

# Focus on: Coordinated Permit Process Project Information



Image of clean energy production technologies

## Introduction

Ecology and the project proponent start with a pre-application meeting to discuss the Coordinated Permit Process (CPP) and the information that is likely required for participation in the CPP. We do not expect to have all the required information at the pre-application meeting. The materials the project proponent submits throughout the CPP must contain complete and sufficient information about a project site, resources, construction, operation, and decommissioning. We share the project information with state and local permitting agencies, Tribes, and the public. This information helps us, and participating agencies determine potential impacts, the type of environmental review, and permits needed for the project to operate in Washington State. Ecology decides if the project is eligible to use the CPP by the end of the 60-day [initial assessment](#).<sup>1</sup>

When completing the SEPA checklist we ask that proponents review the [SEPA checklist guidance](#).<sup>2</sup> Below is an outline of the information that we may request in addition to the SEPA checklist. We will accept the information either within, or separate from, the SEPA checklist. Proponents submit copies of available studies whenever possible to ensure an accelerated review of their clean energy project.

The guidance in this document does not replace agency permit application forms; project proponents should review all likely permit application requirements.<sup>3</sup> A pre-application discussion between proponents and Ecology will help identify the permits, data, and analysis expected throughout the process. Please request a meeting as soon as possible by emailing [cleanenergy@ecy.wa.gov](mailto:cleanenergy@ecy.wa.gov). We are here to help.

## Complete Project Description

Provide a comprehensive project description, including:

<sup>1</sup> <https://app.leg.wa.gov/RCW/default.aspx?cite=43.158.110>

<sup>2</sup> <https://ecology.wa.gov/regulations-permits/sepa/environmental-review/sepa-guidance/sepa-checklist-guidance>

<sup>3</sup> Consult the [Regulatory Handbook](#) for additional information about local, state and federal permits, approvals, and licenses for Washington State.

- Executive Summary
- Project purpose and need
- How the project meets the [clean energy](#)<sup>4</sup> definition and contributes to greenhouse gas reductions

Include information about the following, bulleted items, whenever applicable, so that your project description and background studies are as comprehensive as possible for an expedited review.

### Additional Project and Applicant Background<sup>5</sup>

- Agent or consultant acting on behalf of project proponent (name, address, phone, email)
- Entity legal name and point of contact (name, address, phone, email)
- Billing point of contact (name, address, phone, email)
- Facility name and related North American Industry Classification System (NAICS) code
- Employer Identification Number (EIN)
- Washington State Unified Business Identification (UBI) number

### SEPA Checklist Questions 6 - 11: Detailed Project Description

- Detail the community demographics near your project. Explain which populations, Tribes, agencies, and governments you have engaged, if you haven't, please include an engagement proposal
- Describe all ancillary facilities, including parking areas, temporary work areas, site security and lighting, operations and maintenance buildings, and other relevant structures
- Estimate numbers of employees for each of the project development phases
- List all project avoidance, minimization, and voluntary mitigation measures, organized by resource topic, and include community benefit agreements
  - Please note if a measure has previously been discussed with a regulatory agency

### SEPA Checklist Question 12: Project Location

- Tax parcel number for all parcels involved in the project
- List all landowners and acreages owned, as well as project property owners
  - If the Proponent is not the property owner, supply evidence of a lease or easement, landowner consent to apply for permit applications, and landowner access consent for site inspections
- List adjoining tax parcel numbers and mailing addresses<sup>6</sup>
- Describe existing uses, include roads and structures on-site
- Identify and list all waterbodies on and adjacent to the site
- Is the project located in or adjacent to a designated state or federal contaminated site or clean-up site?

### Maps and Site Plans

Provide corresponding geospatial files (e.g., shapefile or KMZ - [Keyhole Markup](#) files when compressed) for each map and use typical design specifications.

- Vicinity Map
- Plan View Site Map

<sup>4</sup> <https://app.leg.wa.gov/RCW/default.aspx?cite=43.158.010>

<sup>5</sup> In addition to SEPA Checklist Questions 1- 3

<sup>6</sup> Public notification requirements for local government permits may have additional property buffer requirements. Confirm notification requirements with the local government.

- Map depicting land ownership and assessor parcel number for project parcels
- Land use map (zoning and comprehensive plan designations)
- Maps depicting Tribal interests<sup>7</sup> and overburdened communities that may be affected by this project, to the extent practicable
- Additional maps and site plans:
  - Full or partial plan set
  - Cross sections
  - Topographic map
  - Site avoidance or resource protection areas (e.g., wetlands, geologic hazards, critical areas, etc.)
  - Maps depicting waterbodies, including delineated Mean High or High Water (MHHW) or Ordinary High-Water Mark (OHWM)
  - SWPPP map that shows the area of contamination and ground disturbing activities. If available, include on-site and offsite staging areas, stockpile locations, stormwater ponds, discharge points, dewatering tanks, trenches, excavations and BMPs, sample depths and locations.

## SEPA Checklist B Environmental Elements

### Earth (1)

- Describe land clearing, excavation, trenching, cut and fill estimates, and any ground disturbance related to construction, operations, and decommission methods for each project component.
- List on-site construction and operations equipment.
- Describe each aboveground and belowground project component, include maximum dimensions and capacities for all components.

### Air (2)

- Submit a Greenhouse gas (GHG) lifecycle analysis from source to first use, including upstream and downstream emissions.
- Include information about building demolition, renovation, abatement of asbestos materials and use of a stationary or portable concrete batch plants and describe operation schedules, production rates and capacity, emission estimates for criteria pollutant<sup>8</sup> or toxic air pollutant emissions<sup>9</sup>
  - Supporting documentation may include process flow diagrams, manufacturer specification sheets, baseline and carbon intensity emissions data, project emissions modeling and calculations, and compliance plans.

