



# APPEAL FORM

FINAL  
Revised 1/6/20

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)

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## INSTRUCTIONS TO APPELLANT:

An appeal of a notice of code violation, project permit, or environmental determinations (SEPA) can be filed by the applicant or aggrieved party (example: neighbor or agency) **within fourteen calendar days following the issuance of the decision or determination**. The hearing body for the appeal is determined by the level of review for the original permit as outlined in YCC 16B.03.030 Table 3-1 and as follows:

Type 1: Open record appeal heard by the Hearing Examiner

Type 2: Open record appeal heard by the Hearing Examiner

Type 3 and Type 4: Appeal is heard by Superior Court and ***is not*** filed with the Planning Division.

SEPA: (*as required under YCC 16B.09.040*) associated with a Type 1, 2, and 3 permits is heard by the Hearing Examiner.

***The appeal must be submitted to the Public Services Department: Planning Division either by mail or personal delivery before close of business on the last day of the appeal period.***

The appellant shall bear the burden of proving the decision was made in error and must include the following information as part of the appeal application at the time it is submitted to the Planning Division. The appellant may submit any additional information they feel will support their argument.

- The required filing fee **must** accompany the application.
- Attachments, as required below, must be typed or legibly written and submitted along with the application.
- Required Information as outlined in YCC 16B.09.010(2):
  - ☐ Appellant's name, address, and phone number;
  - ☐ File number of case/permit number being appealed.
  - ☐ Appellant's statement establishing standing<sup>1</sup> to initiate the appeal under Section 16B.09.020 of this chapter;
  - ☐ An identification of the specific proposal and specific actions, omissions, conditions or determinations for which appeal is sought;
  - ☐ Appellant's statement of the particular grounds for the appeal, setting forth the principal points of appeal and addressing why the appellant believes the decision to be wrong; and
  - ☐ The desired outcome or relief sought by the appellant.
  - ☐ SEPA appeals shall additionally contain the information required by YCC 16B.06.070(4)

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<sup>1</sup> Standing to initiate an Administrative Appeal is limited to:

- (1) The applicant or owner of the property in which the project permit is proposed;
- (2) The Planning Division, Yakima County Prosecuting Attorney or Board of Yakima County Commissioners; and
- (3) Parties of record aggrieved by the final decision and who will suffer direct and substantial impacts from approval or denial of the project.

The hearing is scheduled at the next available hearing date. Notice of the hearing must be provided as required by County Code. Approximately twenty days prior to the hearing, a staff report regarding the appeal is available. A copy is provided to the appellant and applicant, if different. Different sections of the code require that the appellant (applicant) to attend the open record public hearing, however it is strongly recommended that all applicant's attend all associated public hearings.

**ADDITIONAL INFORMATION:**

- Notice is provided to parties of record only.
- Appeals to the Hearing Examiner are open record hearings and will be conducted in accordance with YCC 16B.08.

**OPEN RECORD APPEALS:**

1) Are you requesting a Prehearing Conference as described in YCC 16B.09.045(4)?

☐ Yes      ☐ No

If no, the appellant must comply with all the requirements as outlined under YCC 16B.09.045.

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.



# User's Guide To The Land Use Permit Process Appeals

Yakima County Planning Division ♦ 128 N. 2nd Street 4th Floor Courthouse - Yakima, Washington 98901 ♦ Phone (509) 574-2300

"Appeal" means a request for review of an Administrative Official's or Hearing Examiner's written decision, determination, order or official interpretation.

"Open record hearing" means a public hearing, conducted by the Hearing Examiner. The hearing creates the evidentiary record pursuant to procedures prescribed by ordinance or resolution. Open record hearings either result in a recommendation to the Board of Commissioners or a final decision on a project permit application, or constitute an appeal of an administrative decision on a project permit application. See also RCW 36.70B.020(3).

"Closed record appeal" means an administrative appeal or hearing, conducted by the Board of County Commissioners following an open record hearing conducted by the Hearing Examiner on a project permit application. The appeal or hearing is on the record with only appeal argument allowed. See also RCW 36.70B.020(1).

## INSTRUCTIONS TO APPELLANT:

An appeal of a Type 1, 2, or 3 project decision or an appeal of a final environmental determination (SEPA) shall be filed with the Planning Division within 14 days calendar days of the final decision or environmental determination issued under SEPA. If the decision does not require mailing, the appeal shall be filed within fourteen calendar days following the issuance of the final decision. Appeals shall be delivered to the Planning Division by mail or personal delivery before close of business on the last day of the appeal period. Project permit applications shall be appealable to the appeal body designated in Table 3-1. For appeals of SEPA threshold determinations, see also Section 16B.06.070 of the Yakima County Code.

