Please Answer the Following Questions *(Please attach a separate sheet if needed)*:

1. Will the proposed manufactured home be a:  □ Single Wide  □ Multi-Wide

2. What is the year of the proposed manufacture home? __________________________

3. What is the make/model of the proposed manufactured home? __________________________

4. What is the size and use of structures currently located on the property? __________________________

5. Are you replacing an existing manufacture home/mobile home with a manufacture home? □ Yes  □ No
   a. What is the previous manufacture home/mobile home:  Size: ________________
      Year: ________________
      Model: ________________

6. The proposed manufactured home:
   a. Has a roof slope that is greater than two-foot rise for each 12 feet of horizontal run? □ Yes  □ No
   b. Has roofing materials that are compatible in appearance with the surround site-build homes and meet fire safety standards? □ Yes  □ No
   c. Has siding that is constructed out of wood, Masonite or other materials compatible with the surrounding site-built homes? □ Yes  □ No
   d. Is “pit-set” with the bottom of the floor joist or frame no more than 12 inches above the finished grade with a depth to accommodate an 18 inch clearance below the frame of the unit with crawl space access? □ Yes  □ No

If you answered No to any of the above please explain: ____________________________________________

_________________________________________________________________________________________

_________________________________________________________________________________________

_________________________________________________________________________________________

_________________________________________________________________________________________

_________________________________________________________________________________________

_________________________________________________________________________________________

Note: manufactured home placement not meeting the above criteria may be subject to an Administrative Adjustment process
7. How many parking spaces are: Existing:_______ Proposed: _________

8. What is the parking space surface type? Existing: __________ Proposed: __________

9. What is the name of the road that the property accesses onto? ____________________________
   a. Is the road a:  □ County Road  □ State Highway  □ Private Road
      If the road is a private road, is there an existing Road Maintenance Agreement? □ Yes  □ No
      (If yes, please provide a copy)
   b. Is the road constructed out of:  □ Pavement  □ Gravel  □ Dirt
   c. How wide is the Right-of-Way/Easement? ____________________________
   d. How wide is the surface of the road? ____________________________

10. What is the proposed source of domestic water?
   a.  □ Public Water: Name of provider: ____________________________
   b.  □ Community Well: What is the well number: ____________________________
      i. Where is the well located? ____________________________
      ii. Is there an existing Well Maintenance Agreement? □ Yes  □ No
      (If yes, please provide a copy)
   c.  □ Individual Well

11. What is the proposed method of sewage disposal?
   a.  □ Public Sewer: Name of provider: ____________________________
   b.  □ Community Septic System: Where is the septic system located? ____________________________
   c.  □ Individual Septic System

Yakima County will make reasonable modifications to policies and programs to ensure that people with disabilities have
an equal opportunity to enjoy all of its programs, services, and activities.

Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures
to participate in a program, service or activity of Yakima County, should contact the Yakima County ADA Coordinator at
509-574-2210 as soon as possible but no later than 48 hours before the scheduled event.
The Narrative Form is designed to help you, the application review, interested agencies, and adjacent property owners to the proposal understand the scope of your project and how your project meets the legal requirements in the Yakima County Codes. You should refer to the appropriate sections of the ordinance when describing your proposal if applicable. You can obtain a copy of the ordinance in our office or access it on the internet at:

http://codepublishing.com/wa/yakimacounty/

**Narrative Content:** Please tell us the “who”, “what”, “where”, and “why” of your proposal. A list of typical content is provided below. **Please do not limit your project’s description to just these items.** In order for us to conduct a timely review of your project please be as detailed as possible. Any missing/confusing information could result in the delay of our review.

Note: Not all content listed below will be pertinent to your proposal. These items are suggestions in order to help you draft your narrative.

**Suggested Content:**

- Describe the current use of the site including all existing structures with their dimensions, square footage and usage.
- Describe the proposed use in detail (including but not limited to the type of business and/or use, hours and days of operation, number of employees, number of people living on-site, maximum number of customers and/or guests, changes or additions to the driveways or other access points, the type of mitigation or adjustment requested).
- Describe which standards are proposed to be adjusted and justify why the standard needs to be adjusted.
- Describe any new or existing structures to be used as part of this proposal.
- Describe how the proposed use will be pertinent to the proposed/existing structures.
- Describe any parking facilities (number of spaces and surface type), landscaping, signage, and lighting that will be associated with your proposal.
- Describe your access to the property and the route of travel to the site.
- For commercial operations describe the travel ways that will be located onsite.
- Describe the timelines for completion of your proposal.

