



COMMUNITY DEVELOPMENT DEPARTMENT

Bill Preston, P.E., Director

Engineering Division

129 North Second Street, 2nd Floor, Yakima, Washington 98901

Phone (509) 575-6111 • Fax (509) 576-6305 • Email: engineering@yakimawa.gov

ENGINEERING PERMIT (ENG) APPLICATION PACKET



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ENG PERMIT APPLICATION

Permit No. _____

Private Development of Public Infrastructure

<https://www.yakimawa.gov/services/engineering/eng-permit>

SUBMITTAL: Submit a completed application with (1) hardcopy of civil plans stamped by Professional Engineer to the Engineering Counter (2nd floor of City Hall).

A digital version of the plans is also required; after submitting the application, you will be contacted via email with instructions on how to upload the plans to the portal.

FEES: \$250 filing fee; plan review/inspection fees will be determined later in the process. Pay in-person or online via the portal.

APPLICANT INFO:

Name: _____ Company (if applicable): _____

Mailing Address: _____

Phone #: _____ Email: _____

Applicant's Affiliation with Project: ☐ Engineer ☐ Developer ☐ Property Owner ☐ Agent

ENGINEER INFO: ☐ Same as Applicant

Name: _____ Company (if applicable): _____

Mailing Address: _____

Phone #: _____ Email: _____

DEVELOPER INFO: ☐ Same as Applicant

Name: _____ Company (if applicable): _____

Mailing Address: _____

Phone #: _____ Email: _____

PROJECT INFO:

1. Property Address: _____

2. Parcel Number(s): _____

3. Type(s) of Work: ☐ Frontage Improvements (Curb, Gutter, Sidewalk, Driveway Approaches etc...)
☐ Sanitary Sewer Improvements (Sanitary Sewer Pipe, Forcemain, Manholes, Cleanouts etc...)
☐ Domestic Water Improvements (Water Pipe, Blow-off, Meter, Valve etc...)
☐ Irrigation water improvements (Irrigation Pipe, Blow-off, Meter, Valve etc...)
☐ Stormwater Improvements (Stormwater Pipes, Infiltration Units, Manholes, Catch Basins etc...)
☐ Other: _____

4. Will this project be completed in phases? ☐ Yes ☐ No **If yes**, please indicate the number of phases: _____

***NOTE:** Each permit shall only cover one phase of development. Before construction of a phase, a permit application, application fee, and set of plans covering that phase must be submitted and approved. Additionally, a set of plans showing the proposed development as a whole must be submitted for reference only (separate from the engineered plans for the phase).

5. Complete Description of Work: _____

6. Does the proposed development require land use review and/or a subdivision? ☐ Yes ☐ No

If yes, have you received the land use or preliminary subdivision decision from the Planning Division? ☐ Yes ☐ No

***NOTE:** This ENG permit application will **NOT** be accepted until a land use/subdivision decision has been rendered, if applicable to this project.

CERTIFICATION: I certify that the information on this application and required plans are true and correct to the best of my knowledge.

Applicant's Signature

Date

CITY OF YAKIMA: PRIVATE DEVELOPMENT OF PUBLIC INFRASTRUCTURE PROCEDURES MANUAL

INTRODUCTION

The following procedures shall apply to all public improvements financed by Owner/Developer private contracts. In addition, the following procedures shall apply to the public improvements within a Subdivision or Planned Development, or other new development or redevelopment, when required through a permit process. Other improvements, so designated by the City, may be regarded as "public improvements" within the context of this procedure. Only contractors that are licensed and bonded in the State of Washington to perform the required construction elements, have an appropriate City of Yakima business license, and all other licenses and permits that are required by the City shall be allowed to construct public improvements.

Unless otherwise specifically stated, the term "public improvement" shall mean any improvement constructed within public right of way, or one that will be transferred to the City following construction, including, but not limited to, sanitary sewer, storm drainage, water, irrigation, roadway, sidewalk, traffic signals, and street lights. The term "City" shall mean the City Engineer, or their designated representatives; "Owner/Developer" shall mean the actual Owner or Developer of the proposed development that includes public improvements or their designated Agent; and, "Consulting Engineer" shall mean an individual or firm, licensed to practice Civil Engineering in the State of Washington, who shall have been retained by the Owner/Developer for the purpose of preparing the detailed plans and specifications and doing such other engineering work as shall be specifically identified within the context of these procedures and as approved by the City Engineer.

