



Real Property Agreement 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.

Use the Instructional Guide – Completing the RPA Application to assist you.

Application type			
Choose an item.			
Part 1 - Applicant Information			
1a.) Organization name		1b.) Legal entity Select an item.	If other, explain:
1c.) Contact name			
1d.) Mailing address		1e.) City	1e.) State
1d.) Zip code			
1f.) Phone number	1g.) Cell phone	1h.) Email	
Billing Information			
1i.) Contact name			
1j.) Billing address (if different)		1k.) City	1k.) State
1j.) Zip code		1k.) Zip code	
1l.) Phone number	1m.) Email		
Representative Information			
1n.) Organization name		1o.) Type of representative Select an item.	
1p.) Contact name			
1q.) Address		1r.) City	1r.) State
1q.) Zip code		1r.) Zip code	
1s.) Phone number	1t.) Cell number	1u.) Email	
Part 2 - Project/Activity Description			
2a.) Type of agreement Select the type of agreement.	2b.) If other, please explain		2c.) Duration needed
2d.) County of project Select a county.	2e.) Date submitted Select a date.	2f.) Project start date Select a date.	2g.) State Park property Select a Park.
2h.) Project name		2i.) Type of use	2j.) Project code
2k.) Type of funding Select the type of funding.	2l.) If other, please explain		2m.) Grant fund # <input type="checkbox"/> Federal <input type="checkbox"/> State
2n.) Project dimensions		2o.) Total area to be used (acres and square feet)	
2p.) Does your project require a staging area? Please identify the staging area on maps, shapefiles or KMZ. Please include what materials/equipment/tools will be contained in the staging area.			
2q.) Describe the access route needed for the project.			
2r.) Detailed project description			

Part 3 – General Project Questions

3a.) Describe why this project needs to be on State Parks land.

3b.) Alternative locations besides State Park land

3c.) Who will operate/maintain any project improvements or facilities?

3d.) Do you have any plans for future additions, expansion or further activity related to or connected with this proposal?
 Select an item. If yes, please explain:

Part 4 – Legal Information

4a.) Subdivision (1/4 of 1/4) or Lot #	4b.) Section	4c.) Township	4d.) Range	4e.) West or East <input type="checkbox"/> W <input type="checkbox"/> E	4f.) Acres for Project Area	4g.) County Select a county.
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4h.) Legal description, please provide a map.

Part 5 – Cultural Resource Review Information

5a.) Name of cultural resource firm

SOI Qualified Principal Investigator (PI)

5b.) PI name	5c.) PI phone number	5d.) PI email
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5e.) Cultural resources work proposed:
 Archaeology survey Historic property inventory Construction monitoring
 Archaeology test excavation Archaeological data recovery Monitoring Other

5f.) Any known archaeology sites within your project/activity area? Select an item.	5g.) Regulatory compliance, if known <input type="checkbox"/> EO 21-02 <input type="checkbox"/> Section 106 <input type="checkbox"/> County permitting/SEPA <input type="checkbox"/> Other	If other, please explain:
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5h.) Tentative date(s) of fieldwork: Start: Select a start date. Finish: Select an end date.

5i.) If applicable, describe any previous cultural resource tasks that may have been conducted in support of your project/activity:

5j.) If any previous cultural resource tasks have been conducted, did you contact/seek guidance from [DAHP](#) or the lead federal agency first? Please explain.

Part 6 – Environmental Impacts

6a.) What is the slope percentage of the steepest slope? %	6b.) Does your project require ground disturbance? Select an item.	6c.) Describe the ground disturbance: Horizontal dimensions: Vertical dimensions:	
6d.) Describe the machinery and tools that will be used:		6e.) Do you need to place or remove soils to complete your project? Select an item.	
6f.) Is there any surface water body on or in the immediate vicinity of the site? Select an item.	6g.) Is the proposed area within a 100-year floodplain? FEMA Flood Maps Select an item.	6h.) Will any trees or vegetation need to be removed or altered? Select an item.	6i.) Are there any structures on the site? Select an item.
6j.) Are any of the structure(s) older than 45 years? Select an item.	6k.) Will this project/activity occur in a historic district? DAHP Historic Preservation Select an item.	6l.) Other impacts on Parks land not previously described:	

6m.) Are there any environmental health hazards as a result of this proposal? Select all that apply.
 Risk of fire Risk of spill Risk of explosion Health hazard(s) Exposure to toxic chemicals Hazardous waste

6n.) Any buried utilities? Select all that apply.
 Electrical Water Phone TV cable Sewer Gas Other, explain:

Part 7 – Road Use/Access Impacts

7a.) Name of existing Parks road:	7b.) Dimensions of road usage Width: Length:	7c.) Number of proposed vehicle trips per day/year
7d.) What type of equipment will be used on Park land?	7e.) Type, size and weight of vehicle Type: Size: Weight:	7f.) Size and weight of loaded vehicle

7g.) Products/materials to be transported	7h.) If logs are being transported, enter the approximate total board feet to be hauled per day/month
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Part 8 –Other Permits

Complete fields below for all other permits that have been applied for (federal, state, city, county).

8a.) Type of permit	8b.) Agency name	8c.) Date of application Click or tap to enter a date.
8d.) Status Choose an item.	8e.) Application number	8f.) Approval date Click or tap to enter a date.
8g.) List and attach any studies or reports prepared as part of the permit application process.		
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Part 9 – Required Documents/Attachments

Applications will not be considered without:

- Application fee mailed to:
Washington State Parks and Recreation Commission
Attn: Fiscal Department
PO Box 42650
Olympia, WA 98504
- Accurate scale drawings
- Maps
- Other fees – see fee schedule(s)
- Shapefile (compressed is preferred) or KMZ/KML file – [How to make a KMZ file.](#)