



City of Yakima

Comprehensive Plan Amendment Application Packet

About this Application:

The purpose of this application is to amend and update the Yakima Urban Area Comprehensive Plan and guide Development Regulations. Comprehensive Plan Amendments may involve changes in the plan's written text, policy maps, or to the Future Land Use Map. Comprehensive Plan and Development Regulation Amendments will be reviewed in accordance with YMC Ch. 16.10, the State Growth Management Act (GMA), the Yakima County-Wide Planning Policy (CWPP), the goals and policies of the Yakima Urban Area Comprehensive Plan, and official population growth forecasts and growth indicators, as applicable. For changes to the Zoning Map, a Rezone Application also accompanies the Comprehensive Plan Amendment application.

City of Yakima, Planning Division

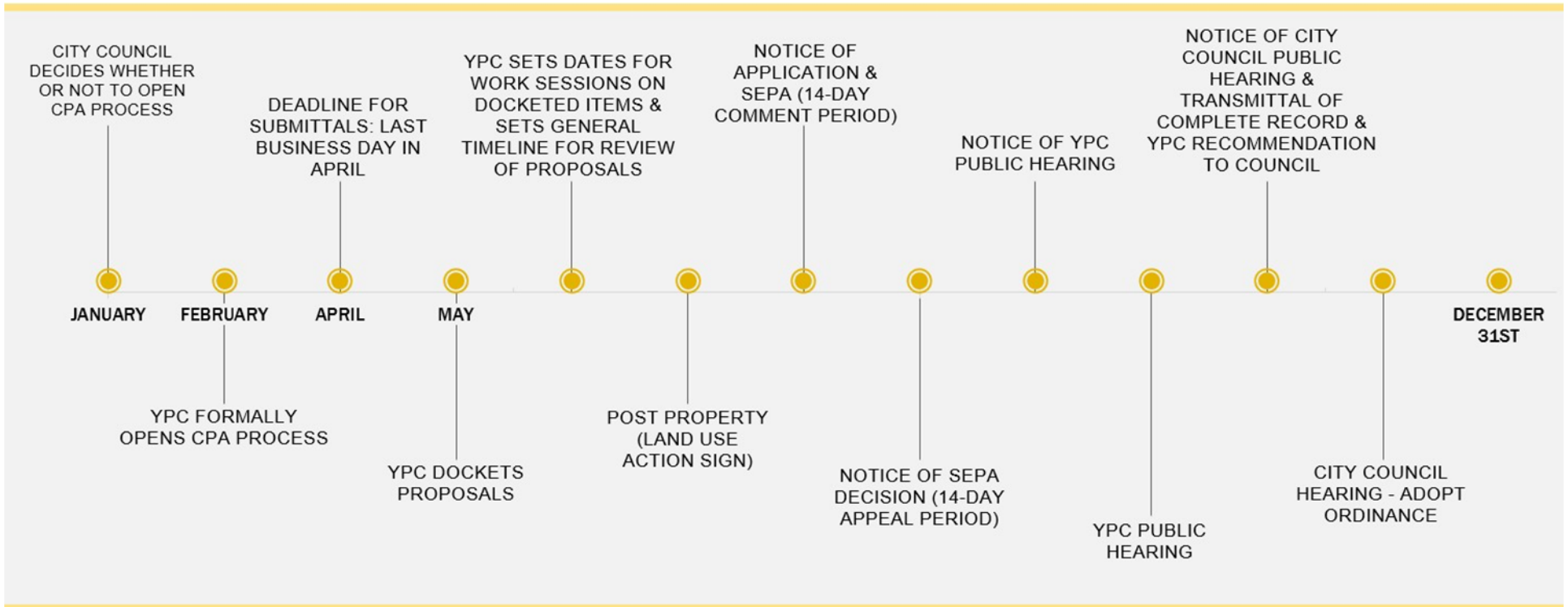
129 North 2nd Street, 2nd Floor, Yakima, WA 98901

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.



CITY OF YAKIMA PLANNING DIVISION COMPREHENSIVE PLAN AMENDMENT – Land Use Application Process ([YMC Ch. 16.10](#))



You may request a *Pre-Application Meeting* with our Development Services Team prior to submitting an application - [visit our website for details](#).

Around the time the *Notice of Application* is sent, a *Development Services Team (DST)* meeting will be held to review the proposal with various city divisions and agencies. Under some circumstances the planner may require the applicant to attend this meeting.

In many cases, a *Rezone* application will be submitted concurrently with the *Comprehensive Plan Amendment* so that the zoning designation is updated at the same time the future land use designation is updated, if approved by Council.

NOTE: This chart shows the process of a typical *Comprehensive Plan Amendment* application and is for demonstration

Flowchart (Text Description) – Comprehensive Plan Amendment Application Process

The following information is provided to meet accessibility requirements.

