



HCP PROGRAM REVIEW

(Habitat Conservation Plan (HCP) Program Review is required under federal permit (#ESPER0043489) issued by US Fish and Wildlife Service)

Staff Use Only	
Label	Date Stamp/Staff Initials

Application Instructions

- Complete all sections of this application and submit the application to the Building Development Center.
- If you already have a development proposal in review, enter the project number here _____

A. Submittal Requirements: Use the check boxes to ensure all items are provided at the time of application. Incomplete applications will not be accepted.

1.	<input type="checkbox"/>	Master Application: Use the Master application form to provide property information.
2.	<input type="checkbox"/>	Application Fee: Find current fee schedule online at www.thurstoncountybdc.com search Permit Fees . Fee covers one hour of review time. Hourly fee may occur if it takes more than one hour.
3.	<input type="checkbox"/>	Completed Section B: HCP Project Minimization Map - See section B instructions on pg 2. Provide site map showing how project impact was minimized from your original proposed plan.
4.	<input type="checkbox"/>	Completed Section C: Coverage and Fee Worksheet – Follow instructions in section C. Include square footage of all proposed areas of habitat impact. Use the Habitat Conservation Plan Map online at https://www.geodata.org to see which species habitat is on property. Check the appropriate boxes in section C to indicate what you find.
5.	<input type="checkbox"/>	Completed Section D: Choose your proposed mitigation. There is a mitigation fee estimation form online at www.thurstoncountybdc.com on Permit Applications & Forms page under HCP.
6.	<input type="checkbox"/>	Completed Section E: HCP Best Management Practices (BMPs) Checklist for Prairie Habitat Species. Answer all listed BMPs with Yes or N/A, and include a description for each BMP. Summarize the BMPs that will be used to avoid or minimize impacts of your project.
7.	<input type="checkbox"/>	If your property is mapped within Oregon Spotted Frog Screen, complete Section F. HCP Best Management Practices Checklist for Oregon Spotted Frog
8.	<input type="checkbox"/>	Special Report(s) if applicable: For projects within Oregon Spotted Frog screen (See HCP Section 7.3.4 and TCC 17.40.075 for more information), provide a Wetland delineation and critical area report.
9.	<input type="checkbox"/>	Special Report(s) if applicable: For Expanded Review Only (See HCP Section 7.3.2 for more information) provide a Site-specific soil survey completed per (TCC 17.40.075).



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B. HCP Project Minimization Map

- Start with a copy of the site plan submitted for your development project (building permit, septic permit, grading/clearing permit, etc) then add Items #1 thru #3 to your site plan. Use 11" x 17" or 8 ½ x 11" paper.

1.	<input type="checkbox"/>	Development Area. Show the proposed area of ground disturbance. Include the construction boundaries and dimensions. Include all proposed grading, trenching, filling, structures, access roads, septic, drain field(s), staging areas, etc.
2.	<input type="checkbox"/>	HCP Project Minimization - Initial Proposed Project Impact Area – If you have reduced your project area to minimize your mitigation fee or impacts to habitat, show the area and square footage of your initial proposed project prior to minimizing the impact area.
3.	<input type="checkbox"/>	Best Management Practices (BMP) – On the site plan, list all BMPs used to avoid or minimize the impact to the critical area.

- Use the checklist below to confirm all items noted are included on your site plan.

4.	<input type="checkbox"/>	General Information - North arrow, site address, and tax parcel number
5.	<input type="checkbox"/>	All Property Line Boundaries and Dimensions - The property owner is responsible for knowing their property line locations and flagging them onsite if requested
6.	<input type="checkbox"/>	Structures – Show all existing and proposed structures
7.	<input type="checkbox"/>	Access – Show all proposed and existing vehicular and pedestrian ingress and egress to and from the site, such as driveways, streets, and fire access roads, including existing road names and existing county and state right-of-way
8.	<input type="checkbox"/>	Easements – Show all easements encroaching onto the property (Example: utility, road, railroad, etc.)
9.	<input type="checkbox"/>	Utilities – Show the location of all existing and proposed utilities such as septic tanks, drain fields, reserve drain field areas, sewer lines, water lines, wells, and springs
10.	<input type="checkbox"/>	Critical Areas – Show all known or delineated critical areas and buffers (for example, wetlands, ponds, streams, steep slopes, seasonal drainages, marine bluffs, flood plain, high groundwater, oaks, special habitat, etc.)
11.	<input type="checkbox"/>	Optional: Provide a GIS-compatible Shapefile, Geodatabase file, or County approved equivalent that depicts the area to be disturbed on a flash drive.