- (a) If the final decision incorporates the SEPA threshold determination subject to a fourteen-day comment period, a joint twenty-one calendar day appeal period shall be provided on both the project decision and the SEPA threshold determination.
- (b) If the optional process is exercised, and the County determines that no additional comment period is warranted, the appeal process for SEPA and the underlying decision shall be fourteen calendar days from the date of issuance of the SEPA threshold determination.

## All appeals shall be in writing, accompanied by an appeal fee, and contain the following information:

- Appellant's name, address, and phone number;
- Appellant's statement establishing standing to initiate the appeal under Section 16B.09.020 of this Chapter;
- An identification of the specific proposal and specific actions, omissions, conditions or determinations for which appeal is sought;
- Appellant's statement of the particular grounds for the appeal, setting forth the principal points of appeal and addressing why the appellant believes the decision to be wrong; and
- The desired outcome or relief sought by the appellant.
- SEPA appeals shall additionally contain the information required by YCC 16B.06.070(4).

**The appellant shall bear the burden of proving the decision was made in error.**

**Upon the timely filing of a completed appeal, the Administrative Official shall set the time and place for the matter to be considered by the appeal body.**

**The timely filing of an appeal shall stay all actions by the Administrative Official or the Building Official on pending applications for development permits associated with the action or decision being appealed. The filing of an appeal shall not stay the effectiveness or effective date of any enforcement action or decision of violation including cancellations and revocations of permits or approvals.**



# User's Guide To The Land Use Permit Process Appeals

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## **STANDING TO INITIATE ADMINISTRATIVE APPEALS (16B.09.020)**

Standing to initiate an Administrative Appeal is limited to:

- The applicant or owner of the property in which the project permit is proposed;
- The Planning Division, Yakima County Prosecuting Attorney or Board of Yakima County Commissioners; and
- Parties of record aggrieved by the final decision and who will suffer direct and substantial impacts from approval or denial of the project.

## **ADDITIONAL INFORMATION AND SPECIAL INSTRUCTIONS FOR OPEN RECORD APPEALS:**

- Within ten days of filing the appeal, the appellant shall file with the Planning Division a memorandum setting forth the appellant's arguments and authority. The appellant's memorandum to the Hearing Examiner shall clearly identify whether the subjects of the appeal are concerned either with procedural issues or substantive determinations, or both, as defined in YCC 16.04.040. Such arguments and authority shall be restricted to those issues set forth in appellant's written appeal statement;
- At least twenty days prior to the date of the scheduled hearing before the Examiner, County staff shall file with the office of the Hearing Examiner and provide the appellant with a staff report responding to the appellant's memorandum concerning the appeal; and
- At least ten days prior to the date of the scheduled hearing before the Examiner, the appellant or landowner may file with the Planning Division any reply memorandum which the appellant or landowner desires to file. The scope of the reply memorandum shall be restricted to responding to issues raised in the staff report.
- Any party may request a prehearing conference not later than ten days following the filing of appeal. The prehearing conference may be held at the discretion of the Examiner, in consultation with the Administrative Official. If the Examiner exercises his discretion to hold a prehearing conference on an appeal the Examiner may issue an order establishing the procedure and schedule for the hearing and for the submittal of reports by County staff, applicant, and appellant, not inconsistent with this Title. The Examiner's order shall provide for the submittal of appellant's memorandum setting forth the appellant's arguments and authority, a County staff report responding to appellant's memorandum, applicant's memorandum responding to the appellant's memorandum, and appellant's reply memorandum. All written reports shall be submitted prior to the appeal hearing, consistent with the terms of the order. The parties shall provide copies of all submitted material to the other parties.
- Failure to comply with the requirements of this Section may result in the Examiner taking such action in regard to the failure as is appropriate including, but not limited to dismissing the matter, continuing the hearing, postponing the hearing or limiting testimony at the hearing. The Hearing Examiner or Yakima County may require any appellant(s) who cause(s) a delay in the proceedings by not adhering to the submittal schedule to pay all additional fees associated with rescheduling meetings, including Hearing Examiner fees.



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## **ADDITIONAL INFORMATION AND SPECIAL INSTRUCTIONS FOR CLOSED RECORD APPEALS:**

- Closed record hearings shall be on the evidentiary record established at the prior open record hearing. The record before the Board shall include all materials received in evidence at any previous stage of the review, audio/visual tapes of the prior hearing, the Hearing Examiner's recommendation, and argument by the parties at the Examiner's hearing.
- Oral argument at a closed record public hearing is limited to parties of record. Oral argument is allowed on a Type 4 recommendation of the Hearing Examiner.
- The Board's action on a closed record hearing shall be as follows:

Following the Board's closed record hearing on a Type 4 recommendation of the Hearing Examiner, the Board may affirm the recommendation of the Hearing Examiner, or may reverse or modify the Hearing Examiner's recommendation.

