



City of Yakima

**SEPA**

**ENVIRONMENTAL**

**CHECKLIST**

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.

**City of Yakima Planning Division**  
**State Environmental Policy Act (SEPA)**

**State Environmental Policy Act (SEPA)**

The Washington State Environmental Policy Act (SEPA) Chapter 43.21 (c) RCW is a state law intended to ensure that environmental impacts are considered by state and local governments when making decisions. Project which are subject to SEPA review have public comment process which is used to identify impacts and possible mitigation measures.

**Talk to a City Planner**

The City of Yakima has adopted guidelines which utilize the size of a project to determine the difference between a SEPA exempt or nonexempt proposal. Yakima's SEPA policy is an adopted ordinance contained in YMC 6.88. In order to determine if your project will require SEPA review you may wish to discuss the issue with a City Planner. 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 a Checklist**

If it is determined that your project will require SEPA review, the first step is to complete an Environmental Checklist. This form is prepared by the State and is used for all SEPA reviews throughout the State of Washington. When preparing your checklist answer all questions, even if your answer is as short as "No" or "Not Applicable". A fee must also be paid for the processing of the checklist.

**Additional Information**

Along with your checklist the submission of a detailed site plan and a vicinity map is required. Also, the Administrative Official may request additional or more detailed information such as:

- A soils report
- A geotechnical study
- A traffic Study
- A wetland or floodplain study
- A noise impact study

**Development Services Team Meeting**

All SEPA applications pass through the technical review process provided by a Development Services Team (DST) consisting of representatives from city departments, state agencies, and private utility companies. Should significant concerns about your project be raised during the DST meeting, a conference will be scheduled between you and the appropriate agency in order to discuss possible modifications.

**Threshold Determination**

After review of the information submitted for your proposal, the Administrative Official will decide if an Environmental Impact Statement (EIS) is required. An EIS is required if "significant adverse environmental impacts" are probable. If mitigation measures are identified which would reduce or eliminate the "significant impacts" and are agreeable to the applicant, a Mitigated Determination of Non-significance (MDNS) may be issued. Many projects which require SEPA review will result in "no significant impacts" and a Determination of Non-significance (DNS) is issued.

**SEPA Comment Period**

Once the Threshold Determination is issued by the City, copies of the SEPA checklist and accompanying information will be distributed to interested state agencies and other organizations for the 14-day comment period. During the comment period the City may not issue any permits related to the project. The purpose of this comment period is to receive public comment on the environmental impacts of the proposal and the adequacy of any mitigation measures.

In addition to the circulation of the SEPA checklist to governmental agencies, public notice of SEPA actions will be published in the Yakima Herald Republic and issued in a press release. Again, one of the principal purposes of SEPA is to invite public involvement into the decision-making process.

**New Information**

If significant new information is received during or after the comment period, the Administrative Official shall reconsider the DNS and may withdraw or modify the Threshold Determination.

**SEPA Appeals**

Once the 14-day comment period is over, a 14-day appeal period will be in effect. Any appeal of a SEPA decision must be submitted in writing with an accompany fee. A public hearing is required to consider any SEPA appeals.

**Concurrent Review**

Often a project which is subject to SEPA review also requires another permit or application process (such as a rezone or subdivision plat). The review processes will be combined whenever possible to eliminate redundancy of review and make efficient use of time.



# 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 AND ANSWER ALL QUESTIONS COMPLETELY.**

If you have any questions about this form or the application process, please ask to speak with a planner. All necessary attachments and the filing fee are required upon submittal. Filing fees are not refundable. This application consists of several parts. PART I - GENERAL INFORMATION, PART II – SUPPLEMENTAL APPLICATION, and PART III – CERTIFICATION are on this page. PART II, III, and IV 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"/>	Environmental Checklist (SEPA Review)	<input type="checkbox"/>	Administrative Adjustment	<input type="checkbox"/>	Type (1) Review		
<input type="checkbox"/>	Type (2) Review	<input type="checkbox"/>	Type (3) Review	<input type="checkbox"/>	Binding Site Plan		
<input type="checkbox"/>	Comprehensive Plan Text or Map Amendment	<input type="checkbox"/>	Critical Areas Review	<input type="checkbox"/>	Easement Release		
<input type="checkbox"/>	Planned Development	<input type="checkbox"/>	Preliminary Short Plat	<input type="checkbox"/>	Preliminary Long Plat		
<input type="checkbox"/>	Amended Long Plat	<input type="checkbox"/>	Rezone	<input type="checkbox"/>	Shoreline		
<input type="checkbox"/>	Transportation Concurrency	<input type="checkbox"/>	Other: _____	<input type="checkbox"/>	Other: _____		

