



City of Yakima

Shorelines

Application Packet

It is important to your land use review that all parts of this application packet be completed. All narratives, when requested, must be completed with each question being answered separately. All items requested on the site plan checklist must be shown on the site plan and the completed checklist submitted with your application. Any item not applicable should be so noted.

Don't forget to sign your application and site plan.

If you have any questions about your application, please ask to speak with a Planner.

City of Yakima, Planning Division
129 North 2nd Street, 2nd Floor, Yakima, WA 98901
Phone#: (509) 575-6183 Fax#: (509) 575-6105

SHORELINES

Shorelines are all of the water areas of the state, including reservoirs, and their associated shorelands, together with the lands underlying them; except (i) shorelines of statewide significance; (ii) shorelines on segments of streams upstream of a point where the mean annual flow is twenty cubic feet per second or less and the wetlands associated with such upstream segments; and (iii) shorelines on lakes less than twenty acres in size and wetlands associated with such small lakes

Talk to a City Planner: Before preparing your application, you may wish to have a City Planner review your proposal. Predevelopment Conferences are free and may give you a better understanding of the review process.

Submit Your Application: A completed application on forms provided by the Planning Division is required along with an Application Fee and a Site/Preliminary Plat Plan. Once you have submitted the application, a Planner will be assigned to process your application.

Development Service Team (DST): Representatives from City departments, State agencies, and private utility companies will review your proposal. Should significant concerns arise during the DST meeting, a conference may be scheduled between you and the appropriate agency in order to discuss possible application modifications. After the DST meeting, you may have an opportunity to change aspects of your proposal to address any concerns raised. Based on the information provided (including modified information), a staff report will be prepared for the Administrative Official who has the ability to approve, approve with conditions, or deny the request.

Additional Information: During the review process, the Administrative Official may request additional/more detailed information. He may defer his decision until the requested information is provided.

Notice of Application: A copy of your site/preliminary plat plan and other pertinent information will be mailed to the applicant/owner and all property owners within 300 feet of the subject property. The applicant must post the property with any required City supplied signs at least 20 days prior to the decision being issued. This notice provides the public an opportunity to submit written comments on the proposal during a 20-day comment period.

Decision: The Administrative Official will issue a decision for approval, approval with conditions, or denial.

Appeal the Decision?: The Administrative Official's Decision is final unless appealed. The zoning ordinance allows for appeals of the decision, which may include part or all of the written decision. Appeals of Administrative Official decisions must be filed on forms provided by the City along with an appeal fee within 14 days of the date of mailing of the decision. If you are dissatisfied with the written decision, discuss your views with your Planner.

Conditions of Approval: Approval of your project may contain specific requirements that must be met prior to the City signing and you recording your plat. These requirements may include frontage improvements to the street such as the construction of new curb, gutter, sidewalks, right-of-way dedication, and street lights, which must be installed *or* financially secured (City Engineer approval required).

All public improvements must be installed or provisions must be made with the City Engineer for a financial method to assure the construction of the required public improvements before your project is completed. You may be required to complete some of the conditions prior to building permits being issued.



LAND USE APPLICATION

CITY OF YAKIMA, DEPARTMENT OF COMMUNITY DEVELOPMENT
129 NORTH SECOND STREET, 2ND FLOOR, YAKIMA, WA 98901
VOICE: (509) 575-6183 FAX: (509) 575-6105

INSTRUCTIONS – PLEASE READ FIRST Please type or print your answers clearly.

Answer all questions completely. If you have any questions about this form or the application process, please ask a Planner. Remember to bring all necessary attachments and the required filing fee when the application is submitted. The Planning Division cannot accept an application unless it is complete and the filing fee paid. Filing fees are not refundable. This application consists of four parts. PART I - GENERAL INFORMATION AND PART IV – CERTIFICATION are on this page. PART II and III contain additional information specific to your proposal and MUST be attached to this page to complete the application.