The improvements for which these procedures shall typically apply include public sanitary sewer, public storm drain systems, public water systems, public irrigation systems and public street and roadway facilities as identified in the Yakima Municipal Code Title 12 and other applicable chapters.

Minor improvements, such as driveway approaches or isolated sidewalk sections, may be exempt from these requirements at the discretion of the City Engineer (YMC 12.01.020(2)).

PROCEDURES

Step I – Project Management

The Consulting Engineer shall for the purposes of this permit act as the Agent unless otherwise specified by the Owner/Developer. The Owner/Developer shall, if other than themselves, name and identify the person or persons who shall be designated to act on their behalf on matters relating to the project.

The Owner/Developer shall retain the services of a Consulting Engineer, having the appropriate City of Yakima business license in accordance with YMC Title 5 and licensed to practice Civil Engineering in the State of Washington. The Owner/Developer shall designate the Consulting Engineer on the Appendix 3 form and provide to the City for acceptance. If the project includes installation of domestic water infrastructure, the Consulting Engineer shall comply with the requirements of WAC 290-246-125.

If, at any time during the term of the permit, the Owner/Developer terminates the services of the Consulting Engineer or the designated Agent as specifically identified and accepted by the City, the Owner/Developer and Consulting Engineer/Agent shall immediately notify the City. The Owner/Developer shall cease and desist until a new Consulting Engineer has been retained, identified on the Appendix 3 form, and accepted by the City.

The Owner/Developer has the overall responsibility for project management, construction management, contract administration, permit acquisition, compliance, testing, and, if required, right of way acquisition. No construction work shall be started prior to a pre-construction meeting and approval by the Construction Supervisor.

Step II – Consulting Engineer Responsibilities

At the time of application, the Owner/Developer shall submit to the City a “Consulting Engineer Retained for Services” form (Appendix 3) listing the Consulting Engineer that they have retained to perform engineering services for the public improvements to be included in the project. For the purposes of this permit, the Consulting Engineer's services shall include:

- a. Surveying required to prepare detailed engineering construction plans;
- b. Preparation of detailed plans and specifications;
- c. Construction engineering and construction surveying/staking;
- d. Preparation of "Record Drawings";
- e. Providing required certifications;
- f. Such other work as may be necessary as determined by the City Engineer.

Step III – Coordinating with City Divisions and Outside Agencies

Copies of the fully executed and recorded documents shall be provided to the City prior to final acceptance of the project (i.e. final plat and/or recorded easement).

The Consulting Engineer shall also be responsible for notifying, furnishing plans to, and coordinating the public improvements with all of the private utilities. The location of all existing and proposed utilities and easements shall be included on the plans. The City Engineer or their designee will forward copies of the plans to City utilities, when appropriate (Wastewater, Stormwater, Water, Irrigation).

The Consulting Engineer shall submit plans, specifications and other support data and information, as required, to the appropriate agency and shall obtain all necessary approvals and permits as identified in the approved Engineering Permit. Copies of such written approvals or permits shall be submitted to the City prior to the pre-construction meeting.

