



SHORT SUBDIVISION FORM

FINAL
Revised: 052819

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

Please answer all of the following questions as completely as possible. (If a question is not applicable, write N/A.) In your narrative, please describe your project in detail to help reviewers understand what you want to accomplish.

"Short subdivision" means the division or re-division of land into four or fewer lots, tracts, parcels, sites or divisions for the purpose of sale, lease or transfer of ownership. However, the number of lots, tracts or parcels to be regulated as short subdivisions may be increased within Urban Growth Areas to maximum of nine, as authorized by RCW [58.17.020\(6\)](#).

Annotation by Planner

Complete the following questions (if not applicable, explain why):

1. Are you amending a recorded short subdivision? ☐ Yes ☐ No

Note: If yes, please ensure that the majority of the people having an ownership interest in the lots, tracts, parcels or portion thereof have signed the General Application.

2. What is the total acreage of the subject parcel? _____

3. How many lots are you proposing to create? _____

- a. What are the proposed acreages for each proposed lot?

4. Is this project contiguous with another proposed short subdivision?

☐ No ☐ Yes, Parcel Numbers: _____

5. Do any of the lots have irrigation rights? ☐ Yes ☐ No

a. If yes, what is the District name: _____

6. Are there any of the following man-made/natural features located on your property: (Check all that apply and depict on site plan)

☐ Ponds ☐ Lakes ☐ Streams/Rivers ☐ Wetlands
☐ Floodplain ☐ Floodway ☐ Steep Slopes (exceeds 10% grade)
☐ Irrigation Ditches/Canals

7. Will any of the lots be served by a:

☐ County Public Road*
☐ Private Road*
☐ Shared Driveway (4 or fewer lots)

☐ Other: _____

- a. If any of your lots will be served by an existing private road, is there a homeowner's or maintenance association that takes care of the road?

☐ Yes (Please attach to this application packet) ☐ No

*** Proposed lots served by a County public road or a private road are subject to capital projects, such as expansion, renovation, or replacement of existing roads, or the construction of a new road. The associated costs of these capital projects are the responsibility of the applicant. If you have questions concerning the likelihood of these road improvements and their associated costs, our Transportation Division can assist you.**

Have you contacted our Transportation Division?

☐ Yes ☐ No

8. What will be the source of domestic water for these lots?

The applicant shall provide a Title 19 Water Review from the Yakima Health District verifying what water systems are available using YCC Table 19.25.-1. (Application and fees for this review must be submitted separately to the Yakima Health District at 1210 Ahtanum Ridge Dr., Union Gap, WA 98903.)

- a. ☐ Public water supply (water system operated by a city, county, Nob Hill, etc.)

I. This water system will serve Lots: _____

II. Name of water provider: _____

- b. ☐ Expand the use of an existing community well to serve Lots: _____

I. Name or State ID# of the existing community water system:

II. How many connections is the community well currently approved for?

- c. ☐ New community well (3+ connections), certify an existing well, or construct a new well.

I. The well is: ☐ Existing ☐ Proposed

II. On Lot/Parcel Number: _____

III. The well will serve Lots: _____

IV. Will the proposed community well serve any lots outside of this project?

☐ Yes ☐ No

a) If yes, which parcel number(s)? _____

d. ☐ Shared (2-party) well to serve Lots _____

I. The well is:

☐ Existing

☐ Proposed on Lot/Parcel Number: _____

II. If your property is zoned Agriculture, and a shared well cannot be approved, what other option will you propose?

☐ Individual well ☐ Other: _____

Please note: Individual wells can be proposed in the AG, FW, and MIN zoning districts. If in the R/ELDP or R-10/5 zoning districts, individual wells can only be proposed if all lots are 5 acres or greater in size and outside the service area of a County water system (YCC Table 19.25-1). Individual wells cannot be proposed in the Urban Growth Area, except under Note 6 of YCC Table 19.12.010-1 and Note 7 of YCC Table 19.12.020-1.

e. ☐ Existing individual wells will continue to serve Lot(s): _____

f. ☐ Proposed individual wells will serve Lot(s): _____

9. Which of the following methods of sewage disposal do you propose?

a. Short Plat in the Urban Growth Area

☐ Municipal public sewer for Lot(s): _____

☐ County sewer system for Lot(s): _____

☐ Other State approved sewer system for Lot(s): _____

☐ Existing on-site sewage system for Lot(s): _____

b. Short Plat outside of the Urban Growth Area

☐ Public sewer for lots: _____

☐ Existing individual, on-site septic system for Lot(s): _____

☐ Proposed individual, on-site septic systems for Lot(s): _____

☐ Existing on-site sewage system for Lot(s): _____

10. Are you proposing any open space, parks, or recreational areas?

(Please show on site plan)

☐ No ☐ Yes, on Lot _____

Please explain: _____

11. How will you manage stormwater drainage? Please explain: _____

12. Is mass transit available at the subject parcel(s)?

☐ No ☐ Yes

If yes, are you proposing any access points for mass transit? Please explain:

13. Are you proposing any pedestrian facilities, such as pedestrian or bicycle walkways, paths, or trails?

☐ No ☐ Yes, please explain: _____

14. What types of fire prevention services will you provide? Examples of fire

prevention services include Firewise communities, fire flow, residential indoor sprinklers, and turnouts. If you have questions about fire prevention services, our Fire & Life Safety Division can assist you.