**PART II – SUPPLEMENTAL APPLICATION – SEPA CHECKLIST**

Environmental Checklist (see attached forms)

**PART III – 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)#**

<b>DATE FEE PAID:</b>	<b>RECEIVED BY:</b>	<b>AMOUNT PAID:</b>	<b>RECEIPT NO:</b>



# ENVIRONMENTAL CHECKLIST

STATE ENVIRONMENTAL POLICY ACT (SEPA)

(AS TAKEN FROM WAC 197-11-960)

YAKIMA MUNICIPAL CODE CHAPTER 6.88

## PURPOSE OF CHECKLIST

Governmental agencies use this checklist to help determine whether the environmental impacts of your proposal are significant. This information is also helpful to determine if available avoidance, minimization or compensatory mitigation measures will address the probable significant impacts or if an environmental impact statement will be prepared to further analyze the proposal.

## INSTRUCTIONS FOR APPLICANTS

This environmental checklist asks you to describe some basic information about your proposal. Please answer each question accurately and carefully, to the best of your knowledge. You may need to consult with an agency specialist or private consultant for some questions. You may use “not applicable” or “does not apply” only when you can explain why it does not apply and not when the answer is unknown. You may also attach or incorporate by reference additional studies reports. Complete and accurate answers to these questions often avoid delays with the SEPA process as well as later in the decision-making process. The checklist questions apply to all parts of your proposal, even if you plan to do them over a period of time or on different parcels of land. Attach any additional information that will help you describe your proposal or its environmental effects. The agency to which you submit this checklist may ask you to explain your answers or provide additional information reasonably related to determining if there may be significant adverse impact.

## USE OF CHECKLIST FOR NONPROJECT PROPOSALS

For non-project proposals (such as ordinances, regulations, plans and programs), complete the applicable parts of sections A and B plus the SUPPLEMENTAL SHEET FOR NONPROJECT ACTIONS (part D). Please completely answer all questions that apply and note that the words “project”, “applicant”, and “property or site” should be read as “proposal,” “proponent,” and “affected geographic area,” respectively. The lead agency may exclude (for non-projects) questions in Part B – Environmental Elements – that do not contribute meaningfully to the analysis of the proposal.

## A. BACKGROUND INFORMATION (To be completed by the applicant.)

1. Name Of Proposed Project (If Applicable):

2. Applicant's Name & Phone:

3. Applicant's Address:

4. Contact Person & Phone:

5. Agency Requesting Checklist: City of Yakima

6. Proposed Timing Or Schedule (Including Phasing, If Applicable):

7. Do you have any plans for future additions, expansion, or further activity related to or connected with this proposal?  
If yes, explain:

8. List any environmental information you know about that has been prepared, or will be prepared, directly related to this proposal:

**A. BACKGROUND INFORMATION (To be completed by the applicant.)**

**9. Do you know whether applications are pending for governmental approvals of other proposals directly affecting the property covered by your proposal? If yes, explain:**

**10. List any government approvals or permits that will be needed for your proposal, if known:**

**11. Give a brief, but complete description of your proposal, including the proposed uses and the size of the project and site. There are several questions later in this checklist that ask you to describe certain aspects of your proposal. You do not need to repeat those answers on this page. (Lead agencies may modify this form to include additional specific information on project description.):**

**12. Location of the proposal. Give sufficient information for a person to understand the precise location of your proposed project, including a street address, if any, and section, township, and range, if known. If a proposal would occur over a range of area, provide the range or boundaries of the site(s). Provide a legal description, site plan, vicinity map, and topographic map, if reasonably available. While you should submit any plans required by the agency, you are not required to duplicate maps or detailed plans submitted with any permit applications related to this checklist:**

