

RESOLUTION NO. 876

A RESOLUTION AUTHORIZING THE EXPENDITURE OF MATCHING FUNDS AND INSTRUCTING CITY STAFF TO MAKE APPLICATION FOR A WETLANDS CONSERVATION PLANNING ASSISTANCE GRANT BY NOVEMBER 15, 1991.

WHEREAS, the Department of Land Conservation and Development (DLCD) and the Division of State Lands (DSL) have initiated a planning assistance grant program to help eligible jurisdictions develop Wetland Conservation Plans (WCPs); and

WHEREAS, eligible jurisdictions that are awarded grants will be required to provide matching funds of at least 35% of the total project costs which, in this case, could be as much as \$7,000; and

WHEREAS, the grant application must include the written commitment of the Wilsonville City Council to fund and complete a wetlands conservation plan by June 30, 1992; and

WHEREAS, the Wilsonville City Council desires to take an active role which promotes the stewardship and conservation of all the City's natural resources, including identified wetland resource areas.

NOW, THEREFORE, THE CITY OF WILSONVILLE RESOLVES AS FOLLOWS:

1. That the Wilsonville City Council hereby authorizes the expenditure of an amount not to exceed \$7,000 to be used as matching funds for the wetlands conservation planning assistance grant. The amount should be equally split between Planning and Parks & Recreation.

2. That the Wilsonville City Council hereby makes a commitment to complete a wetlands conservation plan in compliance with the terms and conditions of the WCP grant.

3. The City Council directs and instructs the Planning Director to prepare and make application for a Wetlands Conservation Planning assistance grant by November 15, 1991.

4. Authorize the expenditure of funds for this contract, not to exceed \$7,000 from:

<u>DEPARTMENT</u>	<u>ACCOUNT NO.</u>	<u>AMOUNT</u>
Planning	100-40-6044000	\$3,500
Park & Rec	450-1-7135300	\$3,500

EXHIBIT "A"

PLANNING MEMORANDUM

October 29, 1991

TO: Honorable Mayor and City Council

FROM: Wayne C. Sorensen, Planning Director *Wayne*

SUBJECT: Application for Wetland Conservation Planning Assistance Grant --Application due by November 15, 1991.

INTRODUCTION

The City has an opportunity to apply for a Wetlands Conservation Planning Assistance Grant. The maximum amount available is \$20,000 and the City would be required to provide a 35% match (\$7,000). The final date for submittal of the application to DLCD is November 15, 1991. The project, if we received a grant, would be required to be completed by June 30, 1992.

The Parks Director and I have agreed to split the required matching funds between the two departments (i.e. \$3,500/department). The Council needs to authorize the expenditure of the monies and, additionally, the Council needs to make a written commitment to the project. The attached Resolution would, if adopted, suffice.

I have attached a copy of the "Application Guide" for your information. Please note that we would not only map and inventory the City's wetlands, but we would also have to develop specific criteria to be used to manage existing wetlands and mitigate any losses that occur. Additionally, the Plan requires identification of conflicting uses and specifies that buffer areas be used to minimize conflicts and to protect wetland resources.

RECOMMENDATION

I recommend that the City make application for a \$20,000 grant to be used to prepare a Wetland Conservation Plan.

September 25, 1991

TO: Interested Cities and Counties
FROM: Lynn Beaton, Wetlands Planner *Lynn Beaton*
SUBJECT: Applying for Wetland Conservation Planning Assistance Grants

Enclosed please find the materials necessary to apply for a wetland conservation planning assistance grant from the Department of Land Conservation and Development and the Division of State Lands. Included are the Wetlands Conservation Planning Assistance Grant Application Guide as well the Division of State Land's Wetland Conservation Plan Inventory (WCPI) Standards and Guidelines. (The inventory guidelines are labelled "draft" because they have not yet been formally adopted as administrative rules by the State Land Board.)

