

## **Environmental Review Process for a Service Provider Letter**

Clean Water Services (the District) enforces rules to protect "Water Quality Sensitive Areas" from the impacts of development by requiring Vegetated Corridors, enhancement, and mitigation for impacts. The regulations are in place to protect the water quality and stormwater management functions of wetlands, creeks, rivers, springs, lakes, ponds and other land features that enhance water resources. Vegetated Corridors, also known as buffers, must be preserved and maintained adjacent to Sensitive Areas to protect their water quality functions.

The Vegetated Corridor rules, which took effect on February 22, 2000 and were updated April 17, 2007, apply throughout urban Washington County and the Cities of Banks, Beaverton, Cornelius, Durham, Forest Grove, Hillsboro, King City, North Plains, Sherwood, Tigard and Tualatin.

### **Environmental review is required before any development**

Development is defined as:

- Construction that requires a building permit and will increase the impervious area
- Land division, subdivisions, lot line adjustments, expedited or minor land partitions
- Drilling, site alterations from surface mining or dredging
- Grading or excavating that requires an erosion control permit
- Earthen berm construction
- Paving and roadway construction
- Clearing or removal of trees or native vegetation that requires a permit
- Utility infrastructure construction
- Redevelopment

The only exclusions: Plat division for the sole purpose of converting existing buildings to condominiums, or construction on subdivision lots meeting the criteria of ORS 92.040(2)

### **Before you apply for a land use or building permit**

To ensure that any Sensitive Areas on or within 200 feet of the project site are identified and will be protected, you will need a Service Provider Letter or pre-screening determination from the District or City **before** applying for a land use or building permit.

#### **1. Pre-Screening Determination**

Submit a completed Pre-Screening Form to City or District staff to determine whether Water Quality Sensitive Areas are expected to be on or near the project site. If staff determines No Sensitive Areas, you may proceed to apply for land use or building permits. If Sensitive Areas are likely, you will need to conduct a site assessment. District staff will determine from the pre-screen whether your project requires a simplified or standard site assessment as described below.

Fax completed Pre-Screening Form to (503) 681-4439.

#### **2. Simplified Site Assessment**

A simplified site assessment applies only if the proposed activity:

1. Adds less than 500 square feet of impervious surface;
2. Does not encroach closer to the sensitive area than existing development on the property; and
3. Is not located on or within 35 feet of a slope that is greater than 25%.

If the proposed project meets the above criteria, submit a completed Sensitive Area Certification form to District staff and conduct a simplified site assessment. It must include a written description of the site and proposed activity, and these items:

1. Landscape setting, topography, land uses and site alterations
2. Description of proposed development activity
3. General description of the Sensitive Area and Vegetated Corridor
4. A scaled site plan that shows property lines and dimensions, the location of the proposed development activity, dimensions of existing infrastructure and landscape, Sensitive Area and Vegetated Corridor location, and data points

Please refer to the Design and Construction Standards Chapter 3 Section 3.13.2 for a more detailed description of Simplified Site Assessment Requirements.

### **3. Standard Site Assessment**

Submit a completed Sensitive Area Certification form to District staff and conduct a standard site assessment. It must include a written description of the site and proposed activity, corresponding engineering scaled drawings, and these items:

1. Project vicinity showing all tax lots, landscape setting, topography, land uses and site alterations, Sensitive Area and Vegetated Corridor Limits (Existing Condition Figure)
2. Data points for the Sensitive Area and Vegetated Corridor should be shown on a figure and associated data sheets provided with the submittal, consistent with current Department of State Lands (DSL) and the Army Corps of Engineers (COE) requirements
3. Proposed development activity including all on-site and off-site improvements (Proposed Development Figure)
4. Impact in the Sensitive Area or Encroachment within the Vegetated Corridor shown and the final Sensitive Area/Vegetated Corridor easement/tract limits (Final Conditions Site Plan Figure).

Please refer to the Design and Construction Standards Chapter 3 Section 3.13.3 for a more detailed description of Standard Site Assessment Requirements.

Submit Site Assessments by email to [spreview@cleanwaterservices.org](mailto:spreview@cleanwaterservices.org)

Or mail to: Clean Water Services, 2550 SW Hillsboro Highway, Hillsboro, OR 97123

Staff will determine whether your plan meets the Design and Construction Standards, and suggest necessary revisions. When your plan complies with the rules, staff will issue the Service Provider Letter and Stormwater Connection Permit authorization.

**If you have questions, please call (503) 681-5100.**

The complete text of the current Design and Construction Standards is available on our website at [www.cleanwaterservices.org](http://www.cleanwaterservices.org). Chapter 3 contains the regulations pertaining to Water Quality Sensitive Areas. Appendix C outlines the Natural Resource Assessment Methodology, and Appendix D provides information on landscape standards.