



PRE-APPLICATION MEETING REQUEST FORM

Form FINAL
Revised 10/1/15

Yakima County Public Services
128 North Second Street · Fourth Floor Courthouse · Yakima, Washington 98901
(509) 574-2300 · 1-800 572-7354 · FAX (509) 574-2301 · www.co.yakima.wa.us

(Staff Use Only)

Request Date: _____ EAC # _____ Received by: _____
Land Use Designation: _____ Zone: _____
Meeting Date: _____ Time: _____

Please print in blue or black ink only

Property Owner: _____

Address: _____ City: _____

State: _____ ZIP: _____ Day Phone: (____) _____

Email: _____

Signature: _____ Date: _____

**Owner's original signature and information are required for processing*

Representative of Applicant (if any): _____

Company: _____

Address: _____ City: _____

State: _____ ZIP: _____ Day Phone: (____) _____

Email: _____

(For more than one property owner attach additional form with signatures)

Address of subject property: _____

Location of subject property: _____

Parcel(s): _____

Size of Property (Acres): _____

Existing structures on the property: _____

Existing use of the property: _____

Proposed structures on the property: _____

Proposed use of the property: _____

Is this request a result of a Code Enforcement action? No Yes

Are any Critical Areas on the site? No Yes

If yes, check the appropriate feature: Steep Slopes, Streams, Wetlands,

Other: _____

Is the project located in a flood plain? No Yes 100 yr. 500 yr.

Will the project be served by: Public Sewer Community Septic System Individual Septic System

Will the project be served by: Public Water (Name) _____

Community Well Shared Well Individual Well

Yakima County will make reasonable modifications to policies and programs to ensure that people with disabilities have an equal opportunity to enjoy all of its programs, services, and activities. Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a program, service or activity of Yakima County, should contact the Yakima County ADA Coordinator at 509-574-2210 as soon as possible but no later than 48 hours before the scheduled event.



NARRATIVE FORM

FINAL
Revised 10/01/15

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The Narrative Form is designed to help you, the application review, interested agencies, and adjacent property owners to the proposal understand the scope of your project and how your project meets the legal requirements in the Yakima County Codes. You should refer to the appropriate sections of the ordinance when describing your proposal if applicable. You can obtain a copy of the ordinance in our office or access it on the internet at:

<http://codepublishing.com/wa/yakimacounty/>

Narrative Content: Please tell us the “who”, “what”, “where”, and “why” of your proposal. A list of typical content is provided below. **Please do not limit your project’s description to just these items.** In order for us to conduct a timely review of your project please **be as detailed as possible.** Any missing/confusing information could result in the delay of our review.

Note: Not all content listed below will be pertinent to your proposal. These items are suggestions in order to help you draft your narrative.

Suggested Content:

- Describe the current use of the site including all existing structures with their dimensions, square footage and usage.
- Describe the proposed use in detail (including but not limited to the type of business and/or use, hours and days of operation, number of employees, number of people living on-site, maximum number of customers and/or guests, changes or additions to the driveways or other access points, the type of mitigation or adjustment requested).
- Describe which standards are proposed to be adjusted and justify why the standard needs to be adjusted.
- Describe any new or existing structures to be used as part of this proposal.
- Describe how the proposed use will be pertinent to the proposed/existing structures.
- Describe any parking facilities (number of spaces and surface type), landscaping, signage, and lighting that will be associated with your proposal.
- Describe your access to the property and the route of travel to the site.
- For commercial operations describe the travel ways that will be located onsite.
- Describe the timelines for completion of your proposal.

Please remember that your narrative must explain in detail the specifics of your proposal and any missing information may result in the need for future reviews. Your narrative can be typed and printed on a separate sheet of paper with “See Attached” written below, or you may print out legibly your narrative on the lines provided.

Blank writing area with horizontal lines.

Please use additional pages as needed



REQUIRED ATTACHMENT:

YAKIMA COUNTY GENERAL SITE PLAN

Note: Producing the site plan from this template is preferred, however, the template can be substituted for your own drawing (computer aided is acceptable).