If you have any questions concerning the application process, please feel free to call me at 378-8009 or call Emily Roth, DSL's Wetlands Planner, at 378-3805.

wcp.mail
<wet>

cc: Emily Roth, DSL
Glen Hale, DLCD
John Marra, DLCD
Brent Lake, DLCD
Gabriella Lang, EDD

Jim Sitzman, DLCD
Mel Lucas, DLCD
Lorene Judge, DLCD
Bob Rindy, DLCD

BARBARA ROBERTS
Governor



1175 Court Street NE
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STATE OF OREGON
WETLANDS CONSERVATION PLANNING ASSISTANCE GRANT
APPLICATION GUIDE

Introduction

The Department of Land Conservation and Development (DLCD) and the Division of State Lands (DSL) have established a wetlands conservation planning assistance grant program as part of a statewide interagency wetlands conservation project. The project is supported by a grant from the U.S. Environmental Protection Agency under the authority of Section 104(b)(3) of the Clean Water Act. A portion of the federal grant is designated to assist local governments develop wetlands conservation plans in accordance with ORS 196.678, which is administered by DSL in coordination with DLCD. The amount of funds available this year for the wetlands conservation planning grants is \$105,000. It is expected that additional federal funds will be available from EPA in the future.

These grants will be awarded to eligible jurisdictions that want to begin to develop wetlands conservation plans (WCPs) as well as eligible jurisdictions which have already begun the WCP process. Applications for new and continuing projects will be evaluated separately. The available funds will be divided between these two types of projects as follows: \$60,000 will be used to fund new WCPs with a maximum of \$20,000 for each project; and \$45,000 will be used to fund the completion of ongoing WCPs with a maximum of \$15,000 for each project. Jurisdictions receiving grants will be required to provide matching funds in the amount of at least 35% of the total project costs. Grant projects must be completed by June 30, 1992.

This guide describes the grant application procedures. It is intended to assist applicants in developing high quality and complete applications. Jurisdictions which decide to apply for a grant are required to appoint a staff person to be the local wetlands planning specialist. This person will be responsible for submitting the final application and communicating with the technical assistance staff at DLCD and DSL. The EPA grant also supports a wetlands planner at DLCD who will administer the WCP Grant Program and provide technical assistance, in coordination with DSL's wetlands planner, to jurisdictions applying for and receiving a WCP grant.

Grant applications are due on November 15, 1991.

A complete description of the correct mapping procedures is found in the Division of State Lands Wetland Conservation Plan Inventory Standards and Guidelines, which is attached as Appendix 1. Jurisdictions should consider these guidelines when developing their applications. Grant recipients should inform prospective contractors that these guidelines must be used when developing WCPs.

3. **ASSESSMENT OF WETLAND FUNCTIONS AND VALUES** - evaluate the ecological characteristics, functions and values, public knowledge, and quantity and frequency of wetlands within the specific site and larger watershed. Historical wetlands losses also need to be documented.
4. **DESIGNATION OF WETLAND AREAS FOR PROTECTION, CONSERVATION AND DEVELOPMENT** - the local government, in coordination with federal and state agencies, citizens and other interested parties, will develop specific criteria to place wetlands into management categories. The local government will then designate areas according to these criteria. Designations must allow maintenance of the wetlands functions and values of the plan area as a whole.

Areas may be designated for development only if there is a public need for the proposed uses and that need is set forth in the acknowledged local comprehensive plan. Also, the local government must describe the alternatives to the proposed development (including alternative locations) and demonstrate that practicable, less damaging alternatives are not available.

5. **MITIGATION PLAN** - identify sites within the plan area to be used to replace wetland functions and values lost in development areas. Replacement involves creating new wetlands, enhancing existing wetlands or restoring damaged wetlands. Any planned losses must be fully offset by replacement of wetland values using these methods.
6. **POLICIES AND IMPLEMENTATION MEASURES** - develop comprehensive plan policies and local ordinances to establish protection, conservation and best use of the wetlands within the plan area. These policies and regulations must be consistent with and sufficient to implement the WCP. This includes specifying how funding will be obtained to fully implement the plan.
7. **SPECIFICATION OF FILL AND REMOVAL SITES** - specify sites at which fill, removal, or both will occur. This includes designating the conditions with which these activities must comply. Fill and removal activities must conform to sound policies of conservation and must not interfere with public health and safety.

STATE OF OREGON
WETLANDS CONSERVATION PLANNING ASSISTANCE GRANT
APPLICATION GUIDE

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These grants will be awarded to eligible jurisdictions that want to begin to develop wetlands conservation plans (WCPs) as well as eligible jurisdictions which have already begun the WCP process. Applications for new and continuing projects will be evaluated separately. The available funds will be divided between these two types of projects as follows: \$60,000 will be used to fund new WCPs with a maximum of \$20,000 for each project; and \$45,000 will be used to fund the completion of ongoing WCPs with a maximum of \$15,000 for each project. Jurisdictions receiving grants will be required to provide matching funds in the amount of at least 35% of the total project costs. Grant projects must be completed by June 30, 1992.

