

Short Term Rentals Application Packet

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>



SHORT TERM RENTAL SUPPLEMENTAL FORM

Revised 11/8/2022

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 with a narrative when required (If a question is not applicable, write N/A.) Your narrative should be described in detail which will expedite the review process. You may refer to Yakima County Title 19 to show how your proposal meets the legal requirements in the code. <http://codepublishing.com/wa/yakimacounty/>

A Short-Term Rental (STR) is a residential dwelling unit or portions thereof, that is rented to overnight guests for less than 30 consecutive days. STRs must conform to the standards established in YCC 19.18.420 "Short-Term Rentals."

Annotation by Planner

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

1. How many legally established dwellings are currently located on the subject parcel:
2. How many STR units do you intend to operate:
3. Where in the primary structure or ADU will the unit(s) be located:

4. STR must meet all state and federal regulations regarding business licenses and taxes. Have you applied for this license?

☐ No ☐ Yes

If yes, please provide business licenses

5. Required Attachments:

Attach a floor plan drawing of the primary residential unit or ADU. Please indicate the areas intended for the STR unit(s).

All answers to the above questions must be on this form.

However, if additional space is needed, you may attach an additional narrative.

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.



CONDITIONAL USE PERMIT 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.

<p>1. What are you proposing? _____</p> <p>2. Have you had an Early Assistance Meeting? <input type="checkbox"/> Yes, Case no. _____ <input type="checkbox"/> No</p> <p>3. Are you:</p> <p>a. Proposing a new structure(s). <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>b. Changing the Use of an existing structure? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>I. If you answered yes to either a. and/or b. above, what is the structure used for? Provide details (such as: type of business, estimated customers/guests, will the new structures be pertinent to any existing structures).</p> <p>II. What are the dimensions (length, width, height) of new structure(s)?</p> <p>4. Will the project be conducted entirely within a structure? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>a. If No, describe the outdoor activities (e.g., outdoor eating, playground, park):</p> <p>What is the approximate square footage, or seating capacity of your outdoor use area(s)?</p>	<p><u>Annotation by Planner</u></p>
---	-------------------------------------

- b. What type of noises will the outdoor use generate? (e.g. music, machinery, vehicles)

EMPLOYEES

5. Number of Full-time _____ Part-time _____ Seasonal _____
6. Maximum number at any given shift _____
7. What are the days & hours of operation? (List all)
- ☐ Monday Hours _____
- ☐ Tuesday Hours _____
- ☐ Wednesday Hours _____
- ☐ Thursday Hours _____
- ☐ Friday Hours _____
- ☐ Saturday Hours _____
- ☐ Sunday Hours _____
8. Will the operation be seasonal? If so, list months _____

PARKING & LOADING (YCC 19.22)

9. How many **existing** parking spaces do you have? _____
- a. Surface type (e.g., paved, gravel, dirt)? _____
10. How many **new** parking spaces are you proposing? _____
- a. Surface type (e.g., paved, gravel, dirt)? _____
11. Does the use require loading or unloading from trucks or other large vehicles?
- ☐ Yes ☐ No (If yes, designate areas on your site plan.)

Note: Depending on the proposed use, Americans with Disabilities Act (ADA) facilities may be required. Our Building Division can assist you.

SIGNS (YCC 19.20)

12. Will you have signage? ☐ Yes ☐ No (if yes, please use the separate sign form.)

PRIVATE ROAD OR SHARED DRIVEWAY (YCC 19.23)

13. If you are on a Private Road or Shared Driveway, is there an existing Road Maintenance Agreement?

☐ Yes ☐ No (If yes, please attach a copy to your application)

14. What is the name of the private road? _____

15. Is the road paved, gravel, dirt? _____

16. What is the width of the road? _____

17. Do you have a recorded access easement? ☐ Yes ☐ No Width? _____

18. Have you been told you may need to do Road Improvements? ☐ Yes ☐ No

a) If yes, have you met with the Transportation Division? ☐ Yes ☐ No

Please explain

STORMWATER

19. How are you proposing to manage your stormwater runoff? If you have questions pertaining to stormwater runoff you can talk with our Water Resources Division.