Site plan must be drawn with blue or black ink



LOT COVERAGE CALCULATION

- a) Dimension(s) of existing structure(s)
- b) Building addition/new structure(s) dimension(s)
- c) Existing paved area(s) (driveways, walkways, patios, etc.) TOTAL
- d) Proposed paved area(s)
- e) Total Impervious Surface (a+b+c+d = e)
- f) Lot Size (1 acre = 43,560 sq ft)
- g) Lot coverage (e/f x 100 = g)

MAP SCALE (check one)

- Preferred Scale: 1 inch on the map = 20 ft on the ground
- Custom Scale: 1 inch = _____

***Square is 0.20" by 0.20"**

PARKING CALCULATION (Reference Table 19.22 in YCC 19.22)

- ____ S.F. Spaces required: _____
- ____ S.F. Spaces provided: _____ Surface Type: _____

LOT INFORMATION

- ____ S.F. Parcel #(s): _____
- ____ S.F. Site Address: _____

BACKGROUND INFORMATION

- ____ % Owner Name: _____
- Site Plan Created by: _____
- Address: _____
- Contact Phone: (_____) _____ Date Created: _____

Required Site Plan Information:			
	N/A	#	
<input type="checkbox"/>	<input type="checkbox"/>	1	Property line dimensions of all lot(s) involved in the project.
<input type="checkbox"/>	<input type="checkbox"/>	2	The location, width and purpose of all easements (utility, access and/or irrigation) on the site and adjacent to the site.
<input type="checkbox"/>	<input type="checkbox"/>	3	The distance from existing and proposed structures to the centerline of state, county, private roads, or access easement with name, dimension, surface type (paved, gravel or dirt) of road.
<input type="checkbox"/>	<input type="checkbox"/>	4	Existing or proposed driveway locations
<input type="checkbox"/>	<input type="checkbox"/>	5	Location, shape, size, gross floor area, height and types (i.e., house, garage, well house) of all existing and proposed structures, minimum building setbacks from the property lines and other structures, and the total lot coverage.
<input type="checkbox"/>	<input type="checkbox"/>	6	The location, right-of-way widths, pavement widths, curbs, gutters, culverts and names of all existing or platted streets or roads, whether public or private, and other public ways within the subject property or adjacent to any affected lots;
<input type="checkbox"/>	<input type="checkbox"/>	7	Location of well or water systems within 100 feet of the subject property or within a 100 foot well control zone and the distance from any structures within the well control zone. Label as Individual, 2-party, Group B, Group A.
<input type="checkbox"/>	<input type="checkbox"/>	8	Location of proposed or existing septic tank, drain field area, and extension area, as well as replacement areas and distances to structures and property lines
<input type="checkbox"/>	<input type="checkbox"/>	9	The location and dimensions of any existing and proposed utilities, streets, railroads, irrigation and drainage canals, easements and dedication of property within the subject property or adjacent to any affected lots;
<input type="checkbox"/>	<input type="checkbox"/>	10	Critical Areas/Shoreline: River, streams, creek, pond, floodplain, floodway, etc. on or abutting the site (Distance from structure to the ordinary high water mark of the river, stream, creek, etc.)
<input type="checkbox"/>	<input type="checkbox"/>	11	Show the existing topographic contours at intervals of not more than 5' when the ground slopes exceed 10%. Extend 100' beyond the boundaries of the site.

Building Division Application Site Plan Information:			
	N/A	#	
<input type="checkbox"/>	<input type="checkbox"/>	1	Fire apparatus turnaround
<input type="checkbox"/>	<input type="checkbox"/>	2	For larger parcels, draw a simple plan showing the entire lot and indicate which area the new construction is to take place. Attach to the detailed section and submit both.
<input type="checkbox"/>	<input type="checkbox"/>	3	Distance of new structures from all property lines.