This guide describes the grant application procedures. It is intended to assist applicants in developing high quality and complete applications. Jurisdictions which decide to apply for a grant are required to appoint a staff person to be the local wetlands planning specialist. This person will be responsible for submitting the final application and communicating with the technical assistance staff at DLCD and DSL. The EPA grant also supports a wetlands planner at DLCD who will administer the WCP Grant Program and provide technical assistance, in coordination with DSL's wetlands planner, to jurisdictions applying for and receiving a WCP grant.

Grant applications are due on November 15, 1991.

WETLAND CONSERVATION PLANS

The wetlands conservation plan process was authorized by the 1989 legislative Assembly as part of Senate Bill 3, which established state policy concerning wetlands. WCPs are optional at the discretion of local governments. They are designed to provide better management of the state's wetlands and resolve conflicts between land uses designated in local comprehensive plans and state and federal wetlands regulation.

Once incorporated into local comprehensive plans, WCPs allow management decisions to be made in a wider context than is possible through site-by-site permitting. WCPs incorporate an array of mechanisms for wetlands protection and can provide certainty for development interests. Also, WCPs will satisfy local comprehensive plan Goal 5 requirements for wetlands within the plan area.

In most cases, a WCP will serve as the basis for a Corps of Engineers' regional permit. After DSL approves a WCP and the Corps issues a regional permit, local jurisdictions themselves will be able to administer Removal-Fill permits according to the approved plan, with only a cursory review by DSL.

As outlined in state statute (ORS 196.678 and 196.681) and DSL administrative rules (OAR Chapter 141), a WCP must contain specific components in order to be approved. Under this grant, all applications are required to provide detailed task descriptions for accomplishing these components.

The required components for a Wetland Conservation Plan are:

1. **DESCRIPTION AND MAPS OF THE AREA** - describe both the specific plan area as well as the larger watershed. Maps should depict the plan area within the urban growth boundary, wetlands identified on the National Wetlands Inventory (NWI), county soil survey maps indicating hydric soils, and the local comprehensive plan land use zoning.
2. **DETAILED INVENTORY OF THE WETLANDS** - identify location, quantity and quality of the wetlands within the plan area. An onsite wetlands determination is required for all wetlands or possible wetlands. If wetlands are determined to exist within the plan area, a delineation is required of all wetlands designated by the plan for development. The state requires that delineation be done according to the criteria and methodology described in the Federal Manual for Identifying and Delineating Jurisdictional Wetlands (1989).

A complete description of the correct mapping procedures is found in the Division of State Lands Wetland Conservation Plan Inventory Standards and Guidelines, which is attached as Appendix 1. Jurisdictions should consider these guidelines when developing their applications. Grant recipients should inform prospective contractors that these guidelines must be used when developing WCPs.

3. **ASSESSMENT OF WETLAND FUNCTIONS AND VALUES** - evaluate the ecological characteristics, functions and values, public knowledge, and quantity and frequency of wetlands within the specific site and larger watershed. Historical wetlands losses also need to be documented.
4. **DESIGNATION OF WETLAND AREAS FOR PROTECTION, CONSERVATION AND DEVELOPMENT** - the local government, in coordination with federal and state agencies, citizens and other interested parties, will develop specific criteria to place wetlands into management categories. The local government will then designate areas according to these criteria. Designations must allow maintenance of the wetlands functions and values of the plan area as a whole.

Areas may be designated for development only if there is a public need for the proposed uses and that need is set forth in the acknowledged local comprehensive plan. Also, the local government must describe the alternatives to the proposed development (including alternative locations) and demonstrate that practicable, less damaging alternatives are not available.

5. **MITIGATION PLAN** - identify sites within the plan area to be used to replace wetland functions and values lost in development areas. Replacement involves creating new wetlands, enhancing existing wetlands or restoring damaged wetlands. Any planned losses must be fully offset by replacement of wetland values using these methods.
6. **POLICIES AND IMPLEMENTATION MEASURES** - develop comprehensive plan policies and local ordinances to establish protection, conservation and best use of the wetlands within the plan area. These policies and regulations must be consistent with and sufficient to implement the WCP. This includes specifying how funding will be obtained to fully implement the plan.
7. **SPECIFICATION OF FILL AND REMOVAL SITES** - specify sites at which fill, removal, or both will occur. This includes designating the conditions with which these activities must comply. Fill and removal activities must conform to sound policies of conservation and must not interfere with public health and safety.