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Coverage and Fee Worksheet

C. HCP Project Information

What is the total square footage of area proposed for impact?		_____ square feet	Avoiding Impact to Habitat? <input type="checkbox"/> Yes
HCP Project Review Type - See HCP Section 7.3.2 for details.			<input type="checkbox"/> Standard Review <input type="checkbox"/> Expanded Review
Habitat Information. Use the Habitat Conservation Plan Map on Thurston County GeoData website https://www.geodata.org under Online Maps to complete the species sections below. Find your property, turn on layers, then check MPG soil, Species Area, Species Screen, and Service Area.			
Mazama Pocket Gopher (MPG) Soils: <input type="checkbox"/> Less Preferred <input type="checkbox"/> More Preferred	Mazama Pocket Gopher (MPG) Species Areas: <input type="checkbox"/> Occupied <input type="checkbox"/> Near <input type="checkbox"/> Unknown	Other Covered Species: <input type="checkbox"/> Oregon vesper sparrow <input type="checkbox"/> Taylors checkerspot butterfly <input type="checkbox"/> Oregon spotted frog areas area <input type="checkbox"/> None of the above	Mazama Pocket Gopher Service Area <input type="checkbox"/> Tenino Pocket gopher (TPG) <input type="checkbox"/> Olympia Pocket Gopher (OPG) <input type="checkbox"/> Yelm Pocket Gopher North (YPGN) <input type="checkbox"/> Yelm Pocket Gopher East (YPGE) <input type="checkbox"/> Yelm Pocket Gopher South (YPGS)

D. Mitigation Options (choose one option below)

<input type="checkbox"/>	Mitigation Fee. The final mitigation fee will be calculated by staff using the procedures for calculating debits-credits stated in TCC17.40.075. Payment will be required prior to issuance of the permit (TCC 17.40.080). To estimate the this fee, use the HCP Mitigation Fee Estimation form online at www.thurstoncountybdc.com on Permit Applications & Forms page under HCP.
<input type="checkbox"/>	Land in lieu of Fee (See HCP Section 7.3.2 and TCC 17.40.085 for more information) Submit a report consistent with the requirements of TCC 17.40.085 and include at minimum the following: <ul style="list-style-type: none"> • An aerial, location map, and description of the land proposed for dedication. • A baseline inventory of site conditions. • Site Management Plan using the template provided in Appendix I of the HCP • A complete credit assessment using the procedures described in Appendix H of the HCP or for Oregon spotted frog mitigation Ecology's Calculating Credit and Debits for Compensatory Mitigation in Wetlands of Western Washington. • Draft conservation easement following the template in Appendix L of the HCP • Financial Assurance (non-wasting endowment) consistent with Thurston HCP Section 8.3.
<input type="checkbox"/>	Conservation Bank Credits <ul style="list-style-type: none"> • Submit documentation that describes the number of credits, and the bank is an approved US Fish and Wildlife Conservation Bank



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Section E: HCP Best Management Practices Checklist Standard Avoidance and Minimization for Prairie Habitat Species

The following Best Management Practices (BMP) are the recommended best available practicable means to avoid and minimize impacts to covered species and their habitats. All BMPs must be implemented to the maximum extent practicable.

These BMPs address planning, permitting, construction, and maintenance where covered activities could or may have unavoidable impacts on Olympia, Tenino, and Yelm pocket gopher sub-species, Taylor's checkerspot butterfly, Oregon vesper sparrow habitat.

Instructions:

- Review each Best Management Practice (BMP) avoidance and minimization measure below.
- Write 'Yes' if that BMP applies to your project. Write 'N/A' if the BMP does not apply.
- Describe how you will fulfill the requirements of each BMP. If you marked N/A, you must explain why this BMP does not apply.

