



# MINIMUM REQUIREMENTS SITE PLAN SUBMITTAL CHECKLIST

FINAL  
Revised 10/01/15

## Land Use Actions

Yakima County Public Services  
128 North Second Street · Fourth Floor Courthouse · Yakima, Washington 98901  
(509) 574-2300 · 1-800 572-7354 · FAX (509) 574-2301 · [www.co.yakima.wa.us](http://www.co.yakima.wa.us)

This informational brochure will assist in the preparation of your site plan for project submittal. The minimum site plan information on this page is required. Check the box beside those items that you have included on your site plan. A sample site plan is also included for your assistance. If you need information or assistance please contact the Public Services at (509) 574-2300.

<b>Required Site Plan Information:</b>		
<b>1</b>	<input type="checkbox"/>	Paper size shall be 8.5 x 11 or 11 x 17. If multiple pages, provide an index sheet showing the entire site. <b>Grid paper or picture backgrounds are not acceptable, the map must be reproducible</b>
<b>2</b>	<input type="checkbox"/>	Blue or Black Ink, in order that they may be photocopied.
<b>3</b>	<input type="checkbox"/>	North Arrow (north should be pointing to the top of the page)
<b>4</b>	<input type="checkbox"/>	Legend to include:
	<input type="checkbox"/>	<i>Owner/Applicant Name</i>
	<input type="checkbox"/>	<i>Date the Site Plan was drawn.</i>
	<input type="checkbox"/>	<i>Name, address and telephone number of the person preparing the site plan</i>
	<input type="checkbox"/>	<i>Tax Parcel Number</i>
	<input type="checkbox"/>	<i>Standard engineering scale of the drawing (at least: 1" = 200 ft.)</i>
<b>5</b>	<input type="checkbox"/>	Property line dimensions of all lot(s) involved in the project.
<b>6</b>	<input type="checkbox"/>	The location, width and purpose of all easements (utility, access and/or irrigation) on the site and adjacent to the site.
<b>7</b>	<input type="checkbox"/>	Location of new and/or expanded public and private utility infrastructure.
<b>8</b>	<input type="checkbox"/>	Streets and access easements, with the name, dimensions, type (public or private) and road surface (paved, gravel or dirt).
<b>9</b>	<input type="checkbox"/>	Location, dimension and design of off-street parking facilities and points of ingress (to) and egress (from).
<b>10</b>	<input type="checkbox"/>	Location of pedestrian and vehicular circulation patterns, sidewalks, trails and bicycle paths.
<b>11</b>	<input type="checkbox"/>	Location, shape, size, gross floor area, height and types of all existing and proposed structures, minimum building setbacks from the property lines and other structures, and the total lot coverage.
<b>12</b>	<input type="checkbox"/>	Location and dimensions of all proposed exterior land uses.
<b>13</b>	<input type="checkbox"/>	The distance from existing and proposed structures to the centerline of state, county, or private access roads.
<b>14</b>	<input type="checkbox"/>	Location of structures on the adjoining lots, which may cause compatibility issues.
<b>15</b>	<input type="checkbox"/>	All major man-made and natural physical features such as railroads, canals, streams, creeks, drainage ditches, hills, depressions, steep slopes, lakes, shorelines, floodplains*, floodways, the 100-year base flood elevations etc. on-site or adjacent to the site. <b>(*Boundaries of the 10 and 25-year floodplain using the flood risk maps as provided by Yakima County as part of a mandatory pre-application meeting.)</b>
<b>16</b>	<input type="checkbox"/>	Description of the extent to which any watercourse will be altered or relocated as a result of the proposal.
<b>17</b>	<input type="checkbox"/>	Proposed location and dimensions of community and other open space.
<b>18</b>	<input type="checkbox"/>	Existing and proposed landscaping, site screening, street trees and stormwater drainage facilities.
<b>19</b>	<input type="checkbox"/>	Location of well or water systems within 100 feet of the subject property or within a 100 foot well control zone and the distance from any structures within the well control zone.
<b>20</b>	<input type="checkbox"/>	Proposed contours and grading as they affect lot layout, streets, and drainage ways.
<b>21</b>	<input type="checkbox"/>	Location of proposed or existing drain field area, extension area, and tank area as well as replacement areas and distances to structures and property lines
<b>22</b>	<input type="checkbox"/>	Location of adjacent public water, sewer main, fire protection systems and other underground facilities within or adjacent to the development.
<b>23</b>	<input type="checkbox"/>	Within a UGA, Master Planned Resort or Rural Settlement show the existing topographic contours at intervals of not more than 5' when the ground slopes exceed 10%. Extend 100' beyond the boundaries of the site.