WASHINGTON STATE PARKS AND RECREATION COMMISSION
PLANNING AND REAL ESTATE PROGRAM

Instructions for Real Property Agreement Application

The Real Property Agreement Application (RPA) is an official request to use or obtain legal access across land managed or owned by Washington State Parks and Recreation Commission (WSPRC) for leases, permits and easements. This application is used to access the feasibility of the applicant's proposal from legal, environmental and land management perspectives.

The Real Estate Department may deny any incomplete application.

Part 1 - Applicant Information

1a.) Organization name: Enter full name of the entities requesting access. Enter the name of the entity as it is intended to be shown on the Real Property Agreement.

1b.) Legal entity: Individual(s), Married, Corporations, General Partnerships, LLC, Limited Partnership, Government Agency, or other (churches or other nonprofit organization). If the entity is nonprofit, please indicate what type of non-profit you are organized under.

1c.) Contact name: Enter the name of the contact person for the application and/or project information.

1d.) Mailing address: Enter the applicant's mailing address.

1e.) City, State and Zip code: Enter the City, State and Zip Code for the mailing address.

1f.) Phone number: Enter the office phone number.

1g.) Cell number: Enter the key contact's mobile phone number.

1h.) Email: Enter the email address for the key contact.

Billing:

1i.) Contact name: Provide the name of the contact for billing related information.

1j.) Billing Address: Provide the billing address if different from line 1c.

1k.) City, State, Zip code: Provide the billing City, State and Zip code.

1l.) Phone number: Provide the phone number for the billing contact.

1m.) Email: Provide the email for the billing contact.

Representative:

1n.) Organization name: Provide the organization name if you are being represented. Examples of representative organization are attorney, architect, environmental, etc.

1o.) Type of representative: Please choose from the dropdown menu the entity type for the representative.

1p.) Contact name: The name of the contact person working on your behalf.

1q.) Address: Enter the representative's address.

1r.) City, State and Zip code: Enter the City, State and Zip code for the representative.

1s.) Phone number: Enter the representative's phone number.

1t.) Cell number: Enter the representative's cell phone number.

1u.) Email: Enter the representative's email address.

Part 2 – Project Detail/Activity Description

2a.) Type of agreement: Select the type of agreement being requested.

2b.) Other: If other agreement is being requested, please explain.

2c.) Duration needed: Enter the duration needed in years or months.

2d.) County of project: Select the county location for your project.

2e.) Date submitted: Enter the date of application submission.

2f.) Project start date: Enter the project start date.

2g.) State Park property: Select the State Park property location.

2h.) Project name: Enter the name of the project. For example, Lake Sammamish – Right of Entry – Paving.

2i.) Type of use: Enter your type of use. For example, fiber optic line, hauling, drone flying etc.

2j.) Project code: Enter the project code assigned to your project.

2k.) Type of funding: Select the type of funding for your project.

2l.) Other: If other funding is being used, please explain.

2m.) Grant fund #: Enter the grant number and check if it's a Federal or State grant.

2n.) Project dimensions: Enter the width, length, and depth of your project area on Parks land. For example, 30'x30'x30'.

2o.) Total area to be used: Using the length and width from 2m., calculate square feet and acreage of the project.

      Square feet = length (in feet) x width (in feet); Acres = square feet ÷ 43,560 (square footage of an acre)

2p.) Staging area: Please be descriptive in your request for your requirements for a staging area. Identify the area on all maps, shapefiles, or KMZ's. Include all tools, materials and equipment that will be in the staging area.

2q.) Access route: Please provide a detailed description of the access route needed.

2r.) Project description: Please describe your project in as much detail as possible.

Part 3 – General Project Questions

3a.) Describe why this project needs to be on State Parks land: Describe why your project needs to be on State Parks land. For example, other alternatives are not feasible, location to project is adjacent , requested easement is located on Parks land, etc.

3b.) Alternative locations: Describe other areas that can be used.

3c.) Operate/maintain improvements/facilities: Describe who will be responsible for improvements or facilities and why.

3d.) Future plans for additions: Select the appropriate answer. If the answer is yes, please explain.