1. Around January, City Council decides whether to open the annual Comprehensive Plan Amendment process. If they decide to open it, the remaining steps outline the process.
2. Around February, the Yakima Planning Commission formally opens the process.
3. The deadline for applicants to submit their Comprehensive Plan Amendment application is the last business day in April.
4. The Yakima Planning Commission docket the proposals received, usually around May, and sets dates for work sessions on the docketed items as well as the general timeline for review of the proposals.
5. Applicant posts the property with a land use action sign.
6. A Notice of Application and SEPA is sent with a 14-day comment period.
7. A Notice of SEPA Decision is sent with a 14-day appeal period.
8. A Notice of Yakima Planning Commission Public Hearing is sent.
9. The Planning Commission holds the public hearing.
10. A Notice of City Council public hearing is issued. The complete record and the Planning Commission's Recommendation is provided to Council.
11. City Council holds the hearing and votes on whether to adopt the ordinance, by December 31st.

NOTE:

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In many cases, a Rezone application will be submitted concurrently with the Comprehensive Plan Amendment so that the zoning designation is updated at the same time the future land use designation is updated, if approved by Council.

This chart shows the process of a typical Comprehensive Plan Amendment application and is for demonstration purposes only.



COMPREHENSIVE PLAN AMENDMENT LAND USE APPLICATION FORM (CONT'D)

GENERAL APPLICATION QUESTIONS:

- 1. Type of Application (select one): Future Land Use Map Amendment Comprehensive Plan Text Amendment
- 2. EXISTING Zoning of Subject Property:
 SR R-1 R-2 R-3 B-1 B-2 HB SCC LCC CBD GC AS RD M-1 M-2
- 3. DESIRED Zoning of Subject Property:
 SR R-1 R-2 R-3 B-1 B-2 HB SCC LCC CBD GC AS RD M-1 M-2
- 4. EXISTING Future Land Use Designation:
 Low Density Residential Mixed Residential Community Mixed-Use CBD Commercial Core
 Regional Commercial Industrial
- 5. DESIRED Future Land Use Designation:
 Low Density Residential Mixed Residential Community Mixed-Use CBD Commercial Core
 Regional Commercial Industrial

NARRATIVE QUESTIONS (if lengthy, attach on separate document):

- 1. Does your proposal address circumstances that have changed since the last time the relevant comprehensive plan map or text was considered? If so, how?
- 2. Does your proposal better implement applicable comprehensive plan policies than the current relevant comprehensive plan map or text? If so, how?
- 3. Does your proposal correct an obvious mapping error? If so, what is the error?
- 4. Does your proposal address an identified deficiency in the Comprehensive Plan? If so, what is the deficiency?



COMPREHENSIVE PLAN AMENDMENT LAND USE APPLICATION FORM (CONT'D)

5. Is the proposed Comprehensive Plan Amendment coordinated with, and take into consideration, the comprehensive plans adopted by Yakima County or cities with which the City of Yakima has, in part, common borders or related regional issues as may be required by RCW 36.70A.100? If so, how?

6. Is the proposed Comprehensive Plan Amendment consistent with the Growth Management Act (GMA), RCW Ch. 36.70A, and the Yakima County-Wide Planning Policy (CWPP)? If so, how?

7. Have the cumulative impacts of all comprehensive plan amendments been considered in the evaluation of the proposed amendment? If so, how?

8. For Future Land Use Map changes please provide descriptive information regarding the property, including the status of existing land use, access to sewer and water, as well as the availability of public facilities such as schools, fire and police services:

REQUIRED ATTACHMENTS:

1. MAPS of the subject property indicating roads, any area designated as critical areas, the future land use designation of adjacent properties, and current & proposed future land use designations. Maps are to be provided in 11" x 17" format and shall be drawn to scale.
2. FOR SUBMITTAL OF POLICY/REGULATORY AMENDMENTS: Identification of the proposed amendment indicating the section and paragraph location for the current Comprehensive Plan provision sought to be changed, if any, and including, for text amendments, the specific text sought to be added or amended (attach on separate page).
3. SEPA ENVIRONMENTAL REVIEW APPLICATION (attached).
4. REZONE APPLICATION (attached; required if also proposing changes to the Zoning Map).
5. TRAFFIC CONCURRENCY REVIEW APPLICATION (may be required; see [YMC Ch. 12.08](#))



REZONE

LAND USE APPLICATION FORM ([YMC CH. 15.23](#))

GENERAL APPLICATION QUESTIONS:

1. EXISTING Zoning of Subject Property:
 SR R-1 R-2 R-3 B-1 B-2 HB SCC LCC CBD GC AS RD M-1 M-2
2. DESIRED Zoning of Subject Property:
 SR R-1 R-2 R-3 B-1 B-2 HB SCC LCC CBD GC AS RD M-1 M-2
3. Zoning of ADJOINING Property (check all that apply):
 SR R-1 R-2 R-3 B-1 B-2 HB SCC LCC CBD GC AS RD M-1 M-2
4. Existing Future Land Use Designation:
 Low Density Residential Mixed Residential Community Mixed-Use CBD Commercial Core
 Regional Commercial Industrial

NARRATIVE QUESTIONS:

1. Are any of the neighboring properties consistent with the desired zoning designation?
2. Is the current future land use designation consistent with the desired zoning district? Yes No
Refer to the table below to verify if the desired zoning district is designated as an implementing zone of the current future land use designation (denoted by a checkmark).