Project Description	
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Standard Avoidance and Minimization for Prairie Habitat Species HCP Best Management Practices Checklist		
Yes or N/A	BMP	DESCRIPTION
	BMP 1: Avoid impacts by locating development in areas with no mapped habitat or within existing impacted areas	
	BMP 2: Avoid impacting more-preferred Mazama Pocket Gopher soils if there are both preferred types mapped on the parcel	
	BMP 3: Avoid grading by incorporating topography into the site design	



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Standard Avoidance and Minimization for Prairie Habitat Species HCP Best Management Practices Checklist (cont.)		
	BMP 4: Align the proposed development close to the access point for the lot/parcel from the street.	
	BMP 5: Request setback variance where it will assist with habitat avoidance and minimization	
	BMP 6: Use existing points of entry, roads, and/or travel paths where they provide the necessary parcel access	
	BMP 7: Reduce the width of access roads or driveways. Where allowed by code use pullouts and T-dead ends instead of a cul-de-sac.	
	BMP 8: Where possible, align driveways with utility lines	
	BMP 9: Cluster structures (e.g., residence, accessory structures, and other appurtenances) and development activities (e.g., staging areas and access points) within a development envelope.	
	BMP 10: All subdivisions of land shall cluster developments to minimize fragmentation of the habitat.	
	BMP 11: Configure development in Covered Species habitat to maximize patches of undisturbed habitat and avoid configurations that do not leave narrow bands of habitat (maximize the width-to-length ratio)	



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Standard Avoidance and Minimization for Prairie Habitat Species HCP Best Management Practices Checklist (cont.)		
	BMP 12: Development shall design and maintain adequate habitat connectivity to adjacent undeveloped areas or preserved lands, as determined by the review authority.	
	BMP 13: Conservation lots or tracts created shall meet the requirements of Thurston County Code Chapter 24.60 and 24.65	
	BMP 14: All subdivision of land shall provide for the location and construction of public utilities and facilities, such as sewer, gas, electrical and water systems in a manner that to the extent practicable co-locates with right-of-way or other road or driveways.	
	BMP 15: Establish, demarcate, and observe “no work zones” on the project site that will not be affected by proposed construction project. The “no work zone” shall be delineated on site with a temporary fencing barrier prior to commencement of construction activities. The development envelope, shall contain all clearing and grading limits, encompass related activities, including site access/points of entry, staging of equipment, stockpiling of materials, and utility installations. The “no work zone(s)” and clearing and grading limits must be clearly identified on the approved site plans and verified on site.	
	BMP 16: Depict and implement approved temporary erosion and sediment control plan using all known available and reasonable methods of treatment, prevention, and control of sediment. Implement measures to control and prevent sediments from leaving the development envelope or entering aquatic systems and ensure no foreign material is side cast into Covered Species habitat (such as soil, rock, gravel, uncured cement concrete or washout, and asphalt grindings or slurry)	
	BMP 17: Develop a Stormwater Pollution Prevention Plan (SWPPP) where required pursuant to Thurston County Code Title 15 and as described in Thurston County Drainage Design and Erosion Control Manual (DDECM). Where more than 7,000 sq ft (650 sq m) of soil will be disturbed, prepare a spill prevention, control, and countermeasures plan.	



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Standard Avoidance and Minimization for Prairie Habitat Species HCP Best Management Practices Checklist (cont.)		
	BMP 18: Use the lightest equipment feasible and minimize passes and tracking of equipment over Covered Species habitat to lessen soil damage, compaction, and/or rutting	
	BMP 19: Mow and/or selectively apply herbicide to remove and control noxious weeds and invasive/non-native/nuisance vegetation in late February/early March (if/when weather and soil moisture conditions allow), and in the late August/early September after native plants have senesced. Also, after Taylor's Checkerspot butterflies and other pollinators have entered diapause (generally by August 1). Techniques that minimize soil disturbance are preferred. Herbicides may only be used according to their label constraints.	
	BMP 20: Side-cast native soil material alongside trenches and other excavations, stockpile, and later use these materials to backfill trenches and excavations. Backfill native soil material, with only a minimal amount of light grading, to re-establish the original ground contours	
	BMP 21: In habitat for Taylor's Checkerspot Butterfly, delay vegetation mowing until after nectar species have finished flowering and seed production. This date should be determined by when butterflies are in diapause (generally by August 1)	



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Section F: HCP Best Management Practices Checklist

Standard Avoidance and Minimization for Oregon Spotted Frog Habitat

The following Best Management Practices (BMP) address planning, permitting, construction, and maintenance where covered activities would or may have unavoidable impacts to perennial or intermittent waters, wetlands, and/or wetland buffers, that support and provide habitat for the Oregon Spotted Frog.

Is your property mapped with Oregon Spotted Frog Habitat?

- ☐ NO - **STOP** - No further action needed. BMPs 22 thru 49 not applicable
- ☐ YES – Follow instructions below to complete BMPs 22 thru 49.

Instructions:

- Review each Best Management Practice (BMP) avoidance and minimization measure below.
- Write 'Yes' if that BMP applies to your project. Write 'N/A' if the BMP does not apply.
- Describe how you will fulfill the requirements of each BMP. If you marked N/A, explain why this BMP does not apply.

