



SENSITIVE AREA PERMIT SUBMITTAL REQUIREMENTS

The purpose of a sensitive area permit is to review projects that may have substantial impacts on sensitive area functions, but do not require other permits.

Submittal Requirements:

- Planning Permit Master Application form
- Certification and Transfer of Applicant Status form
- Sensitive Area Identification Form
- 2 Copies** of a site plan
- 2 Copies** of a sensitive area report (*deferred submittal if required by process criteria*)
- 2 Copies** of a clearing & grading plan, erosion control plan, drainage plan & mitigation plan (*if required*)
- Application and Deposit fee

Process:

- The Natural Resources Director shall review available sensitive area maps and data and conduct a site inspection to review sensitive area conditions on site if needed.
- The Natural Resources Director will make a determination as to whether any sensitive areas may be affected by the proposal and if a sensitive area report will be required.
 - **No sensitive areas present.** If, after a site visit, it is found that the project area is not within or adjacent to a sensitive area and that the proposed activity is unlikely to degrade the functions or values of a sensitive area, then it will be ruled that the sensitive area is complete and noted on the determination form the reasons that no further review is required.

~or~
 - **Sensitive areas present, but no impact-report waiver.** If it is found that there are sensitive areas within or adjacent to the project area, but the proposed activity is outside of required buffer areas and is unlikely to degrade the functions or values of the sensitive area, the administrator may waive the requirement for a sensitive area report. A summary of this analysis and the findings shall be included in any staff report or decision on the underlying permit.

~or~
 - **Sensitive area may be affected by the proposal.** If it is determined that a sensitive area or areas may be adversely affected by the proposal, then the administrator shall notify the applicant that a sensitive area report must be submitted prior to further review of the project, and indicate each of the sensitive area types that should be addressed in the report.
- Sensitive area jurisdiction decisions shall be final unless, unknown information is brought to the attention of Natural Resources Director.