

Environmental permitting for your project: Application help

*A step-by-step overview of the
environmental compliance process*

Tips and hints

- Start taking photos of your site, preferably during both the dry and wet season to show conditions prior to construction
- You may want to talk to your neighbors about your plans. Neighboring property owners sometimes have to be listed on applications. Many projects extend past property lines and can have impacts or could be better planned with some cooperation.
- Many permits have statutory time limits attached that require communication with applicants within certain timeframes
- You can do your homework to see if you have special-status species or other triggers for permits, but you may be required to have professional documentation of the conditions on your site.
- Marin County has monthly Permit Coordination meetings to discuss your project with the regulators and receive feedback. Call Liz Lewis 415.499.7226 to be placed on the agenda.

Recommendations for Successful Project Permitting: Permit Application

Permit applications generally require the following information:

- General vicinity map with directions to the property
- Site-specific map with Assessor Parcel Numbers and access routes for construction
- Existing site conditions description
- Project plans and description
- Calculations of materials to be used and moved on the construction site
- Language to explain how your project will avoid impacts to creeks, wetlands, and wildlife

Recommendations for Successful Project Permitting: Permit Application

Permit applications generally require the following **attachments**:

- Wetlands delineation and/or site geology/soils reports
- Hydrology and hydraulics report
- Biological resource assessment
 - This is prepared by a qualified biologist to document presence, or potential for presence, of special-status species and sensitive biological resources. The report should also include recommendations to protect biological resources that may include:
 - Pre-construction biological survey
 - Construction crew training regarding biological resources, and
 - Construction monitoring by a qualified biologist
- Avoidance measures to protect sensitive resources at the project site
- Proposed mitigation measures if impacts to sensitive resources cannot be fully avoided

What permit application do I use?

- Projects in the Bay Area benefit from a streamlined process known as the [Joint Aquatic Resource Permit Application \(JARPA\)](#).
- This form makes it possible to apply to many state and federal agencies with one application.
- Some agencies may still require a separate application to be filled out. As you go through the permit slideshows, take note of agency permits that aren't included in the JARPA, as you may need to fill out a separate application with the same agency.
- **DOCUMENT EVERYTHING!** Keep track of your communications in writing, including names, phone numbers, and advice given from regulators. You will need to track the permits and comply with all conditions.

Recommendations for Successful Project Permitting: Site Visits with Regulators



- Marin County has monthly Permit Coordination meetings to discuss your project with the regulators and receive feedback.
- It is always helpful to have maps, plans (however preliminary), and photos to show regulators the site conditions.
- Keep track of your communications and advice given from regulators to incorporate into your project

What permits will I receive?

- Some agencies issue more than one permit, so it will be important to keep track of the permits you receive
- Permits must be kept on the job site, so you may want to make copies to keep in a safe place
- Use the Agency Checklist to track your permits and to track additional requests
- If your project doesn't need one or more permits, have documentation from the agency that proves you're exempt. You will need to show this documentation to other agencies.