Step IV – Application Process

The Consulting Engineer shall prepare, seal, and submit to the City one complete hardcopy set and one PDF to be submitted digitally via portal of detailed construction plans, profiles, cross sections, support data, design calculations, project details and project specifications. All such plans and specifications shall be compliant with the requirements of the most current edition of the WSDOT Standard Specifications for Road, Bridge, and Municipal Construction, the Department of Health Water System Design Manual, the Criteria for Sewage Works Design with the Department of Ecology, the Stormwater Management Manual for Eastern Washington or an approved stormwater manual for the Yakima area, Yakima City Standards, and all design of domestic water shall be compliant with WAC 246-290-200, 220, and 230. Plans shall be 22"x34" (ANSI D) size. The applicant shall insert the City's official 2.5" x 2.5" final acceptance stamp on each plan sheet for approval signature. With the plans, the Consulting Engineer shall submit an application for an “ENG Permit for Private Development of Public Infrastructure.” At the time of submittal, \$250 shall be paid to the City. The City shall review the submitted plans and specifications, and shall indicate the changes, additions, deletions, or modifications that are required to make the plans and specifications acceptable. When the revised plans, specifications, and other materials are resubmitted to the City, the City shall review and upon acceptance, approve the revised plans and specifications notifying the Consulting Engineer of approval and the remainder of the review and inspection fees to be paid. The method used to

calculate the inspection fees is described in “Appendix 2: Fees for Permit to Construct Public Improvements.”

The Appendix 2 fees must be paid prior to permit issuance. If the project schedule is not submitted and approved within 6 months of plan acceptance, the ENG permit will be cancelled. Refund of inspection fees shall be at the discretion of the City Engineer.

If the ENG permit has been cancelled in accordance with the above paragraph, and the Owner/Developer wants to start construction, a new ENG permit shall be applied for. The new ENG permit shall be subject to all of the requirements outlined in this procedures manual and in the Yakima Municipal Code.

The project must be completed within one year from the date of the pre-construction meeting in which the City authorized construction to begin. Project completion is determined by the City as outlined in Step VII.

1) If additional time is necessary to complete the project, a one-time extension may be granted at the discretion of the City Engineer. The extension shall not exceed 180 days from the original permit expiration date. A permit extension request shall be submitted to the Engineering Division on the Permit Extension Request Form prior to the expiration date of the permit. The request shall detail why the extension is necessary and shall demonstrate that the project has been pursued in good faith. The request shall be accompanied by a cost estimate from the Consulting Engineer pertaining to the remaining work to be done to achieve project completion.

a) A permit extension request may be denied if there is a lack of evidence demonstrating that the project could not reasonably be completed within a year of permit issuance and/or lack of evidence that the project was pursued in good faith.

2) If the extension request is denied or if a permit extension request is not submitted prior to the permit expiration date, the existing permit shall be voided. The Owner/Developer must apply for a new ENG permit and pay a new application fee. The re-submitted civil plans will be subject to any federal, state or local regulation changes. Any fees owing shall be paid prior to permit issuance and before a pre-construction meeting can be held.

When developments are submitted in different phases, each phase will be treated as a separate project when determining the review and inspection fees.

Step V – Pre-Construction Submittals and Meeting

The following listed items are required to be emailed to the Construction Supervisor prior to the pre-construction meeting:

- a. Copies of any required permits; including an Excavation permit (YMC 8.72), if applicable
- b. The name, State registration number of the prime contractor and subcontractors, and City of Yakima Business License for all of the above, with a list of the work elements to be performed by each.
- c. Construction schedule with anticipated start date.
- d. Any other documentation as shall be required.

Following selection of a Contractor and prior to construction, the applicant is responsible for scheduling a pre-construction meeting with the City’s Construction Supervisor. The prime contractor and any other parties deemed necessary by the Owner/Consulting Engineer shall be present at the pre-construction meeting.

The City shall endeavor to hold the pre-construction meeting within two weeks of the request provided all of the necessary documentation has been submitted and approved as identified in Step V. Construction may proceed, per the approved schedule, following the completion of the pre-construction meeting. If the construction schedule is delayed, an additional pre-construction meeting may be required.

Step VI – Construction

It is the responsibility of the Owner/Developer to ensure that the construction is in conformance with the approved plans and specifications. The Owner/Developer is ultimately responsible for the work that is done.

The City of Yakima will assign a qualified, experienced Construction Inspector to the project. The assigned City Construction Inspector shall be notified not less than three working days before construction is to start.

