



ENVIRONMENTAL IMPACT ANALYSIS (EIA) SUBMITTAL REQUIREMENTS CHECKLIST

Submittal Requirements

For an application to be eligible for review the following materials must be provided. Additional supporting information may be necessary for application approval. All documentation should be in PDF format and named using the Standard Naming Conventions listed.

NOTES:

- To rename a file that contains a digital signature, please right-click on the file while viewing in a folder and select "Rename" (DO NOT "Save as" as that will jeopardize the verified signature).
- If a document must be resubmitted, please use the same file name used for the initial document upload. If the document is a revision, type "Revision" into the "Description" field of the permit portal uploads page.
- Please reduce or flatten layers when saving as a PDF from design and drafting software.

Document:

File Name:

Affidavit of Ownership & Designation of Agent:

[AS-OwnersAff.pdf](#)

- *If application project boundary contains multiple parcels with different owners, an affidavit is required per parcel/owner.*

EIA Narrative:

[EIA-Narrative.pdf](#)

- *The EIA narrative includes three components:*
 1. **Narrative Statement** which summarizes the scope of the proposed project and any relevant details.
 2. **Impact Analysis** which describes and quantifies the project's impact from the proposed development activities on the natural features identified in the Natural Features Inventory (NFI).
 3. **Mitigation Narrative** which describes and quantifies the measures taken to prevent or mitigate the adverse effects of the proposed development on the conservation and preservation areas identified in the NFI.

EIA Overlay:

[EIA-EIAOverlay.pdf](#)

- *A plan sheet, or series of plan sheets, that show both the proposed development activity and the boundaries of the conservation areas, preservation areas, and other regulated features identified by the approved NFI. Refer to the current EIA application form and checklist for detailed requirements.*

Site Plan:

[SP-SPDwgs.pdf](#)

- *A site plan or series of plan sheets which includes a boundary delineation of all conservation or preservation areas, labeled conservation easements, location of protected trees, a drainage basin map, and typical site plan information (contours, existing and proposed improvements, existing and proposed utilities, etc.).*

Naming Convention for Supplemental Documentation

Conventions for common supporting information documentation (as applicable) are provided below.

<u>Document:</u>	<u>File Name:</u>
Completed Application Form and Checklist:	EIA-App.pdf
Boundary Survey:	AS-BoundarySur.pdf
Floodplain Mitigation Calculations:	AS-FPMitCalcs.pdf
Geotechnical Report:	AS-Geotechnical.pdf
Arborist Report:	AS-ArboristLtr.pdf
CRPZ Impact Analysis and Mitigation Plan:	AS-CRPZPlan.pdf
<ul style="list-style-type: none">• <i>A canopy road tree protection zone impact analysis and mitigation plan is required when impact is proposed within a canopy road tree protection zone.</i>	
CRCC Recommendation	AS-CRCCltr.pdf
<ul style="list-style-type: none">• <i>Written recommendation from the Canopy Roads Citizens Committee after review of CRPZ application.</i>	
Conservation Management Plan:	AS-ManagementPlan.pdf
<ul style="list-style-type: none">• <i>This file name may be used for general conservation easement management plans, vegetation management plans, and habitat conservation/management plans for listed species.</i>	
Variance Narrative:	AS-VarianceNar.pdf
<ul style="list-style-type: none">• <i>This file name may be used for Linear Infrastructure Variance (LIV) or environmental variance requests.</i>	
UMAM:	AS-UMAM.pdf
<ul style="list-style-type: none">• <i>Uniform Mitigation Assessment Method (UMAM) Part I and Part II forms, and mitigation determination formulas associated with any proposed wetland impacts and mitigation.</i>	
Environmental Narrative:	AS-EnvNarrative.pdf
<ul style="list-style-type: none">• <i>This file name may be used for other applicable environmental narratives and reports.</i>	

FEE: The EIA application fees are based on the project area acreage and the presence or absence of floodplain. Refer to the Land Use and Environmental Services division section of the Growth Management Fee Schedule for further information. The application fee is payable through the permit portal.

Please note:

If deficiencies are noted, the submittal package may be electronically returned to the applicant.