PART I – GENERAL INFORMATION

1. Applicant's Information:	Name:					
	Mailing Address:					
	City:	St:	Zip:	Phone:	()	
	E-Mail:					
2. Applicant's Interest in Property:	Check One:	<input type="checkbox"/> Owner	<input type="checkbox"/> Agent	<input type="checkbox"/> Purchaser	<input type="checkbox"/> Other _____	
3. Property Owner's Information (If other than Applicant):	Name:					
	Mailing Address:					
	City:	St:	Zip:	Phone:	()	
	E-Mail:					
4. Subject Property's Assessor's Parcel Number(s):						
5. Legal Description of Property. (if lengthy, please attach it on a separate document)						
6. Property Address:						
7. Property's Existing Zoning:						
<input type="checkbox"/> SR <input type="checkbox"/> R-1 <input type="checkbox"/> R-2 <input type="checkbox"/> R-3 <input type="checkbox"/> B-1 <input type="checkbox"/> B-2 <input type="checkbox"/> HB <input type="checkbox"/> SCC <input type="checkbox"/> LCC <input type="checkbox"/> CBD <input type="checkbox"/> GC <input type="checkbox"/> AS <input type="checkbox"/> RD <input type="checkbox"/> M-1 <input type="checkbox"/> M-2						
8. Type Of Application: (Check All That Apply)						
<input type="checkbox"/>	Administrative Adjustment	<input type="checkbox"/>	Environmental Checklist (SEPA Review)	<input type="checkbox"/>	Easement Release	
<input type="checkbox"/>	Type (1) Review	<input type="checkbox"/>	Right-of-Way Vacation	<input type="checkbox"/>	Rezone	
<input type="checkbox"/>	Type (2) Review	<input type="checkbox"/>	Transportation Concurrency	<input type="checkbox"/>	Shoreline	
<input type="checkbox"/>	Type (3) Review	<input type="checkbox"/>	Non-Conforming Use/Structure	<input type="checkbox"/>	Critical Areas Review	
<input type="checkbox"/>	Preliminary Short Plat	<input type="checkbox"/>	Appeal to HE / City Council	<input type="checkbox"/>	Variance	
<input type="checkbox"/>	Final Short Plat	<input type="checkbox"/>	Interpretation by Hearing Examiner	<input type="checkbox"/>	Temporary Use Permit	
<input type="checkbox"/>	Short Plat Amendment	<input type="checkbox"/>	Modification	<input type="checkbox"/>	Overlay District	
<input type="checkbox"/>	Preliminary Long Plat	<input type="checkbox"/>	Home Occupation	<input type="checkbox"/>	Binding Site Plan	
<input type="checkbox"/>	Final Long Plat	<input type="checkbox"/>	Comprehensive Plan Text or Map Amendment	<input type="checkbox"/>	Planned Development	
<input type="checkbox"/>	Plat Alteration –Long Plat	<input type="checkbox"/>	Short Plat Exemption: _____	<input type="checkbox"/>	Other: _____	

PART II – SUPPLEMENTAL APPLICATION & PART III – REQUIRED ATTACHMENTS

9. SEE ATTACHED SHEETS

PART IV – CERTIFICATION

10. I certify that the information on this application and the required attachments are true and correct to the best of my knowledge.

Property Owner's Signature

Date

Applicant's Signature

Date

FILE/APPLICATION(S)#

DATE FEE PAID:

RECEIVED BY:

AMOUNT PAID:

RECEIPT NO:



Supplemental Application For:
SHORELINES
SHORELINES ORDINANCE, TITLE 17

PART II - APPLICATION INFORMATION

1. PROPERTY OWNERS (attach if long): List all parties and financial institutions having an interest in the property.

2. SURVEYOR AND/OR ENVIRONMENTAL SPECIALIST AND THEIR CONTACT INFORMATION:

3. ASSOCIATED CRITICAL AREAS:

- Flood Hazard Areas, Geologically Hazardous Areas, Critical Aquifer Recharge Areas, Fish And Wildlife Habitat And The Stream Corridor System, Wetlands

4. SITE FEATURES:

- A. General Description: Flat, Gentle Slopes, Steepened Slopes
B. Describe any indication of hazards associated with unstable soils in the area, i.e. slides or slipping?
C. Is the property in a 100-Year Floodplain or other critical area as mapped by any local, state, or national maps or as defined by the Washington State Growth Management Act or the Yakima Municipal Code?

5. UTILITY AND SERVICES ASSOCIATED WITH THIS PROJECT: (Check all that are available)

- Electricity, Telephone, Natural Gas, Sewer, Cable TV, Water, Irrigation

6. TYPE OF POTENTIAL USES: (check all that apply)

- Single-Family Dwellings, Two-Family Dwellings, Multi-Family Dwellings, Commercial, Industrial, Other

PART III - REQUIRED ATTACHMENTS

7. TRAFFIC CONCURRENCY: (if required, see YMC Ch. 12.08, Traffic Capacity Test)

8. NARRATIVE:

9. SITE PLAN/PLAT REQUIRED: (Please use the attached City of Yakima Site Plan/Preliminary Plat Checklist)

I hereby authorize the submittal of the Shorelines/Critical Areas application to the City of Yakima for review. I understand that conditions of approval such as dedication of right-of-way, easements, restrictions on the type of buildings that may be constructed, and access restrictions from public roads may be imposed as a part of preliminary plat approval and that failure to meet these conditions may result in denial of the final plat.