20. Will the proposal disturb more than one acre of ground? ☐ Yes ☐ No

FENCES (YCC 19.10.040(9))

21. Is there an **existing** fence? ☐ Yes ☐ No (If yes, answer the following)

a. Fence Material _____

b. Is the fence a view obscuring fence? ☐ Yes ☐ No

c. Is there barbed wire on the top of the fence? ☐ Yes ☐ No

d. What is the total height of the fence (including the barbed wire)?

22. Are you proposing a **new** fence? ☐ Yes ☐ No (If yes, answer the following)

a. Fence Material _____

b. Will the fence be a view obscuring fence? ☐ Yes ☐ No

c. Will you be placing barbed wire on the top of the fence? ☐ Yes ☐ No

d. What is the total height of the fence (including the barbed wire if proposed)? _____

23. Are you proposing, or do you have a retaining wall and/or recreational screen?

☐ Yes ☐ No (If yes, please describe)

SITESCREEING AND/OR LANDSCAPING (YCC 19.21)

24. Does your proposed use require?

Sitescreening? ☐ Yes ☐ No (e.g, fences, walls)

Landscaping? ☐ Yes ☐ No (e.g, trees/shrubs/groundcover)

If yes, what type (E.g., trees/shrubs/groundcover/view obscuring)?

Indicate the locations on your site plan, E.g. parking areas, along street frontages, perimeters.

What is the proposed source of irrigation water? _____

OUTDOOR LIGHTING (YCC 19.10)

25. Is any outdoor lighting proposed? ☐ Yes ☐ No

If yes, indicate type and the locations on your site plan.

WATER

26. Does this project require potable water? ☐ Yes ☐ No

27. What is the proposed source of potable water?

a. ☐ Public Water: Name of provider: _____

b. ☐ Community Well: What is the well ID number? _____

i. Parcel # where the well is located? _____

ii. Is there an existing Well Maintenance Agreement? ☐ Yes ☐ No

(If yes, please attach a copy with this application)

c. ☐ Shared Well

i. Parcel # where the well is located? _____

ii. Is there an existing Well Maintenance Agreement? ☐ Yes ☐ No

(If yes, please attach a copy with this application)

d. ☐ Individual Well

e. ☐ Other, explain: _____

SANITARY DISPOSAL

28. Does this project require sanitary disposal? ☐ Yes ☐ No

29. What is the proposed method of sanitary disposal?

a. ☐ Public Sewer: Name of provider: _____

b. ☐ Community Septic System:
Parcel where the septic system is located _____

c. ☐ Individual Septic System

d. ☐ Other, explain: _____

COMPLETION OF PROPOSAL

30. What is your proposed timeline for completing your proposal? If phases are proposed, please describe in detail.

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 Type - 1

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

"Type 1" - is a land use level of review that is generally permitted in a zoning district. This is the lowest review of a 4 tier review process.

Step 1. The Review Process and Timelines for Type 1

Submit a complete application. If there are any questions about your application, or if an item is missing, staff will contact you within a few days after it is submitted.

Step 2.

After staff reviews your proposal based on applicability with existing codes and ordinances a decision is drafted by staff for the Administrative Official's review and final decision approval.

Step 3.

The Decision is mailed to you. Review the decision carefully, as there are usually conditions attached to the permit that must be completed within specified timelines. Any appeal of this decision must be filed within 14-days of the date of the decision.

Step 4.

After receiving a Decision for Approval; submit the necessary applications for building and/or fire permits, water and sewage disposal approvals, etc....as applicable. Building, Fire and Health District permit applications can be submitted prior to receiving the zoning decision at your own risk, but they will not be issued until and unless the zoning permit is approved. For more information on building and health permits, contact Yakima County Public Services (509) 574-2300 and/or the Yakima Health District (509) 575-4040.

See Table 19.14.-1 Allowable Land Uses for a complete listing of the types of uses that may be allowed for each zoning district. Check with County staff for more information or review the applicable Zoning Ordinance for your particular proposal.

For questions pertaining to your property zoning please visit www.yakimap.com

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 Type -1

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

Frequently Asked Questions

Q: What is a Type 1 Use?

A: A Type 1 land use is generally permitted outright if consistent with the development standards as outlined under YCC 19.10.04 which includes, but are not limited to setbacks, lot coverage, building heights, landscaping, site screening, parking and signs.