**Please remember that your narrative must explain in detail the specifics of your proposal and any missing information may result in the need for future reviews.** Your narrative can be typed and printed on a separate sheet of paper with “See Attached” written below, or you may print out legibly your narrative on the lines provided.
**LOT COVERAGE CALCULATION**

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
<th>Formula/Calculation</th>
</tr>
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<tbody>
<tr>
<td>a)</td>
<td>Dimension(s) of existing structure(s)</td>
<td>___ S.F.</td>
</tr>
<tr>
<td>b)</td>
<td>Building addition/new structure(s) dimension(s)</td>
<td>___ S.F.</td>
</tr>
<tr>
<td>c)</td>
<td>Existing paved area(s) (driveways, walkways, patios, etc.) TOTAL</td>
<td>___ S.F.</td>
</tr>
<tr>
<td>d)</td>
<td>Proposed paved area(s)</td>
<td>___ S.F.</td>
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<tr>
<td>e)</td>
<td>Total Impervious Surface (a+b+c+d = e)</td>
<td>___ S.F.</td>
</tr>
<tr>
<td>f)</td>
<td>Lot Size (1 acre = 43,560 sq ft)</td>
<td>___ S.F.</td>
</tr>
<tr>
<td>g)</td>
<td>Lot coverage (e/f x 100 = g)</td>
<td>___ %</td>
</tr>
</tbody>
</table>

**PARKING CALCULATION** (Reference Table 19.22 in YCC 19.22)

| Spaces required: | ___ |
| Spaces provided: | ___ | Surface Type: |

**LOT INFORMATION**

- **Parcel #**(s): ___
- **Site Address**: ___

**BACKGROUND INFORMATION**

- **Owner Name**: ___
- **Site Plan Created by**: ___
- **Address**: ___
- **Contact Phone**: (___) ___
- **Date Created**: ___

*Square is 0.20” by 0.20”*
## Required Site Plan Information:

<table>
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## Building Division Application Site Plan Information:

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## Planning Division Application Site Plan Information:

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### Floodplain development:

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<td>10</td>
<td>Description of the extent to which any watercourse will be altered or relocated as a result of the proposed development.</td>
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<tr>
<td></td>
<td>11</td>
<td>The boundaries of the 100-year floodplain, the boundaries of floodways where floodways have been established, and the 100-year base flood elevations where base flood elevations have been established.</td>
</tr>
<tr>
<td></td>
<td>12</td>
<td>The boundaries of the 10 and 25-year floodplain using the flood risk maps provided by Yakima County as part the mandatory pre-application conference.</td>
</tr>
<tr>
<td></td>
<td>13</td>
<td>Other information as may be required by YCC Titles 13, 16A, 16C or 16D.</td>
</tr>
</tbody>
</table>
Zoning District: 
Proposed Land Use: 
Reviewed By: 
Case # (s): 
Date Submitted: 
Overlay: Airport / Greenway / Floodplain 
UGA: CAO/Shoreline: 
Sewer: Septic Clearance / As Built 
Potable Water: N/A or Exempt 
Purveyor: 
YCWRS Well: 
FAAR: WUI-FD: 
Occupancy: A B E F H I M R R1 R2 R3 S U 
Type of Construction: IA IIA II A IB IIB IIA V A IVB VA VB 
Name of Short Plat, Subdivision or Manufactured Home Park: Lot or Space # 
Planning Forms for Project: 
Please Tell Us About Your Proposal: (If you need assistance call us at (509) 574-2300 or come into the office) 
Parcel Numbers(s): A. B. C. 
Property Owner’s Name: 
Day Phone: Company (if any): 
Mailing Address: City: State: Zip: 
Subject Property Address: (if Different) 
E-mail Address: 
Scope of Work: 
Are you requesting the Optional Consolidated Permit Review Process as provided under YCC 16B.03.060? Yes [ ] No [ ] 
Applying For A Building Permit? Please Fill Out The Following: 
Number of Bedrooms: Existing: Total: Size/Dimensions: Square Footage: 
Number of Bathrooms: Size/Dimensions: Square Footage: 
Construction Valuation (Contractor Estimate) $ 
How will you provide legal domestic water for your project? Please check one below: 
☐ Water right permit from Department of Ecology (Please attach a copy to this application), or 
☐ Letter from an approved water purveyor stating the ability to provide water, or 
☐ A Yakima County Water Resource System (YCWRS) domestic well within the Agriculture zoning district, or 
☐ A Yakima County Water Resource System (YCWRS) domestic well outside of the Agriculture zoning district, or 
☐ Other adequate evidence of interest in a suitable water right held for mitigation proposed by an existing water bank, or 
☐ Yakama Nation Water Code permit for properties located within the exterior boundaries of the Yakama Nation, or 
☐ Documentation that the well site is located outside the Yakima River watershed. 