Part 4 – Legal Information

4a-g.) Legal Description: Enter the legal description for your proposed area. Your local planning department will have this information. This information can be found on the deed, or you can determine this information by calling your local assessor's office or visiting the county website under assessor information.

Subdivision (1/4 of 1/4) or Lot #	4a.) Section	4b.) Township	4c.) Range	West or East	4d.) Acres (use)	4e.) County
SW ¼ SW ¼	16	17	2	☒ W ☐ E	.20	Thurston

4h) Legal Description: Legal description must specify location of Parks land to be utilized. Please provide a map.

Part 5 – Cultural Resources Review Information

5a.) Name of firm: Enter the name of the firm that will be conducting fieldwork.

SOI qualified Principal Investigator (PI):

Enter the name of the SOI qualified PI responsible for the cultural resource investigation.

5b.) PI name: Enter the name of the PI.

5c.) PI Phone number: Enter PI's phone number.

5d.) PI email: Enter PI's email address.

5e.) Cultural resources work proposed: Please check the appropriate box(es) for work proposed.

5f.) Any known archaeology sites: Select the appropriate answer.

5g.) Regulatory compliance: If known, please indicate the compliance by checking the box. If Other, please explain.

5h.) Tentative date(s) of fieldwork: Provide dates tentative start and finish dates.

5i.) Previous cultural resource tasks: Provide any cultural resource task that have been conducted to date.

5j.) Previous cultural resource guidance: Provide details regarding any contact to Department of Archaeology and Historic Preservation (DAHP) or the lead federal agency.

Part 6 – Environmental Impacts

6a.) Steepest slope: Provide the percentage of the steepest slope of project area.

6b.) Ground disturbance: Select the appropriate answer.

6c.) Ground disturbance description: Provide the dimensions of ground disturbance provided in 6b.

6d.) Machinery for ground disturbance: Provide any machinery or tools that will be used for ground disturbance.

6e.) Soil removal: Select the appropriate answer to indicate if soil will need to be placed or removed for your project.

6f.) Surface water body: Select the appropriate answer.

6g.) 100-year floodplain: Select the appropriate answer. Please use FEMA flood maps.

6h.) Trees/Vegetation: Indicate any necessary removal or trees or vegetation at the project site. This will require an internal Tree Activity Worksheet (TAW) approval.

6i.) Structures: Select the appropriate answer.

6j.) Structures older than 45 years of age: Select the appropriate answer.

6k.) Project located in historical district: Select the appropriate answer. Please see DAHP Historic Preservation.

6l.) Other impacts: Enter any other impacts that aren't previously described.

6m.) Environmental health hazardous: Check all that apply.

6n.) Buried utilities: Check all that apply. If Other, please explain.

Part 7 – Road Use/Access Impacts

7a.) Existing Parks road: Enter the name of the Parks road(s) that your project will need to use.

7b.) Dimensions of road usage: Enter the measurements of the width and length of the Parks road being used.

7c.) Number of vehicles: Enter the number of vehicles and trips per day/year.

7d.) Type of equipment: List any equipment that will be used on Parks property.

7e.) Vehicle information: List the type, size, and weight of vehicles.

7f.) Loaded vehicle size and weight: Enter information for size and weight of vehicles loaded.

7g.) Products/materials: List all products or materials that will need to be transported.

7h.) Logs: If logs are being hauled, enter the total board feet to be hauled per day/month.

Part 8 – All Other Permits Applied for (Federal, State, City, County)

There are six (6) identical spaces in case you have applied for more than one permit. Please complete as many as needed.

8a.) Type of permit: Enter the type of permit.

8b.) Agency name: Enter the Agency name.

8c.) Date of application: Select the appropriate answer.

8d.) Status: Enter the status of the permit.

8e.) Application number: Enter the application number.

8f.) Approval date: If permit(s) are approved, enter approval date.

8g.) Studies/Reports: List any studies or reports that were prepared as part of the permit application process. Examples include Biological Evaluations, wetland studies, eelgrass reports and archaeological surveys.

Part 9 – Required Documents/Attachments

Please complete and check boxes of required documents that should be attached to your application.

Complete this application to provide details about the property/activity. Submit a completed application and supporting documents, including maps, to landagreements@parks.wa.gov.