**B. ENVIRONMENTAL ELEMENTS (To be completed by the applicant)**

**EARTH**

1. **General description of the site (✓ one):**

flat  rolling  hilly  steep slopes  mountainous  other: \_\_\_\_\_

2. **What is the steepest slope on the site (approximate percent slope)?**

3. **What general types of soils are found on the site (for example, clay, sand, gravel, peat, muck)? If you know the classification of agricultural soils, specify them and note any agricultural land of long-term commercial significance and whether the proposal results in removing any of these soils.**

4. **Are there surface indications or history of unstable soils in the immediate vicinity? If so, describe.**

5. **Describe the purpose, type, total area, and approximate quantities and total affected area of any filling, excavation, and grading proposed. Indicate source of fill.**

6. **Could erosion occur as a result of clearing, construction, or use? If so, generally describe.**

7. **About what percent of the site will be covered with impervious surfaces after project construction (for example, asphalt or buildings)?**

8. **Proposed measures to reduce or control erosion, or other impacts to the earth, if any:**

**AIR**

1. **What types of emissions to the air would result from the proposal during construction, operation, and maintenance when the project is completed? If any, generally describe and give approximate quantities if known.**

2. **Are there any off-site sources of emissions or odor that may affect your proposal? If so, generally describe.**

3. **Proposed measures to reduce or control emissions or other impacts to air, if any:**

**B. ENVIRONMENTAL ELEMENTS (To be completed by the applicant)**

**SURFACE WATER**

1. Is there any surface water body on or in the immediate vicinity of the site (including year-round and seasonal streams, saltwater, lakes, ponds, wetlands)? If yes, describe type and provide names. If appropriate, state what stream or river it flows into.
2. Will the project require any work over, in, or adjacent to (within 200 feet) the described waters? If yes, please describe and attach available plans.
3. Estimate the amount of fill and dredge material that would be placed in or removed from surface water or wetlands and indicate the area of the site that would be affected. Indicate the source of fill material.
4. Will the proposal require surface water withdrawals or diversions? Give general description, purpose, and approximate quantities if known.
5. Does the proposal lie within a 100-year floodplain? If so, note location on the site plan.
6. Does the proposal involve any discharges of waste materials to surface waters? If so, describe the type of waste and anticipated volume of discharge.

**GROUND WATER**

1. Will groundwater be withdrawn from a well for drinking water or other purposes? If so, give a general description of the well, proposed uses and approximate quantities withdrawn from the well. Will water be discharged to groundwater? Give general description, purpose, and approximate quantities if known.
2. Describe waste material that will be discharged into the ground from septic tanks or other sources, if any (for example: Domestic sewage; industrial, containing the following chemicals...; agricultural; etc.). Describe the general size of the system, the number of such systems, the number of houses to be served (if applicable), or the number of animals or humans the system(s) are expected to serve.

**B. ENVIRONMENTAL ELEMENTS (To be completed by the applicant)**

**WATER RUNOFF (INCLUDING STORM WATER)**

1. Describe the source of runoff (including storm water) and method of collection and disposal, if any (include quantities, if known). Where will this water flow? Will this water flow into other waters? If so, describe.