Property Owner Signature (required)

Date

Note: if you have any questions about this process, please contact us City of Yakima, Planning Division, 129 N. 2nd St., Yakima, WA or 509-575-6183

CRITICAL AREAS

SITE PLAN CHECKLIST & INSTRUCTIONS

A Preliminary Plat Plan Must Be Completed And Returned In Order For Application To Be Complete.

A Detailed Site Plan Is Required: On August 8, 1996, the City Council passed a resolution (No. R-96-91) adopting a requirement that all site plans submitted in conjunction with my building permit application, land use application, and environmental application shall contain certain information and be approved by the appropriate Division Manager. All information that is applicable to your proposal shall be checked off and clearly displayed on the site plan. It is in the applicant's best interest to provide a carefully drawn and scaled site plan with all required information. The decision on whether or not to grant approval of your development proposal is largely based on the information you provide. An application cannot be processed until an adequate site plan is submitted.

- 1) **Use Ink:** Use blue or black permanent ink. It may be helpful to draft the site plan in pencil then trace over in ink. Ink is necessary for adequate duplication. Computer generated versions are preferred.
- 2) **Use A Straight Edge:** All lines must be straight and done with the aid of a ruler or other straight edge. Use a compass when delineating circular drawings such as cul-de-sacs.
- 3) **Draw To Scale:** Site plans shall be drawn to scale. The site plan template has a suggested map scale of one inch equaling twenty feet (1"=20'). Distances on the map must be as representative of reality as possible. For example, if the distance from a structure to a property line is 20 feet, the distance on the site plan will be 1 inch.
- 4) **Use Site Plan Checklist:** Use the site plan checklist and provide all applicable information on the site plan. The site plan must contain all pertinent information. Items not applicable to the proposed project shall be noted.

Note: You may benefit from the aid of a professional in the preparation of a preliminary plat plan.

Check all boxes as: Included or - Not Applicable

<input type="checkbox"/>	The site plan shall be legibly drawn in ink on paper of sufficient size to contain the required information. Three copies of the site plan are required of not less than 11" X 17" in size (a larger drawing may be required), drawn to a standard engineering scale and indicated on the site plan. The scale selected shall best fit the paper.
<input type="checkbox"/>	Site address, parcel number(s), land use, and zoning designation of subject and adjacent properties.
<input type="checkbox"/>	Dimensions, location and use of existing structures with structure setbacks, including loading docks.
<input type="checkbox"/>	Lot coverage with calculations shown on preliminary plat plan along with a North Arrow.
<input type="checkbox"/>	Location and type of existing and proposed landscaping including landscaping within the public right-of-way.
<input type="checkbox"/>	Location, type, and description of required sitescreening.
<input type="checkbox"/>	Location and dimensions of proposed or existing driveway approaches and all parking spaces.
<input type="checkbox"/>	Vision clearance triangles at street intersections and where driveways and curb cuts intersect with streets.
<input type="checkbox"/>	Location and size of proposed or existing signs.
<input type="checkbox"/>	Location and size of required site drainage facilities including on-site retention.
<input type="checkbox"/>	Location and size of existing or proposed public sidewalks that are within 200-feet of the subject property.
<input type="checkbox"/>	Boundary lines of all existing lots or parcels included in the proposed subdivision based upon a recent land survey of the land proposed to be subdivided and boundary lines of all proposed lots and streets with an accurate and complete legal description of the proposed subdivision.
<input type="checkbox"/>	Location and size of water and sewer lines, utility easements, and drainage system proposed to serve the lots within the proposed subdivision and their point(s) of connection with existing services.
<input type="checkbox"/>	Name, location, size, purpose, and nature of existing roads, streets, rights-of-way, and easements adjacent to, or across, the land. Name, location size, purpose, nature, and proposed improvements of any streets, rights-of-way, or easements proposed to serve the proposed lots.
<input type="checkbox"/>	Area of land intended or required to be dedicated for streets or other public purposes.
<input type="checkbox"/>	Contour lines at two foot elevation intervals for slopes less than ten percent and five foot elevation intervals for slopes more than ten percent. Elevations shall be based upon City of Yakima datum if available.
<input type="checkbox"/>	Name, address, phone number, and signature of the owner or person responsible for the property.
Note: Planning Division or reviewing official may require additional information to clarify the proposal, assess its impacts, or determine compliance with the YMC and other laws and regulations.	