

## **Petition Annexation Process for Code and Non-Code Cities**

**RCW 35.13.125 – 160** is the state law which describes the process for the petition method of annexation for non-code cities and **RCW 35A.14.120 – 150** is the state law which describes the process for the petition method of annexation for code cities.

1. The owners of not less than ten percent of the assessed value of the land area shall notify the City in writing and by completion of the application process and payment of fees, of their intention to commence annexation proceedings.
2. The City shall set a date not later than sixty days after the request is filed to meet the initiating parties to review staff evaluation of the initial application and to determine:
  - Whether the code city will accept, reject, or geographically modify the proposed annexation;
  - To evaluate and create an annexation agreement which addresses items noted in the staff evaluation including public infrastructure, transportation, recreation facilities, etc.
  - Determination of the proposed zoning code classification for the areas for annexation based on the pre-zoning determinations of the Comprehensive Plan.
  - Whether it shall require the assumption of all or any portion of the city indebtedness by the area to be annexed.
3. A Petition is then submitted to the City Council for approval of the proposed annexation and for approval of the “DRAFT” annexation agreement to be completed with submittal of the signed annexation petition by the applicants. The City Council upon conclusion of the review of petition then signs an “Intent to Annex” resolution determining that they will accept the area for annexation.
4. A Petition is then circulated containing:
  - The legal description of and map of the area to be annexed.
  - Whether the city will require simultaneous adoption of the proposed zoning code.
  - Whether the city will require the assumption of all or any portion of the city indebtedness by the area to be annexed.
5. The petition must be signed by owners of sixth percent of the assessed value of the proposed annexation area and submitted to the County Assessor for certification. The Assessor will issue a Certificate of Sufficiency.

6. The City upon receipt of certification from the Assessor, then fixes a date for public hearing, publishing a hearing notice in the newspaper of record, and posts three notices in the proposed annexation area.
7. The City Council then adopts an ordinance officially annexing the area.
8. The City then records one copy with the Spokane County Auditor and files a copy with the Spokane County Assessor and the Clerk of the Board of Spokane County Commissioners.

**CITY OF DEER PARK  
DEER PARK MUNICIPAL CODE CHAPTER 18.102**

**APPLICATION FOR  
ANNEXATION**

Date Received: \_\_\_\_\_ File Number: \_\_\_\_\_  
Date Accepted: \_\_\_\_\_ By: \_\_\_\_\_  
Total Fees: \_\_\_\_\_ Receipt Number: \_\_\_\_\_

**A. GENERAL INFORMATION**

Name of Applicant: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

**If the applicant is not the property owner, include written authorization from the owner for the applicant to serve as the owner's representative.**

Name of Legal Owner: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Site Area of Proposed Annexation (Acres or Square Feet): \_\_\_\_\_

Assessor's Parcel Numbers of Proposed Annexation: \_\_\_\_\_

Street Address of Proposed Annexation: \_\_\_\_\_

Existing County Comprehensive Plan Designation: \_\_\_\_\_

Existing City Comprehensive Plan Designation: \_\_\_\_\_

Existing County Zoning: \_\_\_\_\_

Proposed City Zoning: \_\_\_\_\_

Existing Use of Property: Single Family \_\_\_\_; Manufactured Home \_\_\_\_;

Duplex \_\_\_\_; Multifamily \_\_\_\_; Commercial \_\_\_\_; Industrial \_\_\_\_;

Other (Describe) \_\_\_\_\_

Explain reasons or justification for requesting annexation: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**B. REQUIRED APPLICATION MATERIALS**

1. A certified copy of the legal description of the boundaries of the area involved in the proposed annexation, prepared by a registered engineer or land surveyor.
2. A certified copy of the Spokane County Assessor Map, clearly indicating the boundary of the area proposed for annexation and showing the size in acres or square feet, prepared by a registered engineer or land surveyor.

3. A certified copy of the assessed valuation of all lands within the area proposed for annexation.
4. A certified list of names and addresses of the owners of the property to be annexed, and a certified list of the names and addresses of the property within 300 feet of the property to be annexed, prepared by a certified title company licensed in the State.
5. A vicinity map, no larger than 8.5 inches by 11 inches, prepared by a registered engineer or land surveyor, displaying the following:
  - a. The boundaries of the area proposed for annexation and the size;
  - b. The City's current corporate boundaries and the boundaries of the City's adopted Urban Growth Area.
  - c. Major physical features such as streets, rail lines, public facilities;
  - d. The location of the nearest service point(s) for required utility services to the area, and show existing and proposed water and sewer lines and their diameters; and
  - e. Existing Spokane County Zoning designation, existing City Comprehensive Plan designation, and proposed City Zoning designation.
6. A completed State Environmental Policy Act (SEPA) environmental checklist addressing the proposed zoning and project for the annexation site.