2. Could waste materials enter ground or surface waters? If so, generally describe.

3. Does the proposal alter or otherwise affect drainage patterns in the vicinity of the site? If so, describe.

4. Proposed measures to reduce or control surface, ground, and runoff water, and drainage pattern impacts, if any:

**PLANTS**

1. Check (✓) types of vegetation found on the site:

- |                                |                                |  |                                     |  |
|--------------------------------|--------------------------------|--|-------------------------------------|--|
| Deciduous Trees:               | Evergreen Trees:               | Wet Soil Plants:                       | Water Plants:                       | Other:   |
| <input type="checkbox"/> Alder | <input type="checkbox"/> Fir   | <input type="checkbox"/> Cattail       | <input type="checkbox"/> Milfoil    | <input type="checkbox"/> Shrubs  |
| <input type="checkbox"/> Maple | <input type="checkbox"/> Cedar | <input type="checkbox"/> Buttercup     | <input type="checkbox"/> Eelgrass   | <input type="checkbox"/> Grass   |
| <input type="checkbox"/> Aspen | <input type="checkbox"/> Pine  | <input type="checkbox"/> Bullrush      | <input type="checkbox"/> Water Lily | <input type="checkbox"/> Pasture                                       |
| <input type="checkbox"/> Other | <input type="checkbox"/> Other | <input type="checkbox"/> Skunk Cabbage | <input type="checkbox"/> Other      | <input type="checkbox"/> Crop Or Grain                                 |
|                                |                                | <input type="checkbox"/> Other         |                                     | <input type="checkbox"/> Orchards, vineyards, or other permanent crops |
|                                |                                |  |                                     | <input type="checkbox"/> Other types of vegetation                     |

2. What kind and amount of vegetation will be removed or altered?

3. List threatened or endangered species known to be on or near the site.

4. Proposed landscaping, use of native plants, or other measures to preserve or enhance vegetation on the site, if any:

5. List all noxious weeds and invasive species known to be on or near the site.



**B. ENVIRONMENTAL ELEMENTS (To be completed by the applicant)**

**ANIMALS**

1. List any birds or other animals which have been observed on or near the site or are known to be on or near the site.

*Examples include:*

*birds: hawk, heron, eagle, songbirds, other:*

*mammals: deer, bear, elk, beaver, other:*

*fish: bass, salmon, trout, herring, shellfish, other:*

2. List any threatened or endangered species known to be on or near the site.

3. Is the site part of a migration route? If so, explain.

4. Proposed measures to preserve or enhance wildlife, if any:

5. List any invasive animal species known to be on or near the site.

**ENERGY AND NATURAL RESOURCES**

1. What kinds of energy (electric, natural gas, oil, wood stove, solar) will be used to meet the completed project's energy needs? Describe whether it will be used for heating, manufacturing, etc.

2. Would your project affect the potential use of solar energy by adjacent properties? If so, generally describe.

3. What kinds of energy conservation features are included in the plans of this proposal? List other proposed measures to reduce or control energy impacts, if any:

**B. ENVIRONMENTAL ELEMENTS (To be completed by the applicant)**

**ENVIRONMENTAL HEALTH**

1. Are there any environmental health hazards, including exposure to toxic chemicals, risk of fire and explosion, spill, or hazardous waste that could occur as a result of this proposal? If so, describe.
2. Describe any known or possible contamination at the site from present or past uses.
3. Describe existing hazardous chemicals/conditions that might affect project development and design. This includes underground hazardous liquid and gas transmission pipelines located within the project area and in the vicinity.
4. Describe any toxic or hazardous chemicals that might be stored, used, or produced during the project's development or construction, or at any time during the operating life of the project.
5. Describe special emergency services that might be required.
6. Proposed measures to reduce or control environmental health hazards, if any:

**NOISE**

1. What types of noise exist in the area, which may affect your project (for example: traffic, equipment, operation, other)?
2. What types and levels of noise would be created by or associated with the project on a short-term or a long-term basis (for example: traffic, construction, operation, other)? Indicate what hours noise would come from the site.
3. Proposed measures to reduce or control noise impacts, if any:

**B. ENVIRONMENTAL ELEMENTS (To be completed by the applicant)**

**LAND AND SHORELINE USE**

1. What is the current use of the site and adjacent properties? Will the proposal affect current land uses on nearby or adjacent properties? If so, describe.

2. Has the project site been used as working farmlands or working forest lands? If so, describe. How much agricultural or forest land of long-term commercial significance will be converted to other uses as a result of the proposal, if any? If resource lands have not been designated, how many acres in farmland or forest land tax status will be converted to nonfarm or nonforest use?