- If the Board renders a decision different from the Hearing Examiner's recommendation, the Board shall adopt amended findings and conclusions accordingly. If the Board affirms the Examiner's determination or recommendation, it may adopt the findings and determinations or recommendations of the Examiner as the final decision.
- The Board's final written decision shall constitute a final administrative action for the purposes of Chapter 36.70C RCW.

## **JUDICIAL APPEALS**

A final determination by the County (which includes final administrative appeals and decisions) on an application may be appealed as provided in Chapter 36.70C RCW.

## **APPEALS STANDARDS AND CRITERIA**

The Hearing Examiner shall issue a decision to grant, grant with modifications, or deny the appeal in accordance with YCC 16B.08.050 for open record appeals and this Section. The Hearing Examiner shall accord substantial weight to the decision of the applicable Administrative Official and the SEPA Responsible Official.

- If the Hearing Examiner determines that the challenged decision is supported by substantial evidence in the record and is a correct application of the law, then the decision shall be upheld.
- If the Hearing Examiner determines that the challenged decision is not supported by substantial evidence, then the decision shall be reversed or remanded.
- If the Hearing Examiner determines that the challenged decision is an incorrect application of the law, then the decision shall be reversed or remanded.

**For more information on appeals contact Yakima County Planning Division @ (509)574-2300 or visit our Website at: <http://www.yakimacounty.us/planning/>**



REQUIRED ATTACHMENT:

# YAKIMA COUNTY GENERAL SITE PLAN

Note: Producing the site plan from this template is preferred, however, the template can be substituted for your own drawing (computer aided is acceptable).

Site plan must be drawn with blue or black ink



**LOT COVERAGE CALCULATION**

a) Dimension(s) of existing structure(s)

SQ FT

b) Building addition/new structure(s) dimension(s)

SQ FT

c) Existing paved area(s) (driveways, walkways, patios, etc.) TOTAL

SQ FT

d) Proposed paved area(s)

SQ FT

e) Total Impervious Surface (a+b+c+d = e)

SQ FT

f) Lot Size (1 acre = 43,560 sq ft)

SQ FT

g) Lot coverage (e/f x 100 = g)

%

**MAP SCALE** (check one)

☐ Preferred Scale: 1 inch on the map = 20 ft on the ground

☐ Custom Scale: 1 inch =

\*Square is 0.25” by 0.25”

**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:

Required Site Plan Information:			
	N/A	#	
<input type="checkbox"/>	<input type="checkbox"/>	1	Paper size: Minimum 8 ½” x 11” up to Maximum size 11”x17”
<input type="checkbox"/>	<input type="checkbox"/>	2	Property Owner Name, Parcel Number and, Site Address
<input type="checkbox"/>	<input type="checkbox"/>	3	North Arrow shall be directed at top of the paper with the writing facing the same northern direction.
<input type="checkbox"/>	<input type="checkbox"/>	4	Drawn to scale. Example 1” = 25’ or 1” = 50’
<input type="checkbox"/>	<input type="checkbox"/>	5	Background Information: Site Plan Created By, Address, Contact Phone #, & Date Created
<input type="checkbox"/>	<input type="checkbox"/>	6	Lot Coverage Calculation for all zones except AG, FW, MIN, R/ELDP-40, R-10/5 *
<input type="checkbox"/>	<input type="checkbox"/>	7	Aerial photos are not acceptable
<input type="checkbox"/>	<input type="checkbox"/>	8	Property line dimensions of all lot(s) involved in the project.
<input type="checkbox"/>	<input type="checkbox"/>	9	The location, width and purpose of all easements (utility, access and/or irrigation) on the site and adjacent to the site with distances to proposed structures.
<input type="checkbox"/>	<input type="checkbox"/>	10	The distance from existing and proposed structures to the centerline of state, county, private roads, or access easement with name, dimension, surface type (paved, gravel or dirt) of road.
<input type="checkbox"/>	<input type="checkbox"/>	11	Existing or proposed driveway locations, Length, and Width.
<input type="checkbox"/>	<input type="checkbox"/>	12	Location, shape, size, gross floor area, height and types (i.e., house, garage, well house) of all existing and proposed structures, distance “minimum building setbacks” from the property lines and other structures, and the total lot coverage.
<input type="checkbox"/>	<input type="checkbox"/>	13	The location, right-of-way widths, pavement widths, curbs, gutters, culverts and names of all existing or platted streets or roads, whether public or private, and other public ways within the subject property or adjacent to any affected lots;
<input type="checkbox"/>	<input type="checkbox"/>	14	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. Label as Individual, 2-party, Group B, Group A. If located on another parcel note location on site plan.
<input type="checkbox"/>	<input type="checkbox"/>	15	Location of proposed or existing septic tank, drain field area, and extension area, as well as replacement areas and distances to structures and property lines
<input type="checkbox"/>	<input type="checkbox"/>	16	The location and dimensions of any existing and proposed utilities, streets, railroads, irrigation and drainage canals, easements and dedication of property within the subject property or adjacent to any affected lots;
<input type="checkbox"/>	<input type="checkbox"/>	17	Critical Areas/Shoreline: River, streams, creek, pond, floodplain, floodway, etc. on or abutting the site (Distance from structure to the ordinary high water mark of the river, stream, creek, etc.)
<input type="checkbox"/>	<input type="checkbox"/>	18	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.