8. **MONITORING PROVISIONS** - describe the mechanisms that will be used to ensure that the wetland mitigation measures are implemented and the ecological goals are met.
9. **IDENTIFICATION OF PUBLIC AND CONFLICTING PLANNED USES** - specify new and existing public uses of the wetlands and waters located within the plan area. Also describe uses currently designated in the local comprehensive plan which conflict with other designated uses or conflict with uses now being proposed.
10. **SPECIFICATION OF BUFFER AREAS** - designate setbacks from wetland areas to minimize conflicts between uses and ensure protection of the wetland resources, including riparian vegetation. This includes regulating upland areas adjacent to wetlands and can involve regulating activities or locations of buildings, structures or improvements which may affect wetland functions and values.

Grant funds may only be used to accomplish the tasks described in this section. Grant funds may not be used for any activities which are not listed above.

PROCEDURES FOR FILING APPLICATIONS

Jurisdictions applying for a wetlands conservation planning assistance grant must submit complete applications by November 15, 1991. Applications received after this date (regardless of postmark) will not be eligible for funding.

Three complete copies of all applications are required. All copies must be received by DLCDC by the deadline. DLCDC's address and the telephone number of the agency's wetlands planner are listed in this guide.

Applications must be typed on single sides of eight and one half by eleven inch recycled standard weight paper and contain fewer than 35 pages, excluding maps. The document must have a table of contents and all pages must be numbered sequentially and be stapled or bound. Maps may be attached or separated in dimensions large enough to clearly illustrate the planning area.

Applications for continuing WCP grants are limited to no more than 20 pages, excluding maps. Applicants for continuing WCP grants should also submit, as supplements to their application, finished work products such as technical documents; i.e., inventories, delineations, function and value assessments, maps, mitigation plans, and proposed alternative policy changes.

Application Mailing Address:

Department of Land Conservation and Development
Wetlands Conservation Planning Grants
1175 Court Street NE
Salem, Oregon 97310

Applications must be received on or before November 15, 1991, regardless of postmark.

Eligibility

All of Oregon's cities and counties that have acknowledged comprehensive plans are eligible to apply for grants to begin wetlands conservation plans. Joint applications from a city and county and applications from councils of governments are also eligible.

Eligibility for Continuing a WCP

Eligibility for grants to fund continuing WCP efforts will be limited to those jurisdictions for which the maximum amount available, \$15,000, constitutes 25% or less of the jurisdiction's total expended and budgeted funds to date. In other words, a jurisdiction is eligible if it has already spent, budgeted or been granted \$45,000 or less for wetlands conservation planning.

SELECTION PROCESS FOR FINAL APPLICATIONS

DLCD's wetlands planner will review all applications which are received by November 15 to ensure that they are complete. The information contained in the applications may not be modified once it has been received by DLCD. All applications will be reviewed to ensure that the following minimum requirements have been met:

Minimum Requirements for Application

1. **Comprehensive description of work tasks:**
The proposed project must be consistent with the requirements of wetlands conservation plans, as described above. Jurisdictions must describe how they will form a technical advisory committee, enact adequate public involvement, delineate the wetlands within the plan area and evaluate their functions and values.
2. **Timetable for completing work tasks:**
Provide a timetable showing the estimated completion date for each task. The timetable should realistically project the sequence and timing of the tasks. For example, the delineation must be completed before alternative ordinance and zoning changes are developed.

Typically, the development of WCPs requires considerable interaction and cooperation among the interested public, local, state and federal agencies. This interaction may prolong the process and should be anticipated.

It is reasonable to assume that all the tasks required in developing a WCP may not be completed and incorporated into the local comprehensive plan within the grant year. Applications which propose multi-year efforts will not be adversely affected in their scoring evaluation. However, only expenditures that are received by the end of the grant period may be charged against this grant.

3. **Designated local wetlands planner:**
Designate a local official or staff person to be responsible for managing the WCP process and administering the grant. Provide the qualifications and positions of persons performing grant tasks.
4. **Estimated budget including cost estimates for each task:**
List the estimated cost for each grant task and show the total projected cost of the project. For example, provide a budget estimate for the wetlands delineation, the function and value assessment and all other proposed grant tasks as separate line items.

The proposed project may total more than the maximum amount that can be funded by this grant (\$20,000 + 35% local match). No expenditure that is received after the grant period may be used toward this grant.