Q: When is a Type 1 review required?

A: A Type 1 review is required for all development permit applications, however some Type 1 reviews consist of just a building permit and some will require a land use review through planning. Please contact the Planning Division to determine if a land use permit will be required.

Q: What information do I need to apply for a Type 1 review?

A: A complete application for a development permit.
A site plan meeting the requirements outlined in the *Minimum Site Plan Requirements Handout*.
A General Application for Land Use form.

Q: What happens after I apply for the Type 1?

A: After submitting your application staff reviews the materials for completeness. If complete, staff will then review the proposal and issue a decision. The timeline for this decision may depend on information requested from other agencies. Generally the process will be complete within 30 days.

Q: Does a Type 1 Review have a notice?

A: Typically Type 1 reviews do not require notice. In some instances interested agencies may be notified for comment. Surrounding property owners are not notified.

Q: Are any other permits required for a Type 1 Review?

A: Yes. A Type 1 review is not a separate permit. This review is a zoning review of an associated development permit application conducted on all applications for projects.

Q: Can a Type 1 Review be denied?

A: Yes. A Type 1 review is a verification that a development project meets the zoning district. If the proposed development does not meet these criteria, the Type 1 review will be denied. If the associated permit applications are incomplete or missing information, the Type 1 review will be denied. In either case, a letter outlining the reasons for denial will be sent to the applicant or other designated contact. This letter may also make recommendations for the next possible steps to take to complete your proposed development project.

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).



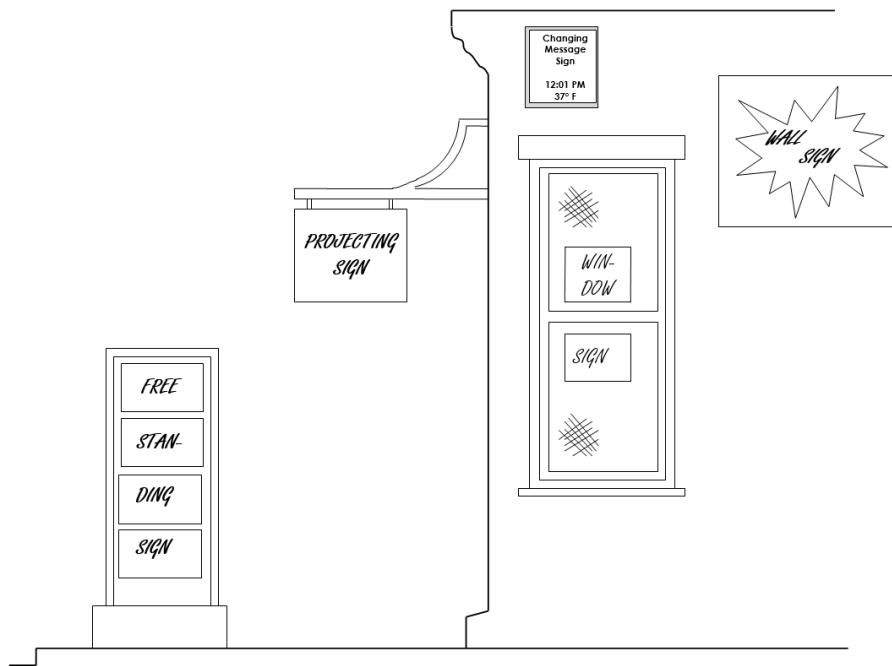
SIGN SUPPLEMENTAL FORM

Revised 1/3/2019

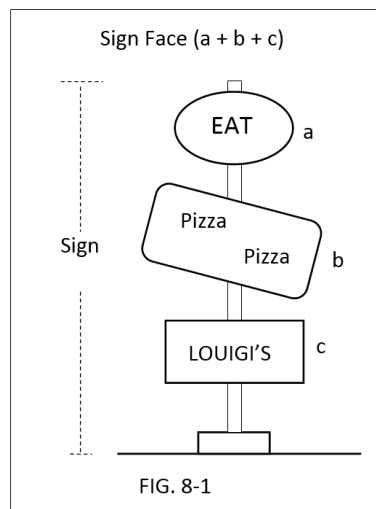
Yakima County Public Services
128 North Second Street · Fourth Floor Courthouse · Yakima, Washington 98901
(509) 574-2300 · 1-800 572-7354 · FAX (509) 574-2301 · www.co.yakima.wa.us

