



City of Yakima

**Critical Areas**

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**

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



# 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 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**

<b>1. Applicant's Information:</b>	Name:						
	Mailing Address:						
	City:		St:		Zip:		Phone: (    )
	E-Mail:						
<b>2. Applicant's Interest in Property:</b>	Check One:	<input type="checkbox"/> Owner	<input type="checkbox"/> Agent	<input type="checkbox"/> Purchaser	<input type="checkbox"/> Other _____		
<b>3. Property Owner's Information (If other than Applicant):</b>	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"/> Critical Areas Review		<input type="checkbox"/> Type (1) Review		<input type="checkbox"/> Type (2) Review			
<input type="checkbox"/> Type (3) Review		<input type="checkbox"/> Environmental Checklist (SEPA Review)		<input type="checkbox"/> Shorelines			
<input type="checkbox"/> Master Application (select if submitting two or more applications under Title 15)		<input type="checkbox"/> Other: _____		<input type="checkbox"/> Other: _____			

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

SEE ATTACHED SHEETS

**PART IV – 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:



# Critical Areas Identification Form

CITY OF YAKIMA, DEPARTMENT OF COMMUNITY DEVELOPMENT

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

VOICE: (509) 575-6183 EMAIL: [ask.planning@yakimawa.gov](mailto:ask.planning@yakimawa.gov)

This form is intended to provide a sufficient level of information that, when combined with a site inspection, the Administrative Official can make an informed determination as to whether or not critical areas are present on the site, and whether or not the proposed activity will impact those critical areas. A “yes” response to any single question on the identification form does not necessarily indicate that further critical area review is required. **The Administrative Official will evaluate all the information provided on the form, in conjunction with the information provided with the initial permit application, to determine if further investigation is needed and whether completion of a critical area report is warranted.** In some instances, a preliminary report prepared by an environmental professional may be appropriate. If a buffer reduction is necessary for your project, a separate review will be required and a separate fee will be charged. Some of the questions listed here require locating the project area on reference maps. The City of Yakima has various maps on file, i.e. the FEMA Floodplain Map. Maps from other federal, state, and local agencies may also be used as indicators.

## PART II - APPLICATION INFORMATION

### A. Project Information

1. Name of project.

2. Name and address of applicant.

3. Name and address of individual completing the identification form and their environmental/technical expertise/special qualifications.

4. Date the identification form was prepared.

5. Location of the proposed activity (street address and legal description).

6. Give a brief, complete description of the proposed activity, including extent of proposed activities, and impervious surface areas.

7. Describe the limits of the project area in relation to the site (*for example, “the project area will extend to within 50 feet of the north property line”*), including the limits of proposed clearing and construction activity.

**B. General Questions That May Be Applicable To All Areas**

**1. What is the U.S. Department of Agriculture soil classification of the soil found on site?**

**2. What types of soils are found on the site (for example, clay, sand, gravel, peat, muck)?**

**3. What types of vegetation are found on site? Cattail, buttercup, bulrush, skunk cabbage, water lily, eelgrass, milfoil?**

**4. Describe any vegetation proposed to be planted as part of the project.**

**5. Give a brief, complete description of existing site conditions, including current and past uses of the property as well as adjoining land uses.**

**6. Will the project include installation of an on-site septic system?**

**7. What is the proposed timing and schedule for all multi-phased projects?**

**8. Do you have any plans for future additions, expansion, or related activity? If yes, explain.**

**9. Have any critical areas or protection easements been recorded on the title of the property or adjacent properties?**

**10. Will your project require review under the State Shoreline Management Act or the State Environmental Policy Act?**

**11. Is the site within the 100-year flood plain on flood insurance maps published by the Federal Emergency Management Agency (FEMA), or on other local flood data maps?**

**12. Describe any surface water and watercourses, including intermittent streams, drainage channels, ditches, and springs, located on site or within one-half mile of the site. If appropriate, provide the names of the water bodies to which the streams flow.**

**13. Indicate the topography of the site (shallow areas often retain water and may be wetlands, although wetlands may also occur on slopes).**

**14. How will stormwater from the project be managed?**

**15. Is development proposed to be clustered to reduce disturbance of critical areas?**

**16. Will this project require other government approvals for environmental impacts?**

- Hydraulic Project Approval (HPA) (Washington Department of Fish and Wildlife)
- Water quality certification [(Washington State Department of Ecology (Ecology)).
- National Pollutant Discharge Elimination System (Ecology).
- Municipal or health district wastewater/septic approval (Ecology).
- Water Use Permit; Certificate of Water Right (Ecology).
- U.S. Army Corps Section 404 or Section 10 Permits.
- Forest Practices Permit (Washington State Department of Natural Resources (DNR)).
- Aquatic Lands Lease and/or Authorization (DNR).
- Shoreline development, conditional use, or variance permit (local jurisdiction).
- Other \_\_\_\_\_