### **C. ZONING TITLE, CHAPTER 18.102**

**Section 18.102.010. Annexation Location Within Urban Growth Area.** All territory hereafter annexed to the City shall be contained within that portion of unincorporated Spokane County officially designated as being within the City's Urban Growth Area by the Spokane County Board of County Commissioners pursuant to the requirements of the Growth Management Act set forth in Revised Code of Washington Chapter 36.70A.

**Section 18.102.020. Annexation Zoning Consistency with the Comprehensive Plan.** All territory hereafter annexed to the City shall be subject to a rezoning plan, which rezoning plan shall conform to the official land use designation of the Future Land Use Plan map contained within the City's adopted Comprehensive Plan.

**Section 18.102.030. Annexation Zoning Plan Adoption.** All territory hereafter annexed to the City shall, upon annexation, be zoned in accordance with a rezoning plan adopted in the manner required by law for a change of zone. Said rezoning plan shall be prepared and adopted as a part of the official annexation proceedings and shall take into

account, and be in conformance with, all applicable municipal plans, policies, and documents.

**D. APPLICANT/PROPERTY OWNER AUTHORIZATION**

I, the undersigned, swear or affirm, under penalty of perjury, that the above responses are made truthfully and to the best of my knowledge. I further swear or affirm that I am the owner of record of the area proposed for the annexation identified herein or, if not the owner, attached herewith is written permission from the owner authorizing my actions on his/her behalf.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name (Print): \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

State of Washington )

SS

County of Spokane )

Signed and sworn or affirmed before me on this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, by \_\_\_\_\_.

Notary Seal

\_\_\_\_\_  
Notary Public in and for the State of Washington

Residing at: \_\_\_\_\_

My Appointment Expires: \_\_\_\_\_



**CITY OF DEER PARK  
DEER PARK MUNICIPAL CODE CHAPTER 16.04**

**STATE ENVIRONMENTAL POLICY ACT(SEPA)  
ENVIRONMENTAL CHECKLIST**

**A. BACKGROUND**

1. Name of proposed project, if applicable: \_\_\_\_\_  
\_\_\_\_\_

2. Name of Applicant: \_\_\_\_\_

3. Address and phone number of applicant or contact person: \_\_\_\_\_  
\_\_\_\_\_

4. Date checklist prepared: \_\_\_\_\_

5. Agency requesting checklist: City of Deer Park

6. Proposed timing or schedule (including phasing, if applicable): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. Do you have any plans for future additions, expansion, or further activity related to or connected with this proposal? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8. List any environmental information you know about that has been prepared, or will be prepared, directly related to this proposal: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

9. Do you know whether applications are pending for governmental approvals of other proposals directly affecting the property covered by your proposal? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

10. List any government approvals or permits that will be needed for your proposal, if known: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

11. Give brief, complete description of your proposal, including the proposed uses and the size of the project and site. There are several questions later in this checklist that ask you to describe certain aspects of your proposal. You do not need to repeat those answers on this page. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

12. Location of the proposal. Give sufficient information to a person to understand the precise location of your proposed project, including a street address, if any, and section, township and range, if known. If a proposal would occur over a range of area, provide the range or boundaries of the site. Provide a legal description, site plan, vicinity map, and topographic map, if reasonably available. While you should submit any plans required by the agency, you are not required to duplicate maps or detailed plans submitted with any permit application related to this checklist. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**B. ENVIRONMENTAL ELEMENTS**

**1. EARTH**

a. General description of the site: Flat, rolling, hilly, steep slopes, mountains, other: \_\_\_\_\_

\_\_\_\_\_

b. What is the steepest slope on the site (approximate percent slope)? \_\_\_\_\_