Please explain: _____

Use this form to answer the questions. Use addition pages as needed.

(If your property is in the AG, R-10/5, RT or RS zoning district, please complete Supplemental Form A)

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.



SHORT SUBDIVISION FORM SUPPLEMENTAL FORM A

Final
Revised 5-28-19

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

Please answer all of the following questions as completely as possible. (If a question is not applicable, write N/A.) In your narrative, please describe your project in detail to help reviewers understand what you want to accomplish.

If your property is located within the **Agricultural, Rural 10/5, Rural Transitional** or the **Rural Settlement** zoning districts you will need to answer the following applicable questions.

Annotation by Planner

☐ **Agriculture (AG)** – If the property is located with the AG zoning district, please answer the following questions:

a. Which provision are you applying under?

I. ☐ Agriculturally Related Industry Lot

(Show on your site plan the location of all structures associated with the Agriculturally Related Industry in order to justify the proposed lot size.)

II. ☐ Small Lot Provision

a) Has it been at least **15 years** since it was last subdivided? **See Note*

☐ Yes ☐ No ☐ Not Known

b) Has it been at least **5 years** since the issuance of the Certificate of Occupancy, or the final inspection for the placement permit for a manufactured home? **See Note*

☐ Yes ☐ No ☐ Not Known

III. ☐ Special Exception Lot

(Attach documentation from a qualified third party demonstrating that the proposed small lot is located on land unsuitable for agricultural activities and uses.)

a) Has a Special Exception Lot been created within the last **10 years**?
**See Note*

☐ Yes ☐ No ☐ Not Known

IV. ☐ Multiple Dwellings Provision

☐ **Rural 10/5 (R-10/5)** – If the property is located within the R-10/5 zoning district, please answer the following questions:

a. How many road miles is the nearest year-round responding fire station?

_____ Miles

b. In which fire district are you located? _____

c. Is the public road you access onto: ☐ Paved ☐ Gravel ☐ Dirt

"Cluster development" means the arrangement or grouping of dwellings or lots to increase densities (e.g. smaller lots) on some portions of the property to preserve the remainder for either: agricultural or forest use; future infill development within urban areas; open space and other amenities associated with the property; and/or to locate on-site utility (water and sewer) system.

d. Are you proposing to cluster? ☐ Yes ☐ No

e. Was your lot created prior to May 20, 1997? ☐ Yes ☐ No ☐ Not Known

f. If yes, are you proposing to use the 1.15 multiplication factor? *(This provision may only be used if the parent parcel does not meet the minimum acreage necessary for a short subdivision in the R-10/5 zoning district.)*

☐ Yes ☐ No

☐ **Rural Transitional (RT)** – If the property is located within the RT zoning district, please answer the following questions:

"Cluster development" means the arrangement or grouping of dwellings or lots to increase densities (e.g. smaller lots) on some portions of the property to preserve the remainder for either: agricultural or forest use; future infill development within urban areas; open space and other amenities associated with the property; and/or to locate on-site utility (water and sewer) system.

a. Which provision are you applying under?

☐ Clustering ☐ Non-Clustering

b. Was your lot created prior to May 20, 1997? ☐ Yes ☐ No ☐ Not Known

f. If yes, are you proposing to use the 1.15 multiplication factor? *(This provision may only be used if the parent parcel does not meet the minimum acreage necessary for a short subdivision in the RT zoning district.)*

☐ Yes ☐ No

☐ **Rural Settlement (RS)** – If the property is located in the RS zoning district, please answer the following question:

a. Which community is the property located in? _____

**Note: If your property doesn't meet the referenced timeframe then your property is not eligible to be subdivided at this time. If you have questions concerning this, you can contact us at (509) 574-2300.*

Use this form to answer the questions. Use addition pages as needed.

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

Short Subdivisions

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

"Short Subdivision" means the division or re-division of land into four or fewer lots, tracts, parcels, sites or divisions for the purpose of sale, lease or transfer of ownership. However, the number of lots, tracts or parcels to be regulated as short subdivisions may be increased within Urban Growth Areas to maximum of nine, as authorized by RCW58.17.020(6).

