DEPARTMENT OF COMMUNITY DEVELOPMENT
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CITY CENTER PLANNED ACTION DETERMINATION REVIEW CHECKLIST

This checklist is used to determine whether a project is eligible to be considered a Planned Action exempt from further review under the *State Environmental Policy Act* (SEPA). (Section One is to be completed by the applicant and Sections Two and Three are completed by the city.)

A completed SEPA Checklist shall accompany this City Center Planned Action Checklist.

Section One: Project Information (applicant to complete)			
Property Info	Project Name:		
	Site Address:		
	Parcel No.:	**Property Area** Sq. ft.:_____ Acres:	**Impervious Surface Area** Existing:_____ Proposed:
	# of buildings on site: _____ # to be retained:		
Applicant Info	Name/Company:		
	Mailing Address:		
	Phone:	Email:	
		Relationship to owner:	
Property Owner	Name/Company:		
	Mailing Address:		
	Phone:	Email:	
Project Description	**Describe the existing land use:**		
	Proposed land use (check all that apply):		
	☐ Retail & Services	☐ Office	
	☐ Lodging	☐ Mixed use	
	☐ Residential	☐ Other :	
Development Information	**Residential (dwelling units)** **SF=single family; MF=multi-family**		
	Existing	**Proposed**	**Proposed Density (du/ac)**
	# SF:	# SF:	SF:
	# MF:	#MF:	MF:
	Office (square feet)		
	Existing:	Proposed:	
	Retail & Services (square feet)		
	Existing:	Proposed:	

	Parking Spaces		
	# Existing:	# Proposed:	
	AM Peak Vehicle Trips		
	Existing est. trips:	Project est. trips:	Net new:
	PM Peak Vehicle Trips		
	Existing est. trips:	Project est. trips:	Net new:
	Source of trips rate:		
	Signature:		**Date:**

Section Two: Review Criteria (City to complete)
The city's SEPA responsible official may designate conforming projects as "planned actions" pursuant to RCW 43.21C.440 that meet the following conditions per Ordinance No. 16-811.

Criteria (FWRC 14.15.130[3][d][ii])	**Complies** (if no, explain on separate sheet and attach)	
The project is not otherwise exempt from SEPA.	☐ Yes	☐ No
The proposal is located within the Planned Action Area as identified on Exhibit A "City Center Planned Action Area Map" of Ordinance No. 16-811.	☐ Yes	☐ No
The project is consistent with the *Federal Way Comprehensive Plan*.	☐ Yes	☐ No
The project is subsequent or implementing a project which has had significant adverse environmental impacts adequately identified in the Planned Action SEIS.	☐ Yes	☐ No
Proposed land uses are consistent with those described in the planned action SEIS and FWRC 14.15.130(3)(c)(i).	☐ Yes	☐ No
The proposal is consistent with the thresholds identified in FWRC 14.15.130(3)(c)(ii) & (iv).	☐ Yes	☐ No

Residential Threshold: 2,400 units	Office Threshold: 400,000 sq. ft.
Retail Threshold: 475,000 sq. ft.	Lodging Threshold: 600 rooms
AM Peak Vehicle Trips Threshold: 3,617	
PM Peak Vehicle Trips Threshold: 6,792	*For remaining capacity see attached spreadsheet.

The project's adverse impacts are able to be mitigated through the application of mitigation measures detailed in Exhibit B, "Planned Action Mitigation Document," of Ordinance No. 16-811, as well as other applicable city, county, state, and federal requirements and conditions.	☐ Yes	☐ No
The proposed project complies with all applicable local, county, state, and federal regulations.	☐ Yes	☐ No
The proposal is not an essential public facility (EPF) as defined in RCW 36.70A.200, unless an EPF is accessory to or part of a development that is designated a planned action.	☐ Yes	☐ No

Section Three: Planned Action Determination (city to complete)		
Requirements	**Complies** (if no, explain on separate sheet and attach)	
Application for a Planned Action was made on forms provided by the city, including a SEPA Checklist.	☐ Yes	☐ No
The application is complete as provided in FWRC 14.10.020.7.	☐ Yes	☐ No
The application is consistent with the criteria of the Planned Action Ordinance.	☐ Yes	☐ No
The development application meets all applicable requirements of the FWRC.	☐ Yes	☐ No

Qualifying Project (if no, explain on a separate sheet and attach)	
☐ Yes	**Qualifies as a Planned Action:** The application is consistent with the Planned Action Ordinance and thereby qualifies as a Planned Action project. The project shall proceed in accordance with the appropriate permit procedures, except that no additional SEPA review, threshold determination, or EIS will be required. Public notice of this determination shall be provided as specified in FWRC 14.15.060(3).
☐ No	**Does Not Qualify as a Planned Action:** The application is not consistent with the Planned Action Ordinance and does not qualify as a Planned Action project. **Additional SEPA Review Required:** Projects disqualified as a Planned Action may use or incorporate relevant elements of the environmental review analysis in the SEIS prepared for the Planned Action, as well as other environmental review documents to assist in meeting SEPA requirements. The SEPA Official may choose to limit the scope of the SEPA review to those issues and environmental impacts not previously addressed in the SEIS. **SEPA Process Prescribed:**
Signature (Director)**:**	
Date:	

All application materials must be submitted electronically. Please visit our website at https://www.cityoffederalway.com/node/4588 to request a document upload link and obtain information on how to successfully prepare your application materials for electronic submittal and review.