\_\_\_\_\_

c. What general types of soils are found on the site (for example, clay, sand gravel, peat, muck)? If you know the classification of agricultural soils, specify them and note any prime farmland. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_



d. Are there surface indications or history of unstable soils in the immediate vicinity? If so, describe. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

e. Describe the purpose, type, and approximate quantities of any filling or grading proposed. Indicate source of fill: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

f. Could erosion occur as a result of clearing, construction, or use? If so, generally describe. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

g. About what percent of the site will be covered with impervious surfaces after project construction (for example, asphalt or buildings)? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

h. Proposed measures to reduce or control erosion, or other impacts to the earth, if any?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## 2. AIR

a. What type of emissions to the air would result from the proposal (i.e., dust, automobile, odors, industrial, wood smoke) during construction and when the project is completed? If any, generally describe and give approximate quantities if known. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

b. Are there any off-site sources of emissions or odor that may affect your proposal? If so, generally describe. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

c. Proposed measures to reduce or control emissions or other impacts to air, if any: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## 3. WATER

**a. Surface:**

(1) Is there any surface water body on or in the immediate vicinity of the site including year-round and seasonal streams, saltwater, lakes, ponds, and wetlands)? If yes, describe type and provide names. If appropriate, state what stream or river it flows into. \_\_\_\_\_

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(2) Will the project require any work over, in, or adjacent to (within 200 feet) the described waters? If yes, please describe and attach available plans. \_\_\_\_\_

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(3) Estimate the amount of fill and dredge material that would be placed in or removed from the surface water or wetlands and indicate the area of the site that would be affected. Indicate the source of fill material. \_\_\_\_\_

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(4) Will the proposal require surface water withdrawals or diversions? Give general description, purpose, and approximate quantities, if known. \_\_\_\_\_

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(5) Does the proposal lie within a 100-year floodplain? If so, note location on the site plan. \_\_\_\_\_

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(6) Does the proposal involve any discharges of waste materials to surface waters? If so, describe the type of waste and anticipated volume of discharge. \_\_\_\_\_

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**b. Ground:**

(1) Will ground water be withdrawn, or will water be discharged to ground water? Give general description, purpose, and approximate quantities, if known. \_\_\_\_\_

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(2) Describe waste material that will be discharged into the ground from septic tanks or other sources, if any (for example: domestic sewage; industrial containing the following chemicals....; agricultural; etc.). Describe the general size of the system, the number of such systems, the number of houses to be served (if applicable), or the number of animals or humans the system(s) are expected to serve. \_\_\_\_\_

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**c. Water Runoff (including storm water):**

(1) Describe the source of runoff (including storm water) and method of collection and disposal if any (including quantities, if known). Where will this water flow? Will this water flow into other waters? If so, describe. \_\_\_\_\_

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(2) Could waste materials enter ground or surface waters? If so, generally describe. \_\_\_\_\_

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d. Proposed measures to reduce or control surface, ground, and runoff water impacts, if any: \_\_\_\_\_

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**4. PLANTS**

a. Check or circle type of vegetation found on the site:

Deciduous tree: alder, maple, aspen, other.

Evergreen tree: fir, cedar, pine, other.

Shrubs

Grass

Pasture

Crop or grain

Wet soil plants, cattail, buttercup, bullrush, skunk cabbage, other.

Water plants: water lily, eelgrass, milfoil, other.

Other types of vegetation.

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\_\_\_\_\_

\_\_\_\_\_

b. What kind and amount of vegetation will be removed or altered? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

c. List threatened or endangered species known to be on or near the site. \_\_\_\_\_

\_\_\_\_\_

d. Proposed landscaping, use of native plants, or other measures to preserve or enhance vegetation on the site, if any: \_\_\_\_\_

\_\_\_\_\_

**5. ANIMALS**

a. Circle any birds and animals which have been observed on or near the site, or are known to be on or near the site:

Birds: hawk, heron, eagle, songbirds

Mammals: Deer, bear, elk, beaver

Fish: bass, trout

Other:

\_\_\_\_\_

\_\_\_\_\_

b. List any threatened or endangered species known to be on or near the site. \_\_\_\_\_

\_\_\_\_\_

c. Is the site part of a migration route? If so, explain. Deer Park's general vicinity might be in the migration route of the Turnbull National Wildlife Refuge.