Short Subdivision Information:

The application process for a short subdivision is outlined in the flow chart below. Yakima County reviews short subdivision in two stages, the preliminary stage (steps 1-4 below) and the final stage (steps 5-6). Short subdivisions often require improvements such as roads, irrigation water, domestic water and sewage disposal prior to creating the new lots.

Application Submittal

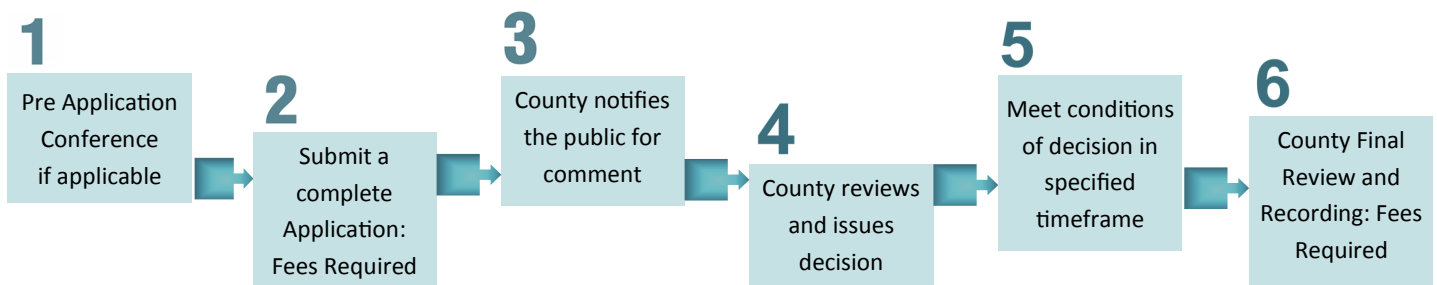
Application packets for short subdivisions are available at our office (128 N. 2nd St., Fourth Floor Courthouse) or online. Two packet types are available, Urban Area and Rural Area Short Subdivision. If you are unsure of what packet you need, ask a Planner. Complete the application as thoroughly as possible and provide any additional required material identified in the packet. Fees are required at this time.

Application Review

Once applied for, the short subdivision application will be assigned to a Planner. If the application is complete the Planner will provide a two week public notice of the proposal. After the public notice, the Administrative Official will review the proposal for consistency with the applicable code. If the proposal is consistent, a decision of approval will be issued. If the proposal is not consistent with the code, a denial will be issued.

Final Short Subdivision Application

To finalize the short subdivision, the applicant shall submit the required fees, a completed application review form and any information required in the decision.



All final short subdivisions are required to be prepared formally by a licensed Professional Land Surveyor.

For specific application submittal requirements and timelines please refer to Title 19 (Unified Land Development Code) and Title 16B (Yakima County Project Permit Administration Ordinance).



User's Guide To The Land Use Permit Process

Short Subdivisions

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

Road Improvements:

Some short subdivisions require road improvements, whether it is served by a private or County roadway. If a private road associated with the short subdivision will serve more than four lots, a **pre-application conference** under YCC Section 16B.04.010 is required. Talk with the Yakima County Planning Division and/or Transportation Division prior to application to determine if a pre-application conference would be beneficial or required.

Domestic Water and Sewage Disposal:

All proposal for subdivision must make provisions for domestic water and sewage disposal. In any zoning district, connection to an existing public water and sewer system is required if it is available to the property. If public water and/or public sewer are not available, then some zoning district may require a new public water and sewer system to be established through the short subdivision (urban zones). In rural zones, individual wells and septic systems may be permitted, depending on the proposal and zoning district. Please make special note that individual wells and individual septic systems are not permitted within Urban Growth Areas. As part of the application packet the applicant must obtain documentation from the Yakima Health District demonstrating why a connection to an existing or new public water systems are not possible.

Q: How many lots and what lot sizes can I create?

A: It depends on the zoning district where the property is located. The Yakima County Title 19 establishes both minimum lot sizes and maximum densities allowed in each zone. This ordinance is available online (www.codepublishing.com/WA/yakimacounty/). Visit yakimap.com to determine the zoning district for your property. You can always speak with a Planner for additional questions about lot sizes and densities.

Q: Do I need a survey?

A: A survey is not required to apply for preliminary short plat approval, but is required in order to obtain final approval. Licensed surveyors prepare the survey in accordance with the State Survey Recording Act, and Yakima County Title 19. Surveyors are also a good resource for planning your short subdivision, so you may wish to contact one early in the process.

Q: When can the property be divided again?

A: The ability to re-divide property depends on the lot size and density allowed in the zoning district. It's best to speak with a Planner about your individual situation.



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

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

(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: _____



NARRATIVE FORM

FINAL
Revised 10/01/15

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

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 provided.

Project Narrative

Please use additional pages as needed