5. **Matching funds:**

The grant will fund up to 65% of the total project costs for the grant period. List the source and nature of all matching funds. "In kind" labor and directly appropriated funds are acceptable. Also list the amount and source of funds you will receive which are in excess of the 35% match requirement.

6. **Local Endorsement:**

Applicants must have the written commitment of the local city council or board of commissioners.

7. **Eligibility:**

An applicant must be an eligible jurisdiction, as described on page 5.

8. **Application Deadline:**

A complete and final application must be received by DLCD by 11/15/91, regardless of postmark.

Jurisdictions Completing a WCP

Jurisdictions applying for a grant to complete an ongoing WCP must submit a complete application, as described above, in addition to documentation of tasks already completed. Grant applications for this category will be scored and ranked separately from applications to begin WCPs.

SELECTION CRITERIA AND SCORING

All complete applications will be reviewed and scored by a panel of DLCD and DSL wetlands program staff. The applications may not be modified by the staff or applicant during the review process. Applications will be evaluated and scored based upon three criteria. A range of points will be assessed for each of the criteria. These criteria and point ranges are as follows:

1. Detail of Work Program (5-20 points)

Priority will be given to proposals that are detailed and specifically outline the proposed grant tasks, contain estimated timetables for completion, and provide locations of the wetlands within the planning area. (To designate the locations of wetlands within the plan area, use, at a minimum, the National Wetland Inventory maps and any wetland maps included in the local comprehensive plan.)

Jurisdictions that are proposing to begin a multi-year planning effort should clearly outline the initial tasks that would be funded in the first year. An applicant to begin a WCP should, in the first year, conduct at least the following tasks: form a technical advisory committee; initiate adequate public involvement, delineate the wetlands within the planning area, and evaluate the wetland functions and values. Tasks scheduled to be completed in the second year of the planning phase also need to be described, but not in complete detail.

2. Significant land use problem areas within UGB (5-15 points)
Priority will be given to cities in which a significant percentage of land zoned within the UGB for any specific use (i.e., industrial, residential, etc.) is identified as wetlands on the NWI, local inventories, or other maps delineating wetlands. It is incumbent upon the applicant to provide the appropriate information such as maps and quantitative data detailing the scope of the potential problem. For example, if the NWI shows that 50% of the land zoned for industrial and commercial development is wetlands, priority will be given to that application.

Applicants are encouraged to include any relevant data which may indicate the extent of development pressure within the whole UGB as well as within the specific plan area. This data can describe development indicators such as permit activity, population growth, capital improvement planning, etc.

3. Ability/Willingness To Complete Grant Tasks (0-10 points)
Priority will be given to jurisdictions that can demonstrate an ability and willingness to obtain additional funds and support. Criteria for evaluating ability include:

- a) (1-7 points) Points will be awarded to applicants that obtain additional funds in excess of the required 35% match based on the percentage of funds being provided. The formula for determining the points awarded is:

2 points will be earned for the first 15% and 1 point for each additional 10% in matching funds being provided up to 100% of the total funds requested.

For example, an applicant that obtains 60% matching funds will be awarded 3 points. An applicant providing 95% matching funds for the total funds being requested will receive 6 points. Fractions of points will be awarded for increases that are less than 10% of the total request.

- b) (1-3 points) Points will be awarded to jurisdictions that obtain additional matching funds from other sources such as state or federal agencies, interest groups, associations and organizations.

Scoring and Ranking

Points will be assessed for each of the separate selection criteria categories as described above. These points will be added together to provide an aggregate score. This score will then be used to rank the applications. Ranking will determine which jurisdictions will be offered grants. Scores may range from a minimum of 10 to a maximum of 45 points.

Grant Awards

Jurisdictions beginning new wetlands conservation plans may receive a maximum of \$20,000 for the grant year. A maximum of \$15,000 will be offered to jurisdictions that are continuing a wetlands conservation plan that has already been started.

The jurisdictions that are selected to receive grants may be offered amounts other than the amounts they requested in their applications. Differences between proposed and actual funding levels will be resolved as part of negotiated agreements establishing the scope of the tasks to be completed under each specific grant.

Grant Management and Technical Assistance

DLCD's wetlands planner, Lynn Beaton, is responsible for administering the grants program and coordinating the selection process. Lynn and Emily Roth, DSL's wetlands planner, will answer or obtain answers for questions that are raised by applicants, cooperating agencies, field reps, grant recipients and interested persons. Jurisdictions that are considering applying for a WCP grant are encouraged to direct their questions to them.