Project Description	
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Standard Avoidance and Minimization for Oregon Spotted Frog Habitat Best Management Practices (BMPs)

Yes or N/A	BMP	DESCRIPTION
	BMP 22: Avoid impacts by locating development in areas with no Oregon Spotted Frog habitat or within previously disturbed areas	
	BMP 23: Avoid staging within 200 ft (61 m) of occupied (or potentially occupied) Covered Species habitat as identified during survey (perennial or intermittent waters, wetlands, wetland buffers, and/or seasonally flooded areas), unless site-specific review indicates that no impacts are likely to occur due to topography or other factors	



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Standard Avoidance and Minimization for <u>Oregon Spotted Frog Habitat</u> Best Management Practices (BMPs) (cont.)		
	BMP 24: Locate development close to access point for the lot/parcel	
	BMP 25: Align new road or utility corridors to avoid wetland and their buffers	
	BMP 26: Cluster structures (e.g., residence, accessory structures, and other appurtenances) and development activities (e.g., staging areas and access points) to minimize the area of the parcel(s), and the amount of Covered Species habitat, that would be affected by the activities	
	BMP 27: Subdivision of land shall cluster developments to minimize fragmentation of the habitat	
	BMP 28: Demonstrate adequate habitat connectivity to adjacent undeveloped or preserved lands	
	BMP 29: Configure development in Covered Species habitat to maximize patches of undisturbed habitat and avoid configurations that do not leave narrow bands of habitat (maximize the width-to-length ratio)	
	BMP 30: Avoid crossing wetted streams or wetlands with vehicles and heavy equipment unless as part of an emergency action. Demonstrate that there is no practicable alternative to the new crossing. Note: Additional crossings co-located with existing crossings shall be presumed to be the least harmful alternative. The expansion of existing crossings shall be presumed to be less harmful to the resource than the construction of new crossings	



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Standard Avoidance and Minimization for <u>Oregon Spotted Frog Habitat</u> Best Management Practices (BMPs) (cont.)		
	<p>BMP 31: When traversing a wetland or its buffer is determined to be necessary demonstrate the following:</p> <ul style="list-style-type: none"> a. Wetland/buffer crossed at their narrowest point; b. Access has used existing points of entry, roads, and/or travel paths; c. Crossing widths are the minimum necessary. d. Road shoulders and/or sidewalks have been reduced or eliminated at wetland crossings if safety is not compromised; e. Hydrologic connectivity between wetlands is maintained by using permeable fill; and f. Culverts sized correctly for best hydrologic connectivity 	
	<p>BMP 32: Minimize temporary roads and travel paths within 300 ft (91 m) of streams or wetlands</p>	
	<p>BMP 33: Demonstrate how the project will avoid or minimize draining of wetlands or seasonally flooded areas, and avoids diverting or interrupting surface hydrology, unless as part of habitat restoration.</p>	
	<p>BMP 34: Demonstrate that the placement of stormwater ponds does not create a barrier between Oregon Spotted Frog breeding habitats and Oregon Spotted Frog rearing, overwintering, and non-breeding habitats</p>	
	<p>BMP 35: Complete culvert, conveyance, and ditch maintenance activities when they are dry (i.e., under low-flow or no-flow conditions). Avoid draining wetlands or seasonally flooded areas and diverting or interrupting surface hydrology during the Oregon Spotted Frog breeding season (February thru June, approximate), when adult frogs, egg masses, and/or tadpoles may be present (e.g., avoid draining or dewatering wetlands, seasonally-flooded areas, and perennial or intermittent waters; and, avoid impacts to aquatic movement corridors, including shallow-water areas with a gradual gradient or slope)</p>	