Please note that evidence of an adequate water supply must be submitted to Yakima County prior to the issuance of the permit. 

By signing this form, I agree to the following: 

☒ I hereby state as true that all ownership interests of the property have reviewed the proposal as presented in the application materials and support the proposed change(s). 
☒ I hereby give Yakima County permission to enter my property during this review to inspect my property as needed. 
☒ I hereby agree to pay all additional fees associated with the processing of this application including but not limited to the Hearing Examiner fees, Transportation fees or any other fees that may be associated with the proposed project.
Yakima County will make reasonable modifications to policies and programs to ensure that people with disabilities have an equal opportunity to enjoy all of its programs, services, and activities. Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a program, service or activity of Yakima County, should contact the Yakima County ADA Coordinator at 509-574-2210 as soon as possible but no later than 48 hours before the scheduled event.

If the property is owned by a corporation or LLC please attach documentation showing that the person signing has the authority to sign on behalf of the corporation or LLC.

Please Fill Out This Section In Blue or Black Ink. (Please check the box to indicate the primary contact person)

☐ Property Owner Signature: _____________________________ (required) Date: __________________________
☐ Check If You Are Acting As Your Own Contractor – (Signature required at declaration at bottom of page)

☐ Applicant/Agent:
Day Phone: ( ) ___________________________ Company (if any) ___________________________
Mailing Address: ___________________________ City: ___________________________ State: _____ ZIP: _______
E-mail Address: ___________________________
Signature: ___________________________ Date: __________________________

☐ Contractor Name:
Day Phone: ( ) ___________________________ Company (if any) ___________________________
Mailing Address: ___________________________ City: ___________________________ State: _____ ZIP: _______
E-mail Address: ___________________________
Contractor License Number: ___________________________
Signature: ___________________________ Date: __________________________

If there are additional owners, provide an attachment in the same format and with the same declarations

This Section To Be Completed For Construction Permits Only

Pursuant to RCW 19.27.095 (2)(ii) The requirement for a fully completed construction application shall include:
i. The name, address, and phone number of the office of the lender administering the interim construction financing, if any: OR
ii. The name and address of the firm that has issued a payment bond, if any, on behalf of the prime contractor for the protection of the owner, if the bond is for an amount not less than 50% of the total amount of the construction permit.
If for any reason the information requested below is not available at the time of application, the applicant shall provide the information as soon as it can be reasonably obtained.

☐ Lending Agency Name: ___________________________ Phone: ( ) ___________________________
Mailing Address: ___________________________ City: ___________________________ State: _____ Zip: _______
☐ I acknowledge by checking this box that this project has no lending agency for construction financing.

Bonding Agency Name: ___________________________ Phone: ( ) ___________________________
Mailing Address: ___________________________ City: ___________________________ State: _____ Zip: _______
☐ I acknowledge by checking this box that this project has no bonding agency.

If you are the Property Owner and Acting as Your Own Contractor, Please Complete the Following Declaration:
• I acknowledge that I am applying for a permit thru the Yakima County Public Services Department.
• I also acknowledge that I am not a licensed contractor, specialty or general, or that I am not acting as a contractor and wish to be exempt from the requirements of the Washington State Contractor’s Act, per RCW 18.27.090, and will abide by all provisions and conditions of the exemption as stated.
• I agree that if I use the assistance of any person(s) to provide labor and/or assistance, I will retain only contractors registered and currently licensed as required under the laws of the State of Washington.

I (print name) ___________________________________ certify under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct.
Owner Signature: ___________________________________ Date: __________________________

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