



City of Yakima

# Shorelines Permit

## Application Packet

**City of Yakima, Planning Division**  
**129 North 2<sup>nd</sup> Street, 2<sup>nd</sup> Floor, Yakima, WA 98901**  
**Phone#: (509) 575-6183 Email: [ask.planning@yakimawa.gov](mailto:ask.planning@yakimawa.gov)**

Check <https://www.yakimawa.gov/services/planning/land-use-application-forms/>  
for the most current version of this application form.

# 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. The City offers “Pre-Application” meetings in which you can gain a better understanding of the review process and potential requirements for your project from various City departments before you formally submit your land use application and pay the application fee. More information and instructions for applying for a Pre-Application meeting can be found online: <https://www.yakimawa.gov/services/planning/pre-application/>.

**Submit Your Application:** A completed application on forms provided by the Planning Division is required along with an Application Fee and a site plan. A complete application for a shoreline substantial development, shoreline conditional use, or shoreline variance permit shall contain, at a minimum, the information listed in WAC 173-27-180, as well as the information listed in YMC 17.13.040(A) unless waived by the Shoreline Administrator. 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 may 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 or the Hearing Examiner.

**Additional Information:** During the review process, the Administrative Official may request additional/more detailed information. The decision may be deferred until the requested information is provided.

**Notice of Application:** A copy of your site 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 prior to the City sending the Notice of Application. This notice provides the public an opportunity to submit written comments on the proposal during a 30-day comment period as specified in WAC 173-27-110.

**Decision:** The Administrative Official will issue a decision for the proposal, unless the proposal is for a shoreline variance or for a shoreline conditional use which is associated with a nonconforming use, in which case the Hearing Examiner will issue a decision. After the city’s approval of a conditional use or variance permit, the city shall submit the permit to the Department of Ecology for their approval, approval with conditions, or denial. Ecology shall render and transmit to the city and the applicant its final decision approving, approving with conditions, or disapproving the permit within thirty days of the date of submittal by the city pursuant to WAC 173-27-110.

**Appeal the Decision?:** The decision on a shoreline permit may be appealed in accordance with the procedures outlined in YMC 17.13.120.

**Conditions of Approval:** Conditions may be attached to the approval of permits as necessary to assure consistency of the project with the Shoreline Management Act and the Shoreline Master Program.



# LAND USE APPLICATION

CITY OF YAKIMA, DEPARTMENT OF COMMUNITY DEVELOPMENT

129 NORTH SECOND STREET, 2ND FLOOR, YAKIMA, WA 98901

PHONE: (509) 575-6183 EMAIL: ask.planning@yakimawa.gov

**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 V – CERTIFICATION are on this page. PART II - IV 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"/> Shoreline Development Permit		<input type="checkbox"/> Shoreline Conditional Use Permit		<input type="checkbox"/> Shoreline Variance Permit		
<input type="checkbox"/> Environmental Checklist (SEPA Review)		<input type="checkbox"/> Critical Areas Review		<input type="checkbox"/> Other: _____		
<input type="checkbox"/> Master Application (select if submitting two or more applications under Title 17)						

**PART II – SUPPLEMENTAL APPLICATION & PART III – REQUIRED ATTACHMENTS**

SEE ATTACHED SHEETS

**PART V – CERTIFICATION**

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 - NARRATIVE

1. Give a brief, complete description of the proposed work.

PART IV - REQUIRED ATTACHMENTS

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

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.

Property Owner Signature (required)

Date

# SITE PLAN CHECKLIST & INSTRUCTIONS

**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 any 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.**

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.

- 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.
- 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. Computer drafted site plans are acceptable.
- 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.
- 5) **Fill In Information On The Site Plan Template.** The template is available online on the Planning Division webpage (<https://www.yakimawa.gov/services/planning/>) in the "application forms and fees" section, and also at the permits counter on the 2<sup>nd</sup> floor of City Hall. If you choose not to use the city's site plan template, please provide the information listed on the site plan template (background info, lot coverage, parking, etc.) on your site plan.

**Note:** You may benefit from the aid of a professional in the preparation of a site plan.

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

<input type="checkbox"/>	8.5" X 11" or 11" X 17" site plan drawn to scale.
<input type="checkbox"/>	All site plans shall be drawn to a standard engineering scale and indicated on the site plan. The scale selected shall best fit the paper. Planning staff recommends 1"=20'.
<input type="checkbox"/>	Site address, parcel number(s) and zoning designation of subject property.
<input type="checkbox"/>	Property boundaries and dimensions.
<input type="checkbox"/>	Names and dimensions of all existing streets bounding the site.
<input type="checkbox"/>	Dimensions, location and use of proposed and existing structures including loading docks.
<input type="checkbox"/>	Structure setbacks.
<input type="checkbox"/>	North Arrow.
<input type="checkbox"/>	Lot coverage with calculations shown on site plan.
<input type="checkbox"/>	Location and size of any easements.
<input type="checkbox"/>	Location and type of existing and proposed landscaping including landscaping within the public right-of-way.
<input type="checkbox"/>	Location and size of existing and proposed side sewer and water service lines.
<input type="checkbox"/>	Adjacent land uses and zoning designations.
<input type="checkbox"/>	Location and size of all parking spaces shown on the site plan.
<input type="checkbox"/>	Location and dimensions of proposed or existing driveway approaches.
<input type="checkbox"/>	Vision clearance triangles at street intersections and where driveways and curb cuts intersect with streets. (see YMC 15.05.040)
<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"/>	general topography of the site and surrounding area
<input type="checkbox"/>	Location of any impervious surface, i.e. buildings, walkways, patios, loading docks, driveways.
<input type="checkbox"/>	Location, type, and description of required sitescreening.
<input type="checkbox"/>	Location and size of existing or proposed public sidewalks that are within 200-feet of the subject property.
<input type="checkbox"/>	Proposed improvements located within the public right-of-way.
<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 Yakima Municipal Code and other laws and regulations.