



## Guidance for Wetland and Habitat Review Customers and Applicants - During March and April 2020

1. Please contact [WetlandHabitatReview@clark.wa.gov](mailto:WetlandHabitatReview@clark.wa.gov) or 564.397.5855 for any type of wetland and habitat questions use question. Wetland and Habitat staff will not be serving walk-in customers at this time.
2. No hard copies of information are required, except for signed Conservation Covenants.
3. For application submittal of any Wetland and Habitat Review that is not concurrent with a Land Use application.
  - a. Start by creating a new WHR application in LMS.
    - i. Login in to your existing LMS account (<https://permits.clark.wa.gov/pub/lms>) or register to create an account here: <https://permits.clark.wa.gov/pub/lms/NewReg.aspx>.
    - ii. From the Home page click on the “All Land Development Applications” link.
    - iii. Click on the “Wetland/Habitat Review” link.
    - iv. Navigate through the pages to provide required information and upload documents; include a completed and signed application (<https://www.clark.wa.gov/sites/all/files/community-development/wet-hab/wethab-app-fillable.pdf>) form.
    - vi. Submit when all required information is entered.
  - b. Staff will review your submittal and contact you within 3 business days to clarify what reviews you need.
  - c. Contact a biologist (email or phone no. above) if you need assistance in completing your submittal.
  - d. The fees will be added and you will be notified that they are ready to be paid (instructions will be provided).
  - e. Note: Only the applicant, as entered in LMS, can access on-line fee payment.
4. For application submittal of any Wetland and Habitat Review that is concurrent with a Land Use application, follow the Land Use submittal instructions.