### Water (3)

#### Surface Waters, Groundwater, Surface Water Diversions, Water Rights, Stormwater and Industrial Discharges

- Describe all waterbodies on-site, including wetland categories and [DNR Water Type](#)<sup>10</sup> and if the project is in a coastal zone.

<sup>7</sup> Confidential and protected information should be submitted under a confidential cover. If this information is provided in a supporting report (e.g. cultural resource survey) it does not need to be repeated on site plans. Please include in the project description a reference to where this information can be viewed in supporting reports.

<sup>8</sup> [Criteria Air Pollutants, U.S. EPA](#)

<sup>9</sup> [Air Quality Standards, Ecology](#)

<sup>10</sup> Note that site inspections prior to permit issuance may require flagging of wetlands and OHWM of streams, lakes, or shorelines.

- Address whether the project is a [303\(d\) listed area](#).
  - If available, include a Stormwater Pollution Prevention Plan (SWPPP), discuss the Best Management Practices (BMPs) you will use on-site to prevent further impacts, and dewatering plan and/or dewatering contingency plan.
- Include, when applicable:
  - Jurisdictional determination and/or wetland delineation
  - Ecology Aquatics ID number
  - Federal License /Permit Number and Federal Point of Contact
  - Aerial photos
  - Mitigation Plan
  - Restoration Plan
  - Water Quality Monitoring and Protection Plan (WQMPP) or Water Quality Monitoring Plan (WCMP)
- Provide information on existing or proposed water rights associated with the project. Is water physically and legally available? Provide a hydrogeologic study, if applicable.
- Is the site within a Critical Aquifer Recharge Area, designated Wellhead Protection Area, or Sole Source Aquifer?
- Will construction or operations require a Spill Prevention, Control, and Countermeasure (SPCC) Plan?

## Plants (4) and Animals (5)

- Describe any completed or planned studies related to general wildlife, habitat types, sensitive species, wildlife migration corridors, and rare plants.

## Environmental health (7)

- Describe the existing facility if the project is a modification to an existing facility, including any history of contamination and existing regulatory requirements.
- Describe the amount and types of existing and proposed toxics or wastes generated or stored on-site, include proposed methods of waste treatment or disposal.
  - List known contaminants with laboratory test results showing concentration and depth; Phase I and/or II Environmental Site Assessments or additional environmental reports must accompany information provided in table format.

## Environmental Justice and Overburdened Communities

- [Describe identity and engagement](#) with overburdened communities<sup>11</sup> in the project vicinity.
  - If comments have been received, please provide a record of comments and responses that had been provided by each party.
- Is mitigation proposed for impacts to overburdened communities?
  - If yes, list and describe the potential impacts and the associated mitigation measures for each.
- Provide a community benefit agreement, if applicable.

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<sup>11</sup> RCW 70A.02.010(11) "Overburdened community" means a geographic area where vulnerable populations face combined, multiple environmental harms and health impacts, and includes, but is not limited to, highly impacted communities. RCW 19.405.020(23) states, "Highly impacted community" means a community designated by the department of health based on cumulative impact analyses in RCW 19.405.140 or a community located in census tracts that are fully or partially on "Indian country" as defined in 18 U.S.C. Sec. 1151.

- If it is in process or planned, provide a summary and expected completion date.

## Land and shoreline use (8)

### Land Use

- Name any portion of the project located on federal lands, Tribal lands, DNR-managed aquatic lands, State Trust lands, special use districts, or city/county lands
  - If so, additional permitting and land use agreements (right-of-way or lease) may be required.
- Is the project located in an Urban Growth Area (UGA)?
- Does the project include timber harvest or convert forested land to a non-forest use?
- Describe how the project is consistent with the applicable comprehensive plan and land use plan(s), include performance standards and impacts or changes to these plans (e.g. agricultural lands, rural character value, etc.).
  - If a variance is required, please describe.

## Historic and cultural preservation (13)

- Have you reviewed the Department of Archeological and Historic Preservation (DAHP) [consultation information](#) and [Inadvertent Discovery](#) Plan?<sup>12</sup>
- Is cultural monitoring proposed?
- Is cultural site excavation or disturbance proposed?

## Transportation (14)

- Describe existing and proposed internal project site roads.
- Describe existing and proposed site access from the nearest public roadway.
- Will the project impact aviation resources, including airports and military operations and safety?<sup>13</sup>

## Public services (15)

- List all essential public facilities and utilities that may serve the project, including, highways, streets, police and fire protection, drainage structures, refuse disposal, water, sewers, and schools.
- Describe any facilities or services which will need to be constructed or improved, including associated public costs.

## Utilities (16)

- Fuel storage, including type of fuel and storage capacity.
- Energy usage, sources (include backup and temporary sources) and amounts.
- Utility infrastructure, including power collection and telecommunications systems.



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To request an ADA accommodation, contact Ecology by phone at 360-407-6600 or email at [ecyadacoordinator@ecy.wa.gov](mailto:ecyadacoordinator@ecy.wa.gov), or visit <https://ecology.wa.gov/accessibility>. For Relay Service or TTY call 711 or 877-833-6341.

<sup>12</sup> <https://apps.ecology.wa.gov/publications/documents/ecy070560.pdf>

<sup>13</sup> Local governments are required to report to the Department of Defense when an energy facility application is received ([RCW 36.01.320](#)). Proponents and reviewers are advised to consult with the Department of Defense early in the development stage of a project to identify and avoid risks associated with military operations and safety.