Building Division Application Site Plan Information:			
	N/A	#	
<input type="checkbox"/>	<input type="checkbox"/>	1	Fire apparatus turnaround
<input type="checkbox"/>	<input type="checkbox"/>	2	For larger parcels, draw a simple plan showing the entire lot and indicate which area the new construction is to take place. Attach to the detailed section and submit both.
<input type="checkbox"/>	<input type="checkbox"/>	3	Distance of new structures from all property lines.
<input type="checkbox"/>	<input type="checkbox"/>	4	Location of Garage and Carport vehicle entrances.

Planning Division Application Site Plan Information:			
	N/A	#	
<input type="checkbox"/>	<input type="checkbox"/>	1	Location and dimensions of all proposed exterior land uses.
<input type="checkbox"/>	<input type="checkbox"/>	2	Location of new and/or expanded public and private utility infrastructure.
<input type="checkbox"/>	<input type="checkbox"/>	3	Location of pedestrian and vehicular circulation patterns, sidewalks, trails and bicycle paths.
<input type="checkbox"/>	<input type="checkbox"/>	4	Location of structures on the adjoining lots, which may cause compatibility issues.
<input type="checkbox"/>	<input type="checkbox"/>	5	Proposed location and dimensions of community and other open space.
<input type="checkbox"/>	<input type="checkbox"/>	6	Existing and proposed landscaping, site screening, street trees and storm water drainage facilities.
<input type="checkbox"/>	<input type="checkbox"/>	7	The existing on-site sewage system components and reserve areas and the proposed location for on-site sewage systems and soil test pits for all affected lots not served by an on-site sewage system or other approved wastewater treatment system. The location of structures on the adjoining lots when within 100 feet of a well or on-site sewage disposal system;
<input type="checkbox"/>	<input type="checkbox"/>	8	Proposed contours and grading as they affect lot layout, streets, and drainage ways.
<input type="checkbox"/>	<input type="checkbox"/>	9	Location of adjacent public water, sewer main, fire protection systems and other underground facilities within or adjacent to the development.
Floodplain development:			
<input type="checkbox"/>	<input type="checkbox"/>	10	Description of the extent to which any watercourse will be altered or relocated as a result of the proposed development.
<input type="checkbox"/>	<input type="checkbox"/>	11	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.
<input type="checkbox"/>	<input type="checkbox"/>	12	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.
<input type="checkbox"/>	<input type="checkbox"/>	13	Other information as may be required by YCC Titles 13, 16A, 16C or 16D.

\*Lot Coverage is not specified within these zoning districts; however site screening may be required under Subsection 19.21.030(2)(f) and (g)



# GENERAL APPLICATION FORM

FINAL  
Revised 4/30/20

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*(Staff Use Only – Fill In / Circle As Applicable)*

Zoning District: \_\_\_\_\_ Reviewed By: \_\_\_\_\_  
Proposed Land Use: \_\_\_\_\_ 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: \_\_\_\_\_ M / H / E \_\_\_\_\_  
Occupancy: A B E F H I M R R1 R2 R3 S U \_\_\_\_\_  
Type of Construction: IA IIA IIIA IB IIB IIIB IVA IVB VA VB \_\_\_\_\_  
Name of Short Plat, Subdivision or Manufactured Home Park: \_\_\_\_\_ Lot or Space # \_\_\_\_\_

**Please Tell Us About Your Proposal:** *(If you need assistance call us at (509) 574-2300 or in person during office hours)*

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			Total Number of	
Bedrooms:	Existing:	New:	Total:	Bathrooms:
<input type="checkbox"/> New	<input type="checkbox"/> Addition	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.

CONTINUE ON BACK



- I hereby acknowledge that the application with the Yakima County Permit Services Department has been filled out completely.
- I hereby acknowledge that verification of an approved potable water supply is a requirement and part of the procedure to obtain a permit from Yakima County.
- I shall provide Yakima County with proof of an adequate water source as indicated in Ordinance 13-2017 or obtain a YCWRS domestic well permit.
- I understand that Yakima County shall be held harmless for misinterpretation or misrepresentation of documents to obtain my permits.
- I am aware my Permit WILL NOT be issued until I provide proof of an approved source of potable water and associated documentation.

*(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)(i-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: \_\_\_\_\_