Planning Division Application Site Plan Information:			
	N/A	#	
<input type="checkbox"/>	<input type="checkbox"/>	1	Location and dimensions of all proposed exterior land uses.
<input type="checkbox"/>	<input type="checkbox"/>	2	Location of new and/or expanded public and private utility infrastructure.
<input type="checkbox"/>	<input type="checkbox"/>	3	Location of pedestrian and vehicular circulation patterns, sidewalks, trails and bicycle paths.
<input type="checkbox"/>	<input type="checkbox"/>	4	Location of structures on the adjoining lots, which may cause compatibility issues.
<input type="checkbox"/>	<input type="checkbox"/>	5	Proposed location and dimensions of community and other open space.
<input type="checkbox"/>	<input type="checkbox"/>	6	Existing and proposed landscaping, site screening, street trees and storm water drainage facilities.
<input type="checkbox"/>	<input type="checkbox"/>	7	The existing on-site sewage system components and reserve areas and the proposed location for on-site sewage systems and soil test pits for all affected lots not served by an on-site sewage system or other approved wastewater treatment system. The location of structures on the adjoining lots when within 100 feet of a well or on-site sewage disposal system;
<input type="checkbox"/>	<input type="checkbox"/>	8	Proposed contours and grading as they affect lot layout, streets, and drainage ways.
<input type="checkbox"/>	<input type="checkbox"/>	9	Location of adjacent public water, sewer main, fire protection systems and other underground facilities within or adjacent to the development.
Floodplain development:			
<input type="checkbox"/>	<input type="checkbox"/>	10	Description of the extent to which any watercourse will be altered or relocated as a result of the proposed development.
<input type="checkbox"/>	<input type="checkbox"/>	11	The boundaries of the 100-year floodplain, the boundaries of floodways where floodways have been established, and the 100-year base flood elevations where base flood elevations have been established.
<input type="checkbox"/>	<input type="checkbox"/>	12	The boundaries of the 10 and 25-year floodplain using the flood risk maps provided by Yakima County as part the mandatory pre-application conference.
<input type="checkbox"/>	<input type="checkbox"/>	13	Other information as may be required by YCC Titles 13, 16A, 16C or 16D.



GENERAL APPLICATION FORM

For Land Use Actions

Yakima County Public Services

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FINAL
 Revised 03/28/18

(Staff Use Only)

Zoning District: _____ Date: _____
 Receipt #: _____ Reviewed By: _____
 Proposed Land Use: _____ Case #(s): _____

CHECK ALL THAT APPLY AND ATTACH THE APPROPRIATE SUPPLEMENTAL FORM(S)

- | | | | | | |
|---|--|--|---|-------------------------|--|
| <u>Zoning</u> | | <u>Subdivision</u> | | <u>Shoreline</u> | |
| <input type="checkbox"/> Type 1 | <input type="checkbox"/> Admin. Adjustment | <input type="checkbox"/> Exemption (SSE) | <input type="checkbox"/> Shoreline Substantial Dev. | | |
| <input type="checkbox"/> Type 2 | <input type="checkbox"/> Variance | <input type="checkbox"/> Short Subdivision | <input type="checkbox"/> Shoreline Conditional Use | | |
| <input type="checkbox"/> Type 3 | <input type="checkbox"/> Modification | <input type="checkbox"/> Subdivision (Long) | <input type="checkbox"/> Shoreline Variance | | |
| <input type="checkbox"/> Type 4 | <input type="checkbox"/> Non-Conforming Use | <input type="checkbox"/> Binding Site Plan | <input type="checkbox"/> Shoreline Exemption | | |
| <input type="checkbox"/> Reduce Resource Setback | <input type="checkbox"/> Interpretation | <input type="checkbox"/> Alteration/Vacation | <input type="checkbox"/> Shoreline Non-Conforming | | |
| <input type="checkbox"/> Accessory Dwelling Unit | <input type="checkbox"/> Dairy | <input type="checkbox"/> *Amendment | <input type="checkbox"/> Shoreline Minor Revision | | |
| <input type="checkbox"/> Minor Rezone | <input type="checkbox"/> Mining | <input type="checkbox"/> Sub Variance | | | |
| <input type="checkbox"/> Major Rezone | | | | | |
| | | | <u>Critical Areas</u> | | |
| | | | <input type="checkbox"/> CA Standard Development | | |
| | | | <input type="checkbox"/> CA Adjustment | | |
| | | | <input type="checkbox"/> CA Reasonable Use Except. | | |
| | | | <input type="checkbox"/> CA Minor Revision | | |
| | | | <input type="checkbox"/> CA Non-Conforming Use | | |
| <u>Other</u> | | | | | |
| <input type="checkbox"/> Environmental Checklist | <input type="checkbox"/> Plan/Dev. Reg. Map Ad. | | | | |
| <input type="checkbox"/> Appeal - HE <input type="checkbox"/> BOCC <input type="checkbox"/> | <input type="checkbox"/> Plan/Dev. Reg. Text Ad. | | | | |
| <input type="checkbox"/> Development Agreement | | | | | |

