (SEPA)

- Name of Lead Agency
- SEPA Decision: DNS, MDNS, FEIS, Adoption or Exemption
- Decision Date (end of comment period)

Project disturbing one (1) acre or more of soil

- Construction Stormwater Permit may be required

Other things the Washington Department of Ecology may request but are not required to issue a 401 Certification:

- If your project is within shoreline jurisdiction Ecology may request documentation of Shoreline process and decisions by local government.
- Hydraulic Project Approval (HPA).
- Critical or Sensitive Areas Ordinance.
- Flood Plain Management Ordinance.

Note: We will update this checklist to include other, permit specific information when they become available. Be sure to use the most current version available at <http://www.e-permitting.org>.

If you need this publication in an alternate format, please call the Office of Regulatory Assistance at 800-917-0043. Persons with hearing loss can call 711 for Washington Relay Service. Persons with a speech disability can call 877-833-6341.