d. Proposed measures to preserve or enhance wildlife, if any: \_\_\_\_\_

\_\_\_\_\_

**6. ENERGY AND NATURAL RESOURCES**

a. What kinds of energy (electric, natural gas, wood stove, solar) will be used to meet the completed project's energy needs? Describe whether it will be used for heating, manufacturing, etc. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

b. Would your project affect the potential use of solar energy by adjacent properties? If so, generally describe. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

c. What kinds of energy conservation features are included in the plans for this proposal? List other proposed measures to reduce or control energy impacts, if any: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## 7. ENVIRONMENTAL HEALTH

a. Are there any environmental health hazards, including exposure to toxic chemicals, risk of fire and explosion, spill, or hazardous waste, that could occur as a result of this proposal? If so, describe. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(1) Describe special emergency services that might be required. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(2) Proposed measures to reduce or control environmental health hazards, if any: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

b. Noise:

(1) What types of noise exist in the area which may affect your project (for example: traffic, equipment, operation, other?) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(2) What types and levels of noise would be created by or associated with the project on a short-term or a long-term basis (for example, traffic, construction, operation, other)? Indicate what hours noise would come from the site. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(3) Proposed measures to reduce or control noise impact, if any: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**8. LAND AND SHORELINE USE**

a. What is the current use of the site and adjacent properties? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

b. Has the site been used for agriculture? If so, describe. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

c. Describe any structures on the site. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

d. Will any structures be demolished? If so, which? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

e. What is the current zoning classification of the site? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

f. What is the current comprehensive plan designation of the site? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

g. If applicable, what is the current shoreline master program designation of the site? \_\_\_\_\_

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h. Has any part of the site been classified as an “environmentally sensitive (critical)” area? If so, specify. \_\_\_\_\_

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i. Approximately how many people would reside or work in the completed project? \_\_\_\_\_

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j. Approximately how many people would the completed project displace? \_\_\_\_\_

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k. Proposed measures to avoid or reduce displacement impacts, if any? \_\_\_\_\_

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l. Proposed measures to ensure the proposal is compatible with existing and projected land uses and plans, if any: \_\_\_\_\_

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**9. HOUSING**

a. Approximately how many units would be provided, if any? Indicate whether high, middle, or low-income housing. \_\_\_\_\_

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b. Approximately how many units would be eliminated? Indicate whether high, middle, or low-income housing. \_\_\_\_\_

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c. Proposed measures to reduce or control housing impacts, if any: \_\_\_\_\_

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**10. AESTHETICS**

a. What is the tallest height of any proposed structure(s), not including antennas; what is the principal exterior building material(s) proposed? \_\_\_\_\_

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b. What views in the immediate vicinity would be altered or obstructed? \_\_\_\_\_

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c. Proposed measures to reduce or control aesthetic impacts, if any: \_\_\_\_\_

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**11. LIGHT AND GLARE**

a. What type of light or glare will the proposal produce? What time of day would it mainly occur? \_\_\_\_\_

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b. Could light or glare from the finished project be a safety hazard or interfere with views? \_\_\_\_\_

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c. What existing off-site sources of light or glare may affect your proposal? \_\_\_\_\_

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d. Proposed measures to reduce or control light and glare impacts, if any: \_\_\_\_\_

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**12. RECREATION**

a. What designated and informal recreational opportunities are in the immediate vicinity?

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b. Would the proposed project displace any existing recreational uses? If so, describe.

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c. Proposed measures to reduce or control impacts on recreation, including recreation opportunities to be provided by the project or applicant, if any? \_\_\_\_\_

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**13. HISTORIC AND CULTURAL PRESERVATION**

a. Are there any places or objects listed on, or proposed for national, state, or local preservation registers known to be on or next to the site? If so, generally describe. \_\_\_\_\_

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b. Generally describe any landmarks or evidence of historic, archaeological, scientific, or cultural importance known to be on or next to the site. \_\_\_\_\_

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c. Proposed measures to reduce or control impacts, if any. \_\_\_\_\_

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**14. TRANSPORTATION**

a. Identify public streets and highways serving the site, and describe proposed access to the existing street system. Show on site plans, if any. \_\_\_\_\_