#### **C. Available Information**

**1. Has a critical area review, or other environmental review, been conducted for another project located on or adjacent to the site? List any environmental information known to have been prepared, or expected to be prepared, relating to this proposal or project area.**

#### **D. Wetlands**

**1. Is there any evidence of ponding on or in the vicinity of the site?**

**2. Does the proposed activity or construction involve any discharge of waste materials or the use of hazardous substances?**

**E. Critical Aquifer Recharge Areas**

1. What is the permeability (rate of infiltration) of the soils on the site? (Note: *General information for this question and the following question can be found in the Guidance Document for the Establishment of Critical Aquifer Recharge Area Ordinances, 2000, Ecology Publication #97-30*).

2. What is the annual average precipitation in the area?

3. Is there any evidence of groundwater contamination on or in the vicinity of the site?

4. Is there any groundwater information available from wells that have been dug in the vicinity? If so, describe, including depth of groundwater and groundwater quality.

5. Does the proposed activity or construction involve any discharge of waste materials or the use of hazardous substances?

**F. Frequently Flooded Areas**

1. Is the site, or a portion of the site, at a lower elevation than surrounding properties?

**G. Geological Hazard**

1. Generally describe the site: Flat, rolling, hilly, steep slopes, mountainous, other.

2. Describe the purpose, type, and approximate quantities of any filling or grading proposed. Indicate source of fill material.

3. What is the steepest slope on the property?

4. Is the area mapped by Ecology (Coastal Zone Atlas) or the Department of Natural Resource (slope stability mapping) as unstable (“U” or class 3), unstable old slides (“UOS” or class 4), or unstable recent slides (“URS” or class 5)?

5. Is the area designated as quaternary slumps, earthflows, mudflows, lahars, seismic hazard, or landslides on maps published by the U.S. Geological Survey or Dept. of Natural Resources?

6. Is there any indication of past landslides, erosion, or unstable soils in the vicinity?
7. Is erosion likely to occur as a result of clearing, construction, or use?
8. Are soils proposed to be compacted?
9. Are roads, walkways, and parking areas designed to be parallel to natural contours?
<b>H. Habitat</b>
1. List any birds, mammals, fish, or other animal species found in the vicinity of the site, including those found during seasonal periods.
2. Is the site or areas in the vicinity used for commercial or recreational fishing, including shellfish?
3. Is the area designated an Area of Special Concern under on-site sewage regulations to protect shellfish or the general aquatic habitat?
4. Are any natural area preserves or natural resource areas located within 500 feet of the site?
5. Is the site part of a migration route?
6. Are any priority habitat areas, as shown on maps published by the WA Dept. of Fish & Wildlife, within one-half mile of the site? If so, describe type of habitat and distance from project area.
7. Are any of the following located on or adjacent to the site?
<input type="checkbox"/> Aspen stands <input type="checkbox"/> Estuary and estuary like areas <input type="checkbox"/> Juniper savannah <input type="checkbox"/> Caves <input type="checkbox"/> Marine/estuarine shorelines <input type="checkbox"/> Prairies and steppe <input type="checkbox"/> Cliffs <input type="checkbox"/> Vegetative marine/estuarine areas <input type="checkbox"/> Riparian areas <input type="checkbox"/> Shrub-steppe <input type="checkbox"/> Old-growth/mature forests <input type="checkbox"/> Instream habitat areas <input type="checkbox"/> Snags or logs <input type="checkbox"/> Oregon white oak woodlands <input type="checkbox"/> Rural natural open spaces <input type="checkbox"/> Talus <input type="checkbox"/> Freshwater wetlands and fresh deepwater <input type="checkbox"/> Urban natural open spaces

**8. Does the proposal involve any discharge of waste materials or the use of hazardous substances?**

**9. What levels of noise will be produced from the proposed activity or construction?**

**10. Will light or glare result from the proposed activity or construction?**

**III. REQUIRED ATTACHMENTS**

**1. Are there any existing environmental documents for the subject property?**

**2. Provide a detailed site plan which includes all the required items on the Site Plan Checklist, along with the extent and nature of on-site and off-site Critical Areas and the relationship of the project to those Critical Areas.**



# 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. <b>SEE 15.05.040 – Vision Clearance attached with Sample Site Plan</b>
<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.