3. Will the proposal affect or be affected by surrounding working farm or forest land normal business operations, such as oversized equipment access, the application of pesticides, tilling, and harvesting? If so, how:

4. Describe any structures on the site.

5. Will any structures be demolished? If so, what?

6. What is the current zoning classification of the site?

7. What is the current comprehensive plan designation of the site?

8. If applicable, what is the current shoreline master program designation of the site?

9. Has any part of the site been classified as a critical area by the city or county? If so, specify.

10. Approximately how many people would reside or work in the completed project?

11. Approximately how many people would the completed project displace?

**B. ENVIRONMENTAL ELEMENTS (To be completed by the applicant)**

**LAND AND SHORELINE USE**

12. Proposed measures to avoid or reduce displacement impacts, if any.

13. Proposed measures to ensure the proposal is compatible with existing and projected land uses and plans, if any:

14. Proposed measures to ensure the proposal is compatible with nearby agricultural and forest lands of long-term commercial significance, if any:

**HOUSING**

1. Approximately how many units would be provided, if any? Indicate whether high, middle, or low-income housing.

2. Approximately how many units, if any, would be eliminated? Indicate whether high, middle, or low-income housing.

3. Proposed measures to reduce or control housing impacts, if any:

**AESTHETICS**

1. What is the tallest height of any proposed structure(s), not including antennas; what is the principal exterior building material(s) proposed?

2. What views in the immediate vicinity would be altered or obstructed?

3. Proposed measures to reduce or control aesthetic impacts, if any:

**B. ENVIRONMENTAL ELEMENTS (To be completed by the applicant)**

**LIGHT AND GLARE**

1. What type of light or glare will the proposal produce? What time of day would it mainly occur?

2. Could light or glare from the finished project be a safety hazard or interfere with views?

3. What existing off-site sources of light or glare may affect your proposal?

4. Proposed measures to reduce or control light and glare impacts, if any:

**RECREATION**

1. What designated and informal recreational opportunities are in the immediate vicinity?

2. Would the proposed project displace any existing recreational uses? If so, describe.

3. Proposed measures to reduce or control impacts on recreation, including recreation opportunities to be provided by the project or applicant, if any:

**HISTORIC AND CULTURAL PRESERVATION**

1. Are there any buildings, structures, or sites, located on or near the site that are over 45 years old listed in or eligible for listing in national, state, or local preservation registers located on or near the site? If so, specifically describe.

**B. ENVIRONMENTAL ELEMENTS (To be completed by the applicant)**

**HISTORIC AND CULTURAL PRESERVATION**

2. Are there any landmarks, features, or other evidence of Indian or historic use or occupation? This may include human burials or old cemeteries. Are there any material evidence, artifacts, or areas of cultural importance on or near the site? Please list any professional studies conducted at the site to identify such resources.

3. Proposed measures to avoid, minimize, or compensate for loss, changes to, and disturbance to resources. Please include plans for the above and any permits that may be required.

**TRANSPORTATION**

1. Identify public streets and highways serving the site or affected geographic area and describe proposed access to the existing street system. Show on site plans, if any.

2. Is the site or affected geographic area currently served by public transit? If so, generally describe. If not, what is the approximate distance to the nearest transit stop?

3. How many parking spaces would the completed project or non-project proposal have? How many would the project or proposal eliminate?

4. Will the proposal require any new or improvements to existing roads, streets, pedestrian bicycle or state transportation facilities, not including driveways? If so, generally describe (indicate whether public or private).

5. Will the project or proposal use (or occur in the immediate vicinity of) water, rail, or air transportation? If so, generally describe.

6. How many vehicular trips per day would be generated by the completed project or proposal? If known, indicate when peak volumes would occur and what percentage of the volume would be trucks (such as commercial and non-passenger vehicles). What data or transportation models were used to make these estimates?

**B. ENVIRONMENTAL ELEMENTS (To be completed by the applicant)**

**TRANSPORTATION**

7. Will the proposal interfere with, affect or be affected by the movement of agricultural and forest products on roads or streets in the area? If so, generally describe:

8. Proposed measures to reduce or control transportation impacts, if any:

**PUBLIC SERVICES**

1. Would the project result in an increased need for public services (for example: fire protection, police protection, public transit, health care, schools, other)? If so, generally describe:

2. Proposed measures to reduce or control direct impacts on public services, if any.

**UTILITIES**

1. Check (✓) utilities currently available at the site:  
 electricity  natural gas  water  refuse service  telephone  
 sanitary sewer  septic system  other \_\_\_\_\_

2. Describe the utilities that are proposed for the project, the utility providing the service, and the general construction activities on the site or in the immediate vicinity which might be needed.