Please answer all of the following questions with narrative when required (If a question is not applicable, write N/A.) Your narrative should be described in detail which will expedite the review process. You may refer to Yakima County Title 19 to show how your proposal meets the legal requirements in the code. <http://codepublishing.com/wa/yakimacounty/>

	<u>Annotation by Planner</u>
<p>If you are proposing a sign, complete the following questions (if not applicable, explain why):</p> <p>1. Are you:</p> <p>a. Proposing a new sign(s)? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>b. Changing or replacing an existing sign? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>2. How many signs are you proposing? _____</p> <p>3. What type of sign are you proposing (such as: wall sign, billboard, directional, projecting, etc.)? Describe the sign in detail:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>4. What is the size of the sign area (height, width) of the proposed sign? _____</p> <p>_____</p> <p>5. What is the total height of the sign from grade to top? _____</p> <p>6. Is the proposed sign:</p> <p><input type="checkbox"/> On-Premise <input type="checkbox"/> Off-Premise</p> <p>a. If the sign is Off-Premise, what is the parcel number for the sign location?</p> <p>_____</p> <p><i>Indicate the location of all proposed signs on your site plan.</i></p>	



“Freestanding sign” means any sign supported by one or more uprights, poles or braces in or upon the ground. “Sign height” means the vertical distance measured from the grade below the sign or upper surface of the nearest street curb, whichever permits the greatest height, to the highest point of the sign.



“Sign area” means that area contained within one or more perimeters that enclose the entire sign cabinet, and a rectilinear shape encompassing individual letters with no background but excluding any support or framing structure that does not contain a logo or other symbol which advertises or promotes merchandise, services, goods, or entertainment. For example: the sign area in Figure 8-1 is the sum of the areas of the sign faces “a”, “b” and “c”.

***All answers to the above questions must be on this form.
However, if additional space is needed, you may attach additional narrative.***

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.



YCWRS – Water Availability Yakima County Water Resource System Application and Checklist Ordinance 13-2017 (Section 12.08.390)

Revised:
May 12, 2021

Yakima County Water Resource System (YCWRS) is a water system organized pursuant to RCW 36.94.140 which provides service to the public in the form of “mitigated” or “water budget neutral” water supplies for domestic use through the withdrawal of domestic supply from a groundwater permit exempt well. The service area of the water system is all of the privately held property in Yakima County within the Yakima River watershed except those areas within the corporate limits of a City, within the exterior boundaries of the Yakama Reservation, or within the service areas of a Group A and Group B water systems in existence prior to January 1, 2018. The YCWRS holds senior water rights and allows the use of such rights by the public when wells are constructed and metered according to YCWRS procedures.

Check when Completed

- ☐ **Step 1:** Complete the Water Availability Application and submit to Yakima County Public Services to determine **well depth/and or water bearing unit standard**.
- ☐ **Step 2: Submit a copy of your Water Well Report** to Public Services following construction of the well to verify the well meets the well depth standard. Maintain a copy of the updated form. When completed, see Step 3.
- ☐ **Step 3: (Well depth has been confirmed).** Submit an Adequate Water Determination (AWD) application to Yakima Health District with your Water Well Report and Water Test results and associated fees. When completed, see Step 4.
- ☐ **Step 4: Property owner must complete Water Metering Agreement** and pay associated fees. Provide a copy of the properties unabbreviated full legal description (attach a separate page) to Yakima County Public Services. When completed, see Step 5.
- ☐ **Step 5: Prior to occupancy,** the meter box and meter setter must be installed. After installation, call Public Services Utilities at (509) 574-2360 to schedule the installation of the Yakima County water meter and transmitter.

There are several steps through the process to obtain approval for domestic water / potable water for construction of a residence or land use action.

Throughout the process at each step, always maintain a copy of the documents as they are updated for your records.

The forms will need to be reviewed by several departments signed and re-submitted. Please clearly print your information on the application form to ensure the review documents will be returned to the appropriate address.