Once the grants have been awarded, all Quarterly and Close-out reports are to be submitted to DLCD. As the state's wetlands planners, both Emily and Lynn will participate in the technical advisory committees which will be formed to assist in WCP development.

Lynn Beaton can be reached at 378-8009 or write to:

Department of Land Conservation and Development
Wetlands Conservation Planning
1175 Court Street NE
Salem, Oregon 97310

Emily Roth can be reached at 378-3805 or write to:

Division of State Lands
Wetlands Conservation Planning
775 Summer Street NE
Salem, Oregon 97310

CONDITIONS OF GRANT AWARD

1. Quarterly Checklist: Jurisdictions are required to fill out and submit quarterly checklists to evaluate their progress. These checklists will track the tasks, timetable and spending level, i.e., budget. The checklists will be due by March 31 and June 30, 1992.
2. Close-out Report: A year-end grant close-out report is required which summarizes the task progress, details additional tasks or processes that need to be completed for the WCP to be incorporated into the local comprehensive plan and estimates future budget needs. This close-out report shall be submitted to DLCD within 30 days after termination of the grant period. Eligibility for subsequent funding is contingent upon receipt of the report.
3. Technical Advisory Committee: An advisory committee consisting of state and federal agencies must be formed to assist in the development of the WCP. Agencies to be included are the Division of State Lands, Department of Land Conservation and Development, Department of Fish and Wildlife, Department of Environmental Quality, U.S. Environmental Protection Agency, U.S. Army Corps of Engineers and U.S. Fish and Wildlife Service.
4. Scope of Activities: The grant funds received by the grantee pursuant to this agreement shall be expended only to accomplish and carry out the activities approved by DLCD. Grant funds may not be used for legal or administrative costs associated with defending the grantee or other grantees from decisions made by DLCD.
5. Fiscal Records: Standard accepted accounting and fiscal records will be maintained by grantee of the receipt and expenditure of funds pursuant to this grant agreement. Grant accounting records will be separately maintained from other accounting records.
6. Access to Documents: The Attorney General of the State of Oregon and the Director of the Department of Land Conservation and Development or any other duly authorized representative, shall have access to and the right to examine any pertinent books, documents, papers, and records of transactions related to this agreement for three years after the final report is submitted. During the grant period, reports on work activities will be furnished promptly to DLCD's director or wetlands staff, if requested.

7. Audit: For the purpose of DLCD compliance with the Single Audit Act, the grant recipient shall submit to DLCD, as soon as available, a copy of all audits and compliance correspondence for the audited period covering the payment of EPA funds under this agreement.

8. Failure to Comply with Terms: If the grantee fails to comply with any of the requirements or conditions of this agreement, DLCD may, in its sole discretion and without incurring liability therefrom, refuse to perform further pursuant to this agreement. Upon demand by DLCD, the grantee shall promptly repay the department any funds which are not obligated.

FINAL APPLICATION CHECKLIST

You may wish to use the following checklist to verify that the contents of your final application are complete.

- Application cover pages, with the remaining pages in the application numbered sequentially.
- Wetland conservation plan narrative description.
- WCP location map, depicting the plan area within the larger surrounding area.
- Documentation that the WCP planning effort is compatible with the local comprehensive plan.
- Estimated project schedule.
- Project budget.
- Sources and amounts of matching funds.

DIVISION OF STATE LANDS WETLANDS PROGRAM

Wetland Conservation Plan Inventory (WCPI)
Standards and Guidelines

A Wetland Conservation Plan Inventory (WCPI) is developed by a local jurisdiction as part of the process of developing a Wetland Conservation Plan (WCP), which is optional. Once adopted by the local jurisdiction and accepted by the Division of State Lands (DSL), it can be used in place of the National Wetlands Inventory (NWI). A completed and accepted WCP is sufficient to fulfill Goal 5 requirements for wetlands for the plan area.

Main Elements of a WCPI:

- Wetland determination and delineation standards
- Comprehensive wetlands inventory
- Final maps and report

I INVENTORY GUIDELINES AND STANDARDS

Wetland Determination and Delineation

Accurate and consistent wetland determinations, delineations, and mapping is the basis of any comprehensive wetlands inventory. "Determination" means identifying an area as wetland or non-wetland. "Delineation" means identifying and marking the wetland/non-wetland boundary of each wetland identified. "Mapping" means transferring the identified and delineated wetlands to a base map.