Parcel Number(s): A. _____ B. _____ C. _____

Subject Property Address: _____

Are you requesting the Optional Consolidated Permit Review Process as provided under YCC 16B.03.060? Yes No

* In accordance with YCC16B.04.020(2)(a) please submit verification with your Short Subdivision Amendment or Subdivision Amendment that the majority of those persons having an ownership interest in the lots, tracts, parcels, or portion thereof to be revised or altered has signed the proposed application.

EVIDENCE OF LEGAL AVAILABILITY OF WATER (YCC12.08.050)

All applicants for a development permit requiring potable water must provide evidence of an adequate water supply to Yakima County prior to the issuance of the permit. Check below the legal source of water.

- Water right permit** from Department of Ecology (Please attach a copy to this application), or
- Letter from an approved water purveyor** stating the ability to provide water, or
- **A Yakima County Water Resource System (YCWRS) domestic well** within the Agriculture zoning district, or
- **A Yakima County Water Resource System (YCWRS) domestic well** outside of the Agriculture zoning district, or
- Other adequate evidence** of interest in a suitable water right held for mitigation proposed by an existing water bank, or
- Yakama Nation Water Code permit** for properties located within the exterior boundaries of the Yakama Nation, or
- Documentation that the well site is located outside the Yakima River watershed.**

Additional Information

Prior to final approval, the applicant will be required to provide evidence of the water quality and quantity in the following forms:

1. A Letter from an approved water purveyor stating the ability to provide water, or
2. Notification from the Yakima Health District that the water supply is potable. (wells)

****Yakima County Water Resource System (YCWRS) is a water system organized pursuant to RCW 36.94.140 which provides service to the public in the form of “mitigated” or “water budget neutral” water supplies for domestic use through the withdrawal of domestic supply from a groundwater permit exempt well. The service areas of the water system is all of the privately held property in Yakima County within the Yakima River watershed except those areas within the corporate limits of the city, within the exterior boundaries of the Yakama Reservation, or within the service areas of a Type A and Type B water system in existence prior to January 1, 2018. The YCWRS holds senior water rights and allows the use of such rights by the public when wells are constructed and metered accordingly to YCWRS procedures.**

Applicant Information: (Please check the box to indicate the primary contact person)

By signing this form, the property owner/applicant agrees to the following:

- I hereby state as true that all ownership interests of the property have reviewed the proposal as presented in the application materials and support the proposed change(s) in land use.
- I hereby give Yakima County permission to enter my property during this review to inspect my property as needed.
- I hereby agree to pay all additional fees associated with the processing of this application including Hearing Examiner fees, Transportation fees or any other fees that may be associated with the proposed project.
- I hereby acknowledge that the application for Subdivision and/or Land Use Permit with the Yakima County Permit Services Department: Planning Division has been filled out completely.
- I hereby acknowledge that verification of an approved potable water supply is a requirement and part of the procedure to obtain a Subdivision and/or Land Use Permit.
- I shall provide Yakima County with proof of an adequate water source as indicated in Ordinance 13-2017 or obtain a YCWRS domestic well permit.
- I understand that Yakima County shall be held harmless for misinterpretation or misrepresentation of documents to obtain my permits.
- I am aware my subdivision and/or Land Use Permit WILL NOT be issued until I provide proof of an approved source of potable water and associated documentation.

(If the property is owned by a corporation or LLC please attach documentation showing that the person signing has the authority to sign on behalf of the corporation or LLC.)

Please Fill Out This Section In Blue or Black Ink and Original Signatures only.

Property Owner: _____

Day Phone: () _____ Company (if any) _____

Mailing Address: _____ City: _____ State: ____ ZIP: _____

E-mail Address: _____

Signature: _____ (required) Date: _____

Applicant/Agent (if different): _____

Day Phone: () _____ Company (if any) _____

Mailing Address: _____ City: _____ State: ____ ZIP: _____

E-mail Address: _____

Signature: _____ Date: _____

If there are additional owners, provide an attachment in the same format and with the same declarations