### (*NOA/ODNS Template*)

 *(Use Agency Letterhead)*

# Notice of Application

# Optional DNS Process

*(note: The optional process can only be used for project proposals – nonproject decisions such as code amendments and GMA actions must use regular DNS or DS process.)*

[Date of issuance]

[City or county name] has received a permit application for the following project.

Date of permit application: \_\_\_\_\_\_\_\_\_\_\_ Date of determination of completeness:\_\_\_\_\_\_\_

Date of notice of application: \_\_\_\_\_\_\_\_\_\_ **Comment due date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Agency Contact**: *name of staff contact, e-mail, phone*

**Agency File Number:** (*if applicable*)

[Description of proposal – *proposal is the total scope of the project it is not limited to a description of the lead agency’s permit decision*]

[Location of proposal: *Address, parcel number and/or latitude-longitude if available]*

**Project Applicant:** [Name, phone, e-mail of Applicant/Proponent]

*(NOTE: The Environmental Review Section below must appear on the first page of the notice of application.)*

**SEPA Environmental Review:** [City or county name] has reviewed the proposed project for probable adverse environmental impacts and expects to issue a Determination of Nonsignificance (DNS). This determination is based on the following findings and conclusions:

[*Enter rationale for nonsignificance –such as mitigation measures that adequately address potential impacts, summary of permit conditions etc.]*

The optional DNS process in WAC 197-11-355 is being used. **This may be your only opportunity to comment on the environmental impacts of the proposed project.**

Agencies, tribes, and the public are encouraged to review and comment on the proposed project and its probable environmental impacts. **Comments must be submitted by the date noted above to [agency contact and address].**

The following conditions have been identified that may be used to mitigate the adverse environmental impacts of the proposal: (list mitigation measures/conditions that will be required under SEPA). (*Note: These conditions are in addition to mitigation required by the development regulations listed below)*

**Required Permits:** The following local, state and federal permits/approvals are needed for the proposed project:

**Required Studies:** (list any studies that have been completed or will be completed for this proposal)

**Existing Environmental Documents:** (list any existing environmental documents that will be used as part of the review process for this proposal.)

**Preliminary determination of the development regulations that will be used for project mitigation and consistency:**

**Public Hearing --** (include date, time, place, and type of hearing, if applicable)

(Add any other information required by RCW 36.70B.110 or deemed appropriate.)