**C. SIGNATURE (To be completed by the applicant.)**

The above answers are true and complete to the best of my knowledge. I understand that the lead agency is relying on them to make its decision.

Property Owner or Agent Signature Date Submitted

Name of Signee Position and Agency/Organization

**PLEASE COMPLETE SECTION "D" ON THE NEXT PAGES  
IF THERE IS NO PROJECT RELATED TO THIS ENVIRONMENTAL REVIEW**

**D. SUPPLEMENTAL SECTION FOR NONPROJECT ACTIONS ONLY (to be completed by the applicant)**

Because these questions are very general, it may be helpful to read them in conjunction with the list of the elements of the environment. When answering these questions, be aware of the extent the proposal, or the types of activities that would likely result from the proposal, would affect the item at a greater intensity or at a faster rate than if the proposal were not implemented. Respond briefly and in general terms.

**1. How would the proposal be likely to increase discharge to water; emissions to air; production, storage, or release of toxic or hazardous substances; or production of noise?**

**Proposed measures to avoid or reduce such increases are:**

**2. How would the proposal be likely to affect plants, animals, fish, or marine life?**

**Proposed measures to protect or conserve plants, animals, fish, or marine life are:**

**3. How would the proposal be likely to deplete energy or natural resources?**

**Proposed measures to protect or conserve energy and natural resources are:**

**4. How would the proposal be likely to use or affect environmentally sensitive areas or areas designated (or eligible or under study) for governmental protection; such as parks, wilderness, wild and scenic rivers, threatened or endangered species habitat, historic or cultural sites, wetlands, floodplains, or prime farmlands?**

**Proposed measures to protect such resources or to avoid or reduce impacts are:**



**D. SUPPLEMENTAL SECTION FOR NONPROJECT ACTIONS ONLY (to be completed by the applicant)**

**5. How would the proposal be likely to affect land and shoreline use, including whether it would allow or encourage land or shoreline uses incompatible with existing plans?**

**Proposed measures to avoid or reduce shoreline and land use impacts are:**

**6. How would the proposal be likely to increase demands on transportation or public services and utilities?**

**Proposed measures to reduce or respond to such demand(s) are:**

**7. Identify, if possible, whether the proposal may conflict with local, state, or federal laws or requirements for the protection of the environment.**

# SITE PLAN 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.

## DETAILED SITE PLAN CHECKLIST

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.

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

<input type="checkbox"/>	Name, address, phone number, and signature of the owner or person responsible for the property.
<input type="checkbox"/>	Site address, parcel number(s), and zoning designation
<input type="checkbox"/>	Property boundaries and dimensions
<input type="checkbox"/>	Names and dimensions of all existing streets bounding or touching the site
<input type="checkbox"/>	Dimensions, location and use of proposed and existing structures
<input type="checkbox"/>	Structure setbacks
<input type="checkbox"/>	North Arrow
<input type="checkbox"/>	Lot coverage with calculations shown on site plan. (YMC § Ch. 15.05.020(C))
<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 with the parking calculations 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 at driveways. Clearview Triangle – YMC § Ch. 15.05.040
<input type="checkbox"/>	Curb cuts intersecting with streets
<input type="checkbox"/>	Location and size of new or existing loading spaces and docks
<input type="checkbox"/>	Location and size of proposed or existing signs (YMC § Ch. 15.08)
<input type="checkbox"/>	Location, type, and description of required sitescreening (YMC § Ch. 15.07)
<input type="checkbox"/>	Location and size of required site drainage facilities including on-site retention.
<input type="checkbox"/>	Location, size and surfacing of refuse container area
<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"/>	Calculation of land use density (YMC § 15.05.030 (B))

**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