In addition to routine observation, the City inspector will inspect specific elements and milestones during the work. Such elements shall include, but not be limited to: Water; hydrostatic pressure test, Bacteria test, and final connection: Wastewater; connection to existing, air test, and mandrel test. *(TVing of wastewater and stormwater piping shall remain a City function and assess in accordance with YMC 7.60.105 E(3))*: Streets; sidewalks, subgrade, final aggregate lift. Such element shall be outlined at the pre-construction meeting. All inspections or reviews to be done by the City Construction Inspector shall be scheduled a minimum of two working days in advance. The City's inspection will not relieve the Owner/Developer's liability of all work being performed in conformance with the approved plans, specifications and permits. Any work done without the Construction Inspector's knowledge shall be subject to rejection.

The Owner/Developer shall independently hire and cover all costs associated with quality assurance sampling and materials testing by a certified testing company, and provide documentation of the results of the sampling and testing to the City. The requirements for sampling and testing are contained in the current edition of the WSDOT Standard Specifications for Road, Bridge and Municipal Construction.

The Owner/Developer, or their assigned Agent, shall administer, manage, and supervise the construction. The Contractor shall have a representative with authority on site whenever work is being performed. Any problems that are encountered or changes required due to construction conditions will be reviewed with the Engineer of Record and the owner/developer. Changes that require any increase or decrease to the contractor's cost will be the responsibility of the owner/developer and may result in increased City review and inspection fees.

All construction shall meet the requirements of the most current edition of the WSDOT Standard Specifications for Road, Bridge, and Municipal Construction, the Department of Health Water System Design Manual, the Criteria for Sewage Works Design with the Department of Ecology, the Stormwater Management Manual for Eastern Washington or an approved stormwater manual for the Yakima area, Yakima City Standards, the approved plans, the approved Project Specifications and other applicable regulations. All changes, alterations, or revisions to the approved plans or specifications shall be stamped and submitted by the Engineer of Record for acceptance by the City Engineer or their designee.

The City Engineer or designee will visit the project site to review the work related to the required inspection. Such site visits do not relieve the applicant or the contractor of any responsibilities for performing all work in accordance with the approved plans and this chapter.

Copies of all test records shall be furnished to the Construction Inspector. Failure to comply with testing requirements may necessitate appropriate or additional testing and certification as directed by the City.

Costs of such testing and certification shall be borne by the contractor and/or applicant. At the time that such action is directed by the City, no further work will be permitted on the road or subdivision until all tests have been completed and all corrections have been made to the satisfaction of the City Engineer.

The City shall have the authority to cause a suspension of construction when, in the City's opinion, such work is not being done in conformance with the approved plans, specifications, regulations or permit. Any resultant delays, impacts or added expenses shall not be the City's responsibility.

Step VII – Project Completion

Upon notice that the public improvements have been substantially completed, the Owner/Developer or their Agent shall request a final walk-through of the completed project with City personnel. City personnel will create a punch list of items that need to be completed and/or corrected for final project acceptance. The Owner/Developer shall see that all necessary additions, corrections, repairs, and/or modifications are made to the Construction Inspector's approval.

At the conclusion of construction and when all corrections and repairs have been approved, the Consulting Engineer shall submit an electronic PDF of the Record Drawings together with testing records, material certifications and warranties, and a request for acceptance by the City. All of the above shall be submitted within 60 days of project completion.

No building or service connection to sanitary sewers, storm drains, or water lines will be permitted until these systems have received final acceptance by the City, or unless otherwise approved by the City Engineer for connections (including the payment of connection charges).

The completion of all public improvements, including submittal of Record Drawings shall be required prior to approval of the final plat, however, in certain situations, a final plat may be approved prior to the completion of the public improvements in accordance with YMC 14.05.200. All public improvements must be completed prior to receiving a Certificate of Occupancy.

When all public improvements have been approved, the City shall certify its acceptance in writing. Final acceptance by the City shall not relieve the Owner/Developer's, or the Contractor's liability of all work being performed in conformance with the approved plans, specifications and permit. The City's letter of acceptance shall specify the effective period of the warranty.

STANDARD FORMS

Attached hereto are samples of the various forms and letters that apply to the permit process for public improvements.

