



**King County**  
**Department of Development**  
**and Environmental Services**  
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 Renton, WA 98057-5212  
 206-296-6600 TTY 206-296-7217

## CONVERSION OPTION HARVEST PLANS CHECKLIST

For alternate formats, call 206-296-6600.

### CONVERSION OPTION HARVEST PLANS

**GENERAL REQUIREMENTS:** Applications for Conversion Option Harvest Plan (COHP) approval will consist of a completed Application for Review, Project Checklist, plans, special studies, payment of review fees and such other information that will assist the department in completing their review. The specific submittal requirements for the project will be determined at the pre-application meeting which is a pre-requisite to submitting an application. Call 206-296-6600 to arrange a pre-application appointment.

**FEES:** COHP review fees are assessed at the Department's current hourly rate\*\* for all professional staff review and inspection time. An estimate of total review costs will be prepared in conjunction with the pre-application meeting. A deposit, covering 50% of the estimated total cost, will be required with the application. If the pre-application meeting is waived, an initial deposit of \$280 will be required at the time of filing the application and the estimate of total review costs will be prepared within twenty-eight days of the filing of the application. The 50% deposit will be required prior to the Department commencing review of the application.

**PLANS:** COHPs shall be prepared in general accordance with the requirements of King County Code 16.82 (Clearing and Grading), 21A.24 (Critical Areas), and 9.04 (Surface Water Runoff). In addition to the plan requirements identified in the Project Checklist, COHPs shall include the following:

1. North arrow
2. A sub-basin map showing the location of the project and its relation to nearby natural and constructed drainage features
3. Size and location of all existing improvements within 50 feet of the project
4. Property boundaries, easements, covenants, setback requirements, and clearing limits
5. All critical areas and buffers having clearing limitations; erosion hazard, wetlands, aquatic areas, steep slopes, and landslide hazards

Plan scale shall be 1"=100' unless landslide, steep slopes, wetlands, aquatic areas, or floodplains are located on the project site, in which case, the plan scale shall be 1"=20'. If the project will create more than 2,000 square feet of new impervious surface, or the project site is located in a critical drainage area, a separate storm drainage plan must be submitted. Consult King County Code 9.04 and the Surface Water Design Manual for specific design criteria. Specific plan requirements for the project will be explained during the pre-application meeting.

Department approval of the COHP will be valid for two years but may be renewed. Requests for renewal must be received at least 30 days prior to the expiration date of the approval. Renewal requests will be reviewed for compliance with the applicable county codes in effect at the time of the request, for renewal.

**\*\* DDES fees are based on the latest fee ordinance adopted by the King County Council and are subject to change. As of June 1, 2007, the DDES standard hourly rate is \$140/hour.**

# CONVERSION OPTION HARVEST PLANS

## PROJECT CHECKLIST

### A. BACKGROUND

1. Name of proposed project, if applicable:

2. Name, address, and phone number of applicant and owner, if applicable. Submit completed Certification of Applicant Status or Certification and Transfer of Applicant Status form:

**Applicant**

**Owner**

3. Date checklist prepared:

4. Proposed timing or schedule, including phasing if applicable. Indicate estimated starting and completion dates and any seasonal limitations and proposed hours of operation:

5. Do you have any plans for future additions, expansion, or further activity related to or connected with this proposal? If yes, explain.

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

7. Do you know whether applications are pending for governmental approvals of other proposals directly affecting the property covered by your proposal? If yes, explain.

8. List any government approvals or permits that will be needed for your proposal, if known.

9. Give brief, complete description of your proposal, including the proposed uses and the size of the project and site, percent or volume of tree removal, logging equipment, slash disposal, yarding configuration, road layout. Include on the site plans.

Total size of site: \_\_\_\_\_ Acres

Total area to be logged: \_\_\_\_\_ Acres

10. Location of the proposal: Give sufficient information for a person to understand the precise location of your proposed project, including a street address, if any, and section, township, and range. If a proposal would occur over a range of area, provide the range or boundaries of the site(s), including all tax parcel identification numbers. Provide a legal description, site plan, vicinity map at a scale of 1"=2000', and topographic map at a maximum 5' contour interval extending 100' beyond the project boundaries.

11. Give a brief, complete description of existing site conditions, including topography, critical area features, surface water, vegetation, soils structures, and other improvements. Include on the site plan. If any critical areas are located on the project site, submit a completed Affidavit for Application form and provide two (2) copies of the recorded Notice on Title.



2. Air

- a. What types of emissions to the air would result from the proposal during construction and when the project is completed? If any, generally describe and give approximate quantities if known and describe proposed measures to reduce or control emissions or other impacts to the air.

3. Water

- a. Is there any surface water body on or in the immediate vicinity of the site? If yes, describe type and show on the site plan.

- b. Will the project require any work over, in, or adjacent to the wetlands, aquatic areas, or associated buffers? If yes, describe protection or mitigation measures that are proposed and include on the site plans. Provide copies of any special studies that have been prepared regarding wetlands and aquatic areas.

- c. Does the proposal lie within the 100-year floodplain? If so, note location on the site plan.

- d. Describe the source of runoff, including storm water, and method of collection, disposal, and location of receiving waters, if known, and include on the site plans. If a drainage plan is required, provide copies of the technical information report required by the King County Surface Water Design Manual.

- e. Proposed measures to reduce or control surface, ground, and runoff water impacts.

4. Plants

- a. List any threatened or endangered species know to be on or near the site.

5. Animals

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

Birds	<input type="checkbox"/>	Hawk	<input type="checkbox"/>	Heron	<input type="checkbox"/>	Eagle	<input type="checkbox"/>	Songbirds		
Other:	<input type="checkbox"/>	Spotted Owls	<input type="checkbox"/>	Marbled Murrelets						
Mammals	<input type="checkbox"/>	Deer	<input type="checkbox"/>	Bear	<input type="checkbox"/>	Elk	<input type="checkbox"/>	Beaver		
Other:	<input type="checkbox"/>									
Fish	<input type="checkbox"/>	Bass	<input type="checkbox"/>	Salmon	<input type="checkbox"/>	Trout	<input type="checkbox"/>	Herring	<input type="checkbox"/>	Shellfish
Other:	<input type="checkbox"/>									

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

c. Proposed measures to preserve or enhance wildlife, if any:

6. Land and Shoreline Use

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

b. What is the current zoning classification of the site?

c. What is the current comprehensive plan designation of the site?

d. If applicable, what is the current shoreline master program designation of the site?

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