Comprehensive Plan Designation Implementing Zones

Zoning District	Low Density Residential	Mixed Residential	Community Mixed-Use	Commercial Mixed-Use	CBD Commercial Core	Regional Commercial	Industrial
SR	✓						
R-1	✓						
R-2		✓					
R-3		✓	✓				
B-1			✓				
B-2			✓				
HB			✓				
SCC			✓				
LCC				✓			
GC				✓			
CBD					✓		
M-1							✓
M-2							✓
RD						✓	
AS				✓			✓

REQUIRED ATTACHMENTS:

1. SEPA ENVIRONMENTAL REVIEW APPLICATION (attached).
2. TRAFFIC CONCURRENCY REVIEW APPLICATION (may be required)
3. SITE PLAN (if land use development is proposed)



SEPA

LAND USE APPLICATION FORM ([YMC CH. 6.88](#))

ENVIRONMENTAL CHECKLIST

STATE ENVIRONMENTAL POLICY ACT (SEPA)

(AS TAKEN FROM WAC 197-11-960)

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 NON-PROJECT 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

1. Name of Proposed Project (If Applicable):
2. Applicant’s Name and Phone Number:
3. Applicant’s Address:
4. Contact Person Name & Phone Number:
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:



SEPA LAND USE APPLICATION FORM (CONT'D)

- 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

EARTH:

- 1. General Description of the Site (check 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:



SEPA

LAND USE APPLICATION FORM (CONT'D)

- 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:

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:



SEPA LAND USE APPLICATION FORM (CONT'D)

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:

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 the type(s) 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:



SEPA LAND USE APPLICATION FORM (CONT'D)

- 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.

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:



SEPA LAND USE APPLICATION FORM (CONT'D)

- 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:

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:



SEPA

LAND USE APPLICATION FORM (CONT'D)

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?

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:



SEPA LAND USE APPLICATION FORM (CONT'D)

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:

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:



SEPA

LAND USE APPLICATION FORM (CONT'D)

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:
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?



SEPA

LAND USE APPLICATION FORM (CONT'D)

- 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?

- 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 all 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.



SEPA LAND USE APPLICATION FORM (CONT'D)

C. SIGNATURE

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**



SEPA LAND USE APPLICATION FORM (CONT'D)

D. SUPPLEMENTAL SECTION FOR NONPROJECT ACTIONS ONLY

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?



SEPA LAND USE APPLICATION FORM (CONT'D)

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

- 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.



CITY OF YAKIMA SITE PLAN CHECKLIST

For Land Use Review & Building Permits



Site plans required for land use review and building permits shall include the items listed below.

Sections from the Yakima Municipal Code are referenced by some items to help guide applicants. This is not a comprehensive list. View the full Yakima Municipal Code here: <https://www.codepublishing.com/WA/Yakima/>

- Property address, parcel number, and zoning designation;
- Legal description of the land;
- North arrow and scale of drawing;
- Name of applicant, phone number, signature of property owner and project name;
- Actual dimensions and shape of the lot to be built upon;
- Sizes and location of existing structures on the lot to the nearest foot;
- Location and dimensions of proposed structures and uses;
- All structure setbacks ([YMC § 15.05.030](#));
- Lot coverage calculations ([YMC § 15.05.020\(C\)](#));
- Clearview triangle ([YMC § 15.05.040](#));
- Size and location of proposed and existing utility easements and other easements;
- Location and size of required site drainage facilities including on-site retention;
- Adjacent Right-of-Way dedication and frontage improvements;
- Distance(s) of structures to property line and to the centerline of the Right-of-Way ([YMC §15.05.030](#), Table 5-1);
- Location of ingress and egress, including curb cuts intersecting with streets and dimensions of proposed or existing driveways ([YMC § 15.06.065](#));
- Location and size of parking stalls with accessible parking spaces and aisles identified ([YMC Ch. 15.06](#));
- Location of electric vehicle (EV) infrastructure;
- Parking circulation plan with proposed landscaping and sitescreening ([YMC Ch. 15.06](#));
- Location and size of new or existing loading spaces ([YMC § 15.06.130](#));
- Proposed and existing signage ([YMC Ch. 15.08](#)); and
- Proposed or existing mailbox location.

A site plan for development in the floodplain overlay shall also include the following information:

- Size and location of floodplain and floodway on the lot;
- Elevation in relation to the one-hundred-year flood level of the lowest floor (including basement) of all structures;
- Elevation in relation to mean sea level of any structure that has been floodproofed;
- Certification by a registered professional engineer or architect that established floodproofing standards have been met;
- Description of the extent to which any watercourse will be altered or relocated as a result of the proposed development; and
- Any other site plan requirements identified in [YMC Ch. 15.27](#) Part Four.

Additional information may be requested. Projects requiring work in the public right-of-way or involving city water main lines or sewer main lines will be required to submit civil plans to the Engineering Division for review.