Application for Private Development

- Appendix 1: Vacant
- Appendix 2: Fees for Permit to Construct Public Improvements (City)
- Appendix 3: Consulting Engineer Retained for Services (Owner/Developer)

APPENDIX 2
FEES FOR PERMIT TO CONSTRUCT PUBLIC IMPROVEMENTS
 ENG Permit No. _____

All fields are required to be completed.

Owner/Developer:			
Mailing Address:		Phone:	()
Engineer/Agent:			
Address:		Phone:	()
Location of Work:			
Description of Work:			

APPLICANT CALCULATED FEES

For projects to be completed in multiple phases, please fill out this sheet for each phase at the time that the phase is applied for, and calculate the fees based only on the phase, not the development as a whole.

1. Plan Check & Inspection Fee:

(0.14)(\$ _____) + (0.12)(\$ _____) + (0.10)(\$ _____) = \$ _____

The Plan Check & Inspection Fee shall be computed as follows:

14% for the first \$25,000 project cost, plus 12% for the project costs from \$25,000 and \$50,000, and plus 10% for all project costs over \$50,000.

Example: the fee for a \$78,000 project would be calculated as follows:

$(0.14)(\$25,000) + (0.12)(\$25,000) + (0.10)(\$28,000) = \$9,300.00.$

2. TV Camera Sewer Pipe Fee: ((_____ LF of Public Sewer) x \$2.64) = \$ _____

3. Initial Fee..... = \$ -250.00

4. Final Approval Fee: (Plan Check/Insp. Fee) + (TV Camera Fee) – (Initial Fee) = \$ _____

NOTE: The approval fee is to be paid only upon notification from the City.

OWNER/AGENT SIGNATURE: _____ DATE: _____

FOR STAFF USE ONLY

APPENDIX 2 APPROVED BY: _____ DATE: _____

YMC § 12.20.030 Public Works Improvement Bid Item Prices

ITEM DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	AMOUNT
Clearing and Grading				
Half Street Improvement	LF		\$6.00	
Full Street Improvement	LF		\$12.00	
OTHER				
Clearing and Grading Total:				
Street				
Saw Cut (per inch depth)	LF		\$1.00	
Crushed Surfacing Top Course	TON		\$15.00	
Crushed Surfacing Base Course	TON		\$14.00	
Asphalt Treated Base	TON		\$60.00	
Hot Mix Asphalt	TON		\$70.00	
Pavement Repair	SY		\$40.00	
Porous Asphalt Pavement	SF		\$4.00	
Porous Concrete Pavement	SF		\$5.00	
Cement Concrete Traffic Curb and Gutter	LF		\$9.00	
Cement Concrete Sidewalk, 4-Inch Depth	SY		\$27.00	
Cement Concrete Sidewalk, 6-Inch Depth	SY		\$30.00	
Handicap Ramp (Separate of Commercial Approach)	EA		\$750.00	
Commercial Approach	EA		\$3,500.00	
OTHER				
Street Total:				
Storm Drainage System				
8-Inch Pipe	LF		\$22.00	
10-Inch Pipe	LF		\$25.00	
12-Inch Pipe	LF		\$30.00	
18-Inch Pipe	LF		\$35.00	
24-Inch Pipe	LF		\$40.00	
Type 1 Catch Basin	EA		\$750.00	
Type 1L Catch Basin	EA		\$1,000.00	
Curb Inlet	EA		\$650.00	
Connection to Existing Catch Basin/Manhole	EA		\$1,600.00	
Retention System	LF		\$70.00	
Infiltration Swale	LF		\$6.00	
Pollution Control	EA		\$200.00	
OTHER				
Storm Drainage Total:				

YMC § 12.20.030 Public Works Improvement Bid Item Prices (Cont'd)