Agency contact information or required documents:

Department of Ecology - Intent to drill a well or Water Well Report	(509) 575-2490	Yakima County Water Resources or Utilities Division	(509) 574-2300
Yakima Health District Adequate Water Determination	(509) 249-6508	Yakama Nation Water Code Permit 214 Ivy Street, Wapato WA 98951	(509) 865-5121 Ext. 6121 or 6122

Retain this cover page for your records. All steps above must be completed prior to occupancy.

My WRS Case is: WRS _____ - _____

My assigned Project Coordinator or Planner is: _____



YCWRS Water Availability Application

**STEP
1**

Revised:
March 1, 2021

REQUIRED: Tax Parcel Number: (11 digits) (Reference WWW.YAKIMAP.COM for assistance) Example: 18 13 23 --- 1 2 3 4 5 Parcel #.: _____ - _____	
Subdivision or Short Plat Number	Lot #

Office Use Only:	DATE:
YCWRS Case: WRS	
BLD / PLN Case:	
County Staff:	

(Road name or address if assigned)

Site address: _____ **City:** _____

(print clearly)

Applicant Name:

Phone:

☐ Check if you are the property owner

Mailing Address:

City, State, ZIP:

E-mail:

Signature:

Date:

Has the well been drilled (constructed)?

☐ **No** (Begin at Step 1)

☐ **Yes** (Begin at Step 2)

PLEASE CHECK BELOW THE TYPE OF BUILDING OR LAND USE PERMIT YOU ARE APPLYING FOR:

_____ Number of connections requested

☐ SINGLE FAMILY RESIDENCE

☐ MULTI-FAMILY RESIDENCE (Number of Units) _____

☐ ACCESSORY DWELLING UNIT

☐ COMMERCIAL

☐ INDUSTRIAL

☐ LAND USE PERMIT OR OTHER – Please Describe:

Statements of Understanding

- I understand a YCWRS domestic well permit for a permit exempt well may only be obtained concurrent with a building permit or a land use permit and is provided as mitigation to senior water rights.
- I understand a YCWRS Well Permit will not be issued until I receive an approved Water Availability Review by Yakima County and an approved Water Adequacy Determination by the Yakima Health District. I also understand I must provide a completed Water Metering Agreement to Yakima County before receiving a YCWRS Well Permit.
- I understand the amount of water withdrawal permitted from a YCWRS well shall not exceed 5,000 gallons per day.
- I understand a YCWRS well must be metered and that I am responsible for installing a meter box and meter setter in accordance with Yakima County standards.
- I understand once I have installed a meter box and meter setter that Yakima County will install the meter and transmitter.
- I understand once installed, the meter and transmitter will remain the property of Yakima County and all other materials required for the water service including but not limited to the well, pump, service line, meter box and meter setter will remain my property.
- I understand the County's cost to install the meter and transmitter is not included in the connection permit charge and that the actual meter and transmitter installation cost will be billed when charges have been finalized. Please check www.yakimacounty.us/Faq.aspx?QID=476 for estimated associated fees.
- I understand YCWRS wells are subject to quarterly *Ready to Serve Charges* and *Water Consumption Charges* in accordance with Yakima County Code 12.08.
- I understand I am granting access to the meter on this parcel by Yakima County and its contractors for reading, repair, or replacement.
- I understand Yakima County is not responsible for the quality or quantity of water provided from the well.
- I understand water from the well is for use on the parcel within this application only and is not transferable for use at other locations or additional connections.
- I understand if I am later required to connect to a municipal water source, the YCWRS water right with the parcel will be returned to Yakima County Water Resource System. Yakima County will pay for decommissioning of the well on the parcel as provided in Yakima County Code 12.08.
- I understand that should I not comply in the statements above and all requirements, enforcement action may be taken in accordance with Yakima County Code 12.08.
- I understand Yakima County shall be held harmless for misinterpretation or misrepresentation of documents I provide to obtain my permits.

I (print name) _____ have read and understand the Statements of Understanding listed above.

Property Owner Signature _____ Date: _____

Note: In accordance with the Fair and Accurate Credit Transactions Act of 2003 (Red Flag Rule), and Yakima County Resolution 207-2009 Identity Theft Prevention Program, all new water system applicants must apply in person to permit the validation of the identity of the person opening the account.



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: _____