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Standard Avoidance and Minimization for <u>Oregon Spotted Frog Habitat</u> Best Management Practices (BMPs) (cont.)		
	BMP 36: Maintain gradual gradients or slopes between Oregon Spotted Frog breeding habitats and Oregon Spotted Frog rearing, overwintering, and non-breeding habitats so that tadpoles and juvenile frogs can follow receding water to areas that hold or maintain water inundation year-round	
	BMP 37: Consider and plan for landscape-scale habitat connectivity when programming and designing road and infrastructure improvements within the Oregon Spotted Frog Special Management Areas (SMAs) (inclusive of wetlands, seasonally flooded areas, watercourses, and ditches)	
	BMP 38: Evaluate opportunities for extending wetland hydroperiods and holding/retaining water in seasonally flooded areas	
	BMP 39: Establish, demarcate, and observe “no work zones” on the project site that will not be affected by the proposed construction project. The “no work zone” shall be delineated on site with a temporary fencing barrier prior to the commencement of construction activities. The development envelope shall contain all clearing and grading limits and encompass related activities, including site access/points of entry, staging of equipment, stockpiling of materials, and utility installations. The “no work zone(s)” and clearing and grading limits must be clearly identified on the approved site plans	
	BMP 40: Implement approved temporary erosion and sediment control plan using all known available and reasonable methods of treatment, prevention, and control of sediment. Implement measures to control and prevent sediments from leaving the development envelope or entering aquatic systems and ensure no foreign material is side cast into Covered Species habitat (such as soil, rock, gravel, uncured cement concrete or washout, and asphalt grindings or slurry)	
	BMP 41: Implement a Stormwater Pollution Prevention Plan (SWPPP) where required pursuant to Thurston County Code Title 15 and as described in the Thurston County Drainage Design and Erosion Control Manual (DDECM). Where more than 7,000 sq ft (650 sq m) of soil will be disturbed, prepare a spill prevention, control, and countermeasures plan.	



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Standard Avoidance and Minimization for Oregon Spotted Frog Habitat Best Management Practices (BMPs) (cont.)

	BMP 42: Use biodegradable hydraulic fluids and lubricants in vehicles and heavy equipment (unless operating in the dry or during emergency actions) to reduce potential impacts resulting from a spill(s) or leak(s)	
	BMP 43: Describe “weed free” (disinfection) protocols to be used to avoid spreading invasive species and/or disease	
	BMP 44: Demonstrate green infrastructure and Low Impact Development Stormwater BMPs to have been implemented, where feasible. Avoid redirection of water to or from an existing wetland unless as part of habitat restoration	
	BMP 45: Minimize the duration of in-water work (i.e., work within the wetted perimeter of a wetland or waterbody). Clean culverts and conveyances with hand tools, or from the top of the bank, under low-flow or no-flow conditions, or with flow bypass installed. Upon completion of all in-water work, remove all flow bypass or stream diversion devices and materials (e.g., temporary pipe, conduit, culvert, diversion dam or berm, pumps, sandbags, etc.), and stabilize and restore any disturbed soil, the channel bed and banks	
	BMP 46: Restoration or replanting plans for riparian area in or adjacent to suitable Oregon Spotted Frog habitats (inclusive of all wetlands, seasonally flooded areas, perennial or intermittent waters, watercourses, and ditches located within the Oregon Spotted Frog Habitat Screen), will avoid planting trees or taller shrubs where they may shade breeding sites. Breeding sites will be maintained/restored with short-statured vegetation (e.g., a 6 in (15 cm) vegetation height) by selecting/planting low growing species, such as inflated sedge (<i>Carex exsuccata</i>), slough sedge (<i>Carex obnupta</i>), awlfruit sedge (<i>Carex stipata</i>), spikerush (<i>Eleocharis palustris obtusa</i>), tall mannagrass (<i>Glyceria elata</i>), hairy-leaf rush (<i>Juncus supiniformis</i>), softstem bulrush (<i>Schoenoplectus tabernaemontani</i>), small flowered bulrush (<i>Scirpus microcarpus</i>), and/or bur-reed (<i>Sparganium emersum</i>).	



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Standard Avoidance and Minimization for Oregon Spotted Frog Habitat Best Management Practices (BMPs) (cont.)

	BMP 47: Avoid applying herbicides within 200 ft (61 m) of suitable Oregon Spotted Frog habitats (inclusive of all wetlands, seasonally-flooded areas, perennial or intermittent waters, watercourses, and ditches located within the OSF Habitat Screen) unless site-specific review indicates that no impacts are likely to occur due to topography or other factors. Herbicides applied to seasonally flooded areas during the dry season must break down and be absent from the environment before the next inundation	
	BMP 48: Avoid planting trees or taller shrubs, in or along seasonal or permanent bodies of water, within the Oregon Spotted Frog habitat including SMAs (inclusive of wetlands, seasonally flooded areas, watercourses, and ditches)	
	BMP 49: Avoid unnecessary management alterations and/or impacts to American Beaver (<i>Castor canadensis</i>) activities, dams, and/or ponds within the Oregon Spotted Frog habitat including Special Management Areas (inclusive of wetlands, seasonally flooded areas, watercourses, and ditches)	