

Early Assistance Meeting Request

Yakima County Planning Division



Yakima County Planning Division
128 N. 2nd Street, 4th Floor Courthouse
Yakima, WA 98901

Phone: (509) 574-2300 Email: Planning_Info@co.yakima.wa.us

Application Packets available at: <https://www.yakimacounty.us/781/Applications-Forms>



EARLY ASSISTANCE MEETING REQUEST FORM

FINAL
Revised: 1.11.23

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)

Meeting Date: _____ Meeting Time: _____ In-Person Meeting _____

Please answer all 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.

*Prior to formal submittal of a project permit application, an applicant may obtain early assistance from County staff through informal conversations or on site visits. Early assistance meetings are required on all Type 3 and 4 project permits, legislative actions described in YCC Chapter 16B.10, linear transmission facilities, mining operations, critical areas and shoreline permits. **Please Note: Any information or opinions expressed by staff shall not be binding on the Reviewing Official or constitute approval of the project.***

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

1. Is this request a result of a Code Enforcement action? ☐ Yes ☐ No

If yes, what is the Code Enforcement case number? _____

2. How many acres will be developed as part of this project? _____

3. List all the existing structure(s) and square footage on the property:

4. Is the property currently utilized as: (check all that apply)

☐ Residential ☐ Commercial ☐ Industrial ☐ Agricultural

5. Are you proposing to change the use of the existing structure(s)?

☐ Yes ☐ No

If Yes, list all existing structure(s) that will change and the proposed use:

6. Are you proposing new construction? ☐ Yes ☐ No

If Yes, list all the proposed structure(s), their uses and their square footages:

Annotation by Staff

<p>7. Are you proposing to use the property/structures for: (check all that apply)</p> <p><input type="checkbox"/> Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Agricultural</p> <p>8. Is the proposal a subdivision? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, how many total lots will the subdivision create? _____</p> <p>9. Is the proposed project apart of a larger development? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>10. Are there any Critical Areas on the site? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, check the appropriate feature: <input type="checkbox"/> Steep Slopes <input type="checkbox"/> Streams <input type="checkbox"/> Wetlands <input type="checkbox"/> Other: _____</p> <p>11. Is the project located in a floodplain? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> 100yr <input type="checkbox"/> 500yr</p> <p>12. Will the project be served by:</p> <p><input type="checkbox"/> Public Sewer <input type="checkbox"/> Community Septic System <input type="checkbox"/> Individual Septic System</p> <p>13. Will the project be served by:</p> <p><input type="checkbox"/> Public Water (Name of provider): _____</p> <p><input type="checkbox"/> Community Well <input type="checkbox"/> Shared Well <input type="checkbox"/> Individual Well(s)</p> <p>14. How will access be provided to the project?</p> <p><input type="checkbox"/> Direct Access to Public Roadway</p> <p><input type="checkbox"/> Access via Access Easement (AFN# _____)</p> <p>15. How many trips per day will the project generate? _____</p> <p>16. Describe the current site conditions including vegetation and topography?</p> <p>_____</p> <p>_____</p> <p>17. Describe how the proposed project will impact the current site conditions?</p> <p>_____</p> <p>_____</p>	
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Use this form to answer the questions. Use additional 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

Early Assistance Meeting

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

What is a Early Assistance Meeting?

The purpose of a early assistance meeting is to provide the Yakima County Public Services Department with information regarding your development proposal so that the Public Service's staff may provide you with preliminary information about development requirements, environmental issues, procedural requirements and other relevant matters prior to the submittal of a formal application.

Early Assistance Meetings are mandatory for the following application types:

- Any Type 3 and Type 4 Review;
- Agricultural Tourist Operations;
- Short Subdivisions
- Subdivisions (long plats);
- Linear Transmission Facilities;
- Mining Site Operations;
- Master Planned Development applications;
- Master Planned Resorts;
- Development located within the FEMA 100-year floodplain; and
- Other projects where required by the Administrative Official under YCC Section 16B.04.010.

The analysis provided is based upon the information submitted. The more accurate and detailed the information provided, the more information staff will be able to provide at your meeting. Pre-application conferences provide preliminary information only and are not intended to result in final actions or commitments by either the county or the applicant. Any information or opinions expressed by the Yakima County staff shall not be binding on the Reviewing Official or constitute approval of the project. Refer to YCC Section 16B.04.010 for procedural details concerning a Early Assistance Meeting. If needed additional conferences may be required prior to application submittal in order to answer questions dealing with more complex projects.

How to get started....

To request an Early Assistance Meeting, you must complete an "Early Assistance Meeting Request" form and submit the minimum required information to the Yakima County Public Services Department located on the 4th floor of the Yakima County Courthouse. Most meetings are held on Tuesday afternoons, however if needed other days can be considered.

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).



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What potential information will I find out?

- What development standards will I likely need to meet?
- What permits will be required?
- What potential issues will my project face?
- What is the zoning?
- Does my proposal meet the zoning criteria for the proposed use?
- What are the water and sewer requirements?
- What stormwater review will I need to meet?
- What building and fire codes will I need to meet?
- What easements may be required?
- Will the septic drain field need upgrading?
- How do I get my project into compliance?
- What critical area restrictions may be required?

Who will help me?

Planning: The Planning division reviews your project for compliance with the Unified Land Development Code, Critical Areas Ordinance, Shoreline Master Program, and State Environmental Policy Act (SEPA).

Building and Fire: The Building & Fire Safety division reviews your project's structures for compliance with adopted Building, Fire, Floodplain codes and ordinances, emergency vehicle access, fire protection, setbacks and accessibility.

Transportation: The Transportation division reviews your project for adequacy of roadways and driveways. If it is determined that there is a need for road improvements to a private or public road a separate meeting with the Transportation Division will be needed to determine to what standard the road will have to be constructed. Please note that you will need to bring your engineer to this meeting. After this meeting, you can submit your land use application with a copy of the proposed road plans that have been designed by your engineer.

Health District: The Yakima Health District reviews on-site sewage systems/sewer adequacy and both quality and quantity requirements of drinking water. This district also oversees Food Service.

Water Resource: The Water Resource division reviews the requirements for maintaining on site storm water and potential storm water runoffs. This division oversees Yakima County's Drainage Improvement Districts and can assist you in identifying any potential flood problems.



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: _____



NARRATIVE FORM

FINAL
Revised 10/01/15

Yakima County Public Services
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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