

Hydraulic Project Approvals (HPA) Modification Guidance

If anything about your project changes after Washington State Department of Fish and Wildlife (WDFW) issues your HPA, you will need to request a modification through [Aquatic Protection Permitting System](#) (APPS). This includes changes to the project description, scope, size or location, schedule, project owner or agent, or a significant extension of the time needed to complete the project.

If your permit needs to be modified, first contact your habitat biologist before submitting your request. They can help you understand the modification process and identify any materials you may need to provide.

To request a modification, submit the request through APPS and upload updated plans or provide a description of the changes.

Two Types of HPA Modifications

Major modification

A major modification is needed when the project design changes and the provisions of the existing permit need to be changed to accommodate the new design.

A major modification results in a revised HPA that replaced the previous version. The modified permit replaces the existing permit. The existing permit remains valid until the modification is issued.

Minor modification

If your project changes do not require any changes to the provisions of your HPA, your project may meet the criteria for a minor modification. However, the modification type is ultimately decided by the habitat biologist. Each situation is different and needs to be reviewed on a site and project specific basis.

Minor modifications may include:

- Extending the time allowed to complete the work, such as extending the in-water work window. If the work window is extended beyond the work season or into a time of spawning or incubating, we may require a major modification as there may be considerations for impacts. The habitat biologists can provide some insight during coordination.
- Making changes to plans or specifications, such as changing materials or construction methods, when those changes do not adversely affect fish life or habitat.

- Making other changes that do not require new or different HPA mitigation measures.

To request a modification, upload the required materials through APPS. Contact your habitat biologist to confirm that the proposed changes do not require changes to your HPA provisions. Remember that it is up to the discretion of the habitat biologist to determine the type of modification your project will need for the proposed changes.

How to Request a Modification in APPS

To complete your request in APPS, select the Request Modification button, to answer a series of yes or no questions.

- Does your modification request include an adjustment to the project as permitted?

If yes, describe the project modification and reason

- Does the modification request include an adjustment to the permitted project plans?

If yes, describe the plan modification and reasoning

- Does your modification request include changes to permitted work timing to enable project or work phase completion?

If yes, enter the proposed start date, the proposed end date and the reason for the time extension

- Provide details on how impacts to fish will be mitigated?

Describe through the mitigation sequence of avoid, minimize, or compensate for the impacts proposed.

- Does your modification request include a transfer to a new applicant or agent?

If yes, indicate whether the change is to the applicant, agent or both and provide the updated contact information

Note: A new authorization of agent and/or consent of property ownership form may be required.

Once you submit your modification request, WDFW staff will review and depending on the scope, scale and impact of the modification, a letter or revised permit will be issued. If additional information is needed, the habitat biologist will contact you.

Why is modifying your permit important?

WDFW compliance inspectors will use the final design information in your APPS account to compare it with the structure that was built.

If the work completed on site is different from the plans or information submitted in your APPS application, it may be considered a violation of your HPA.