ITEM DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	AMOUNT
Sanitary Sewer System				
8-Inch Pipe	LF		\$30.00	
10-Inch Pipe	LF		\$35.00	
12-Inch Pipe	LF		\$40.00	
48-Inch Manhole	EA		\$1,700.00	
72-Inch Manhole	EA		\$3,000.00	
Extra Depth Excavation (per foot depth over 12' deep)	LF		\$2.00	
Extra Depth Manhole (per foot over 12' depth)	FT		\$110.00	
OTHER				
Sanitary Sewer System Total:				
Water System				
4-Inch Pipe	LF		\$15.00	
6-Inch Pipe	LF		\$20.00	
8-Inch Pipe	LF		\$25.00	
12-Inch Pipe	LF		\$40.00	
4-Inch Valve	EA		\$550.00	
6-Inch Valve	EA		\$725.00	
8-Inch Valve	EA		\$1,000.00	
10-Inch Valve	EA		\$1,250.00	
12-Inch Valve	EA		\$1,250.00	
Fire Hydrant Assembly	EA		\$1,800.00	
Blow Off Assembly	EA		\$850.00	
Air and Vacuum Assembly	EA		\$1,000.00	
Water Valve Box	EA		\$65.00	
OTHER				
Water System Total:				
Street Lighting				
Aluminum Street Light	EA		\$3,000.00	
Service Meter	EA		\$300.00	
Electrical Junction Box	EA		\$150.00	
Electrical Conduit	LF		\$3.00	
OTHER				
Street Lighting Total:				

YMC § 12.20.030 Public Works Improvement Bid Item Prices (Cont'd)

ITEM DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	AMOUNT
Miscellaneous				
Monument	EA		\$300.00	
Street Sign	EA		\$200.00	
Pavement Marking	LF		\$1.00	
Control Density Fill	CY		\$80.00	
Adjust Existing Utilities	EA		\$220.00	
Sod Installation	SY		\$17.00	
OTHER				
Miscellaneous Total:				
Project (or Phase) Total:				

APPENDIX 3
CONSULTING ENGINEER RETAINED FOR SERVICES

Date: _____

City of Yakima
Engineering Division
129 N. 2nd Street
Yakima, WA 98901

CONSULTING ENGINEER RETAINED FOR SERVICES - PROJECT:

We have contracted with the Engineering Consulting Firm of _____

to provide engineering services for: _____

This Public Works Improvement project will consist of _____

OWNER/DEVELOPER

(Printed Name)

(Signature)

cc: Consulting Engineer
Contractors

SITE PLAN INSTRUCTIONS

Please complete this checklist and include it with your site plan. The site plan must contain all pertinent information. Items not applicable to the proposed project shall be noted.

GENERAL SITE PLAN CHECKLIST

Check all boxes as: (✓ or X) Included or (-) Not Applicable

<input type="checkbox"/>	Property Address
<input type="checkbox"/>	Legal Description
<input type="checkbox"/>	North Arrow
<input type="checkbox"/>	Scale
<input type="checkbox"/>	Applicant Name
<input type="checkbox"/>	Project Name
<input type="checkbox"/>	Property Dimensions and Shape of Lot
<input type="checkbox"/>	Size and Location of Existing Structures
<input type="checkbox"/>	Size and Location of Proposed Structures
<input type="checkbox"/>	Distance(s) of Structures to Property Line and Centerline of Right-of-Way (YMC § Ch. 15.05, Table 5-1)
<input type="checkbox"/>	Location of Existing and Proposed Signage (YMC § Ch. 15.08)
<input type="checkbox"/>	Size and Location of Utilities
<input type="checkbox"/>	Parking Circulation Plan (YMC § Ch. 15.06.030)
<input type="checkbox"/>	Proposed Landscaping (YMC § Ch. 15.06.090)
<input type="checkbox"/>	Proposed Sitiescreening (YMC § Ch. 15.07)
<input type="checkbox"/>	Location of Ingress and Egress Points
<input type="checkbox"/>	Adjacent Rights-of-Way and Existing Frontage Improvements
<input type="checkbox"/>	Lot Coverage Calculation (YMC § Ch. 15.05.020(C))
<input type="checkbox"/>	Clearview Triangle – YMC § Ch. 15.05.040 – Vision Clearance
<input type="checkbox"/>	Dumpster and Screening Location

Note: Engineering may require additional information to clarify the proposal, assess its impacts, or determine compliance with the Yakima Municipal Code and other laws and regulations.