Wetland determinations and delineations will be conducted according to the criteria and methodologies in the latest revision of the Federal Manual for Identifying and Delineating Jurisdictional Wetlands, and/or any regional supplement developed or adopted by the Division. Determinations and delineations must be conducted by a qualified person familiar with the methodology, and are subject to review and approval by the Division before incorporation into a Wetland Conservation Plan or the state-wide wetlands inventory.

Sources of Information to Use or ConsultRequired:

- SCS soil survey to locate hydric soils & soils with hydric inclusions
- National Wetlands Inventory
- SCS wetland mapping where applicable
- Floodplain maps where applicable

- Other local wetlands inventories or wildlife habitat inventories that include wetlands
- Resource Agencies (ODFW; SWCD; DEQ)
- DSL and Corps of Engineers determination & permit files
- Color and/or infra-red airphotos (min. scale 1" = 400')

Suggested:

- ASCS aerial color slides
- Local knowledge of area (e.g. longtime residents)
- The Nature Conservancy/Natural Heritage maps

Base Map and Field Map Guidelines

- A parcel base map should be used which includes all roads, railroads, and property boundaries to facilitate accurate field mapping.
- Base map must be scaled and geographically referenced to State Plane Coordinate System and Public Land Survey.
- Base map should be at or close to scale of airphotos used and final map products (min. scale of final wetlands maps is 1" = 400')
- Hydrologic sub-basin boundaries must be indicated, if any.
- Before beginning fieldwork, create field map(s) from base map by locating on base map the approximate location of:
 - a) any wetlands and deepwater habitats from NWI;
 - b) any wetlands from other inventories;
 - c) hydric soils and soils with hydric inclusions (key separately);
 - d) wetlands or possible wetlands delineated on airphotos; and
 - e) sites to check based on other leads.
- Field map(s) information can be overlay or color/pattern-coded, whatever user prefers.
- All work should be completed by or supervised by a knowledgeable cartographer (on staff or contracted).

Note: The information compilation and field map process described above is essentially an offsite wetland determination process. Consult the Manual for additional guidance on the Offsite Determination Method.

Other Guidelines and Requirements

- Onsite wetland determination is required for all wetlands or possible wetlands located through the offsite process described above, except where access is denied by landowner. Fieldwork should be conducted during the growing season.
- Wetland delineation is required (by statute) for all wetlands designated for development under a Wetland Conservation Plan. Since those areas are not known at the time of the initial fieldwork and since there are other benefits to be derived from delineating all inventoried wetlands, DSL strongly recommends conducting delineations routinely during the onsite determination process. Such delineations may be essential for achieving the level of certainty necessary for a regional permit.

- The minimum size wetland to be identified and mapped is 1/10 acre.
- Where a wetland/non-wetland mosaic occurs, i.e. several small wetlands each less than 1/10 acre but in close proximity, assess the parcel as wetland if the wetlands collectively are equal to or greater than 50% of the site.
- For non-delineated wetlands, draw approximate wetland boundaries on field map(s).
- For delineated wetlands, stake wetland boundaries and survey boundaries from geographically referenced point.
- On field forms and field map(s), indicate which wetlands are not field-verified (access denied) and which have been delineated.
- The Routine Onsite Method is sufficient for most sites, but appropriate methods are site-specific.
- Assign each wetland a distinctive identification code to use on map(s), field data forms, and wetland database.
- As fieldwork is conducted, note location of hydrologically altered former wetlands. (Some may be designated for restoration as WCP is developed.)

Wetland Classification

All wetlands identified must be classified (typed) according to the U.S. Fish and Wildlife Service's Classification of Wetlands and Deepwater Habitats of the United States (Cowardin 1979). The classification system was developed for the National Wetlands Inventory. All wetlands should be classified to "Class" level and special modifiers should be included. Water regime modifiers are optional, but recommended. When a wetland contains more than one adjoining classification, the minimum wetland type size to differentiate is 1/10 acre. Classification is best done during initial field mapping. Each wetland type must be described by plant community based on the one or two dominant plant species (i.e. ash/willow)

II FINAL MAP GUIDELINES AND STANDARDS

DRAFT

The final wetland map products will consist of one or more maps (depending on area to be covered) that meet the following standards. If the study area is covered by more than one wetland map, a single, smaller scale reference map of the complete study site is required. The reference map must show the location of all wetlands and be keyed to individual, large-scale maps.