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b. Is site currently served by public transit? If not, what is the approximate distance to the nearest transit stop? \_\_\_\_\_

c. How many parking spaces would the completed project have? How many would the project eliminate? \_\_\_\_\_

d. Will the proposal require any new roads or streets, or improvements to existing roads or streets not including driveways? If so, generally describe (indicate whether public or private). \_\_\_\_\_

e. Will the project use (or occur in the immediate vicinity of) water, rail, or air transportation? If so, generally describe. \_\_\_\_\_

f. How many vehicular trips per day would be generated by the completed project? If known, indicate when peak would occur. (Note: use 11 to 12 one-way trips per day per household and roughly 10 percent for morning and evening peak hour travel periods). \_\_\_\_\_

g. Proposed measures to reduce or control transportation impacts, if any: \_\_\_\_\_

## 15. PUBLIC SERVICES

a. Would the project result in an increased need for public services (for example: fire protection, police protection, health care, schools, other)? If so, generally describe. \_\_\_\_\_

b. Proposed measures to reduce or control impacts on public services, if any: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**16. UTILITIES**

a. Circle utilities currently available at the site: electricity, natural gas, water, refuse service, telephone, sanitary sewer, septic system, other. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

b. Describe the utilities that are proposed for the project, the utility providing the service and the general construction activities on the site or in the immediate vicinity which might be needed. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**C. SIGNATURE**

**I, the undersigned, swear under the penalty of perjury that the above responses are made truthfully and to the best of my knowledge. I also understand that, should there be any willful misrepresentation or willful lack of full disclosure on my part, the agency may withdraw any determination of nonsignificance that it might issue in reliance upon this checklist.**

Date: \_\_\_\_\_ Signature: \_\_\_\_\_  
(Please Print or Type) \_\_\_\_\_  
Proponent: \_\_\_\_\_ Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Date: \_\_\_\_\_

Person Completing Form: \_\_\_\_\_  
Phone: \_\_\_\_\_

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**FOR STAFF USE ONLY**

Staff Member(s) Reviewing Checklist:

- A. \_\_\_ Mayor and Council
- B. \_\_\_ Planning Commission

C. \_\_\_ Other Staff: \_\_\_\_\_

Based on this staff review of the environmental checklist and other pertinent information, the staff:

- A. \_\_\_ Concludes that there are no probable significant adverse impacts and recommends a determination of nonsignificance.
- B. \_\_\_ Concludes that probable significant adverse environmental impacts do exist for the current proposal and recommends a mitigated determination of nonsignificance with conditions.
- C. \_\_\_ Concludes that there are probable significant adverse environmental impacts and recommends a determination of significance.

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**D. SUPPLEMENTAL SHEET FOR NONPROJECT ACTIONS  
(Do not use this part for project actions)**

Because these questions are very general, it may be helpful to read them in conjunction with the list of elements of the environment.

When answering these questions, be aware of the extent the proposal, or the types of activities likely to result from the proposal, would affect the item at a greater intensity or at a faster rate than if the proposal were not implemented. Respond briefly and in general terms.

1. How would the proposal be likely to increase discharge to water, emissions to air; production, storage, or release of toxic or hazardous substances; or production of noise?

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Proposed measures to avoid or reduce such increases are: \_\_\_\_\_

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2. How would the proposal be likely to affect plants, animals, fish, or marine life? \_\_\_\_\_

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Proposed measures to avoid or reduce such effects are: \_\_\_\_\_

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3. How would the proposal be likely to deplete energy or natural resources? \_\_\_\_\_

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Proposed measures to conserve energy and natural resources are: \_\_\_\_\_

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4. How would the proposal be likely to use or affect environmentally sensitive areas or areas designated (or eligible or under study) for governmental protection, such as parks, wilderness, wild and scenic rivers, threatened or endangered species habitat, historic or cultural sites, wetlands, floodplains, or prime farmlands? \_\_\_\_\_

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Proposed measures to protect such resources or to avoid or reduce impacts are: \_\_\_\_\_

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5. How would the proposal be likely to affect land and shoreline use, including whether it would allow or encourage land or shoreline uses incompatible with existing plans? \_\_\_\_\_

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Proposed measures to avoid or reduce or respond to such demand(s) are: \_\_\_\_\_

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6. How would the proposal be likely to increase demands on transportation or public services and utilities. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Proposed measures to reduce or respond to such demand(s) are: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. Identify, if possible, whether the proposal may conflict with local, state or federal laws or requirements for the protection of the environment. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_ Signature: \_\_\_\_\_  
(Please Print or Type) \_\_\_\_\_  
Proponent: \_\_\_\_\_ Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Date: \_\_\_\_\_

Person Completing Form: \_\_\_\_\_  
Phone: \_\_\_\_\_