Required Map Elements and Standards

- Map name (such as "Roseburg Wetlands Inventory")
- Minimum map scale of 1" = 400' (1:4,800)
- Scale bar
- Geographically referenced to State Plane Coordinate System and/or Public Land Survey
- Base map elements to include:
 - roads and railroads;
 - watercourses;
 - property boundaries with parcel numbers;
 - watershed boundaries, if any.
- Legend to include:
 - Key to wetland symbology on map;
 - Month(s) and year of field determinations;
 - Source airphoto date and scale;
 - Date of adoption by local government;
 - Symbology for wetlands not field-verified, if any.
- Disclaimer (if wetlands are not delineated), such as:
"Information shown on this map is of a generalized nature. In all cases, actual field conditions determine wetland boundaries."
- Wetlands must be clearly and accurately drawn and clearly identified by an individual wetland code that relates it to field data sheets, database, and wetland summary sheets.
- Buffers adopted under a WCP must be added to final wetlands maps.

III FINAL REPORT PRODUCTS

Documentation

Each inventory and mapping process should be fully documented in order to ensure accuracy and consistency throughout the process. Documentation shall include:

- Wetland Determination:
 - Wetland determination procedures
 - Date(s) and scales of source maps and airphotos used
 - Field team members and qualifications
 - Field data sheet(s) for each wetland, with wetland ID number
 - Field maps with sketches, notes, measurements etc. and airphotos with wetland delineations should be retained but need not be submitted to DSL unless requested
- All mapping and map transfer procedures used

A summary sheet shall be prepared for each wetland. The information listed below is required for each wetland; additional information is optional (see examples).

- Individual wetland code (used on map, data sheets, etc.)
- Street address or equivalent sufficient to locate site
- Public Land Survey identifier (Township, Range, Section, 1/4 Section)
- Each tax lot(s) wetland falls on
- Wetland acreage
- Wetland Classification(s)
- Dominant plant community (or communities)
- Soil type(s)
- Hydrologic basin
- Hydrologic source (surface flow; subsurface; precipitation)
- WCP designation (Protection; Conservation; Development)

Note: An electronic database with the above information enhances the value of the inventory at the local level, with both planning and "permit counter" applications.

Study Area Summary

The study area summary shall include:

- Total acreage in study area
- Total acreage of wetlands in study area
- Total number of wetlands in study area
- Total acreage of wetlands by classification type
- Total number of wetlands by classification type
- Wetland acreages by sub-basin, if applicable
- Number and acreage of all wetlands and each wetland type by WCP designation (protection; conservation, development)
- Written description of any special problems or oddities encountered during wetland determination process

IV OTHER PROVISIONS

DSL Review and Approval

All wetland inventory procedures and products are subject to review and approval by DSL. Final products (wetlands maps, wetland rating results, wetland classification) are subject to approval by DSL before: a) maps are accepted by DSL as part of the State-wide wetlands inventory; b) maps are accepted by DSL as a Local Wetlands Inventory to be used in lieu of the NWI for notification purposes; and c) before the inventory, including classification and rating, is used as the basis for a Wetland Conservation Plan.

Provision of Final Products to DSL

- One complete set of all final maps must be provided to DSL for in-house use, coordination with the local government, and inclusion in the State-wide Wetlands Inventory. The maps are public record and may be made available to the public and state and federal agencies. Maps provided to DSL must be in a stable base, reproducible form. If final mapping is electronic, digital map data must also be provided to DSL. Contact DSL for acceptable data formats.
- One copy of the final report products shall be provided to DSL.

Revisions

- Annually, the local government will provide to DSL a revision (map and report) that indicates:
 - Wetlands filled as permitted under the adopted Wetland Conservation Plan (by individual or regional permit).
 - Wetlands restored, enhanced or created for mitigation under the adopted WCP.
- Every five years, the local jurisdiction shall conduct a field reconnaissance of wetlands on the LWI to verify changes permitted by the WCP and to note any substantial changes attributable to natural events. A summary report and any map changes will be provided to DSL.

Landowner Notification

When final wetland maps are adopted by the local government and by DSL, the local government will notify by mail all landowners of record whose parcel contains a wetland that a) their parcel(s) was included in the wetlands study area; and b) there is a wetland mapped on their parcel. Most or all landowners will be aware of the study if adequate public information and participation processes are included in the WCP process. Additional information to include in landowner notification will be as deemed appropriate by the local government (recommend cooperatively with DSL).