

Shoreline & Critical Areas Substantial Development Application Packet

Yakima County Planning Division



Yakima County Planning Division
128 N. 2nd Street, 4th Floor Courthouse
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Application Packets available at: <https://www.yakimacounty.us/781/Applications-Forms>



Shoreline & Critical Areas Questionnaire

For Streams, Ponds, Wetlands, Floodplains, and other Habitat Areas

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

Form # PLN ENR 001-Q1 A
Revised 7-1-16

INSTRUCTIONS

NOTE: *If your project involves Agricultural Activities on designated Rural or Agriculture lands, consult with a natural resources planner.*

Consult with a Natural Resources Planner BEFORE using this application form. **Read this questionnaire BEFORE** designing your project so that you can design the project to meet the standards. If you have designed the project without consideration of the legal requirements, then the review process will be much more difficult, take much more time, and will likely need costly changes to the plans. A project that clearly meets all the standards is much easier and less time consuming for your project reviewer to approve. *Please consider* if you will be able to prepare the application yourself or whether you will need to work with a **private consultant**.

IMPORTANT: Please understand that many projects require that a critical areas study performed by qualified professional be submitted to identify the critical area. There are some instances where staff can easily perform the identification, and help you avoid a report, but that is not always the case.

Please note that you probably will not need to submit all pages – only those that apply. There are 5 required pages. Supplemental pages may be needed. The Natural Resources Planner assisting you will help you determine which pages to remove, and will help with answering questions.

The questions are designed to help you and the application reviewer understand how your project meets the legal requirements in the Critical Area Ordinance (CAO) and Shoreline Master Program (SMP). In filling out this questionnaire, be sure to refer to the appropriate sections of the CAO. If you are within Shoreline jurisdiction, you should also refer to the SMP. You can obtain a copy of the SMP in our offices. You can obtain a copy of the CAO in our offices, or access it on the internet at:

<http://www.co.yakima.wa.us/cmrs> (choose 'County Code')

The questionnaire is organized around groups of questions concerning different subjects, which are clearly labeled. All applications are required to answer the questions regarding whether the **Use is Allowed** and for meeting the **General Standards**. The questions on the supplemental must be answered when different subjects apply to the project (for example: filling, roads, utilities, etc). There are seven (7) questions on the first page of the questionnaire used to determine which of the supplemental sheets to fill out. If you answer **YES** to one of these questions, then that sheet of questions applies to the project and you must include it. If there is a sheet of questions which do not apply to your project, you may remove that sheet from the questionnaire.

Each group of questions relates to a particular subject and is headed by a **shaded box**. The box asks if all the standards for that subject are met. Circle either the YES or NO answer based on the questions under the shaded box. If you answer NO in the shaded box, you will need to modify your plans or apply for an adjustment or variance of the standard – a separate application. The questions under the shaded box help you determine if you are meeting the standards. The questions are arranged in nested order – meaning that when questions are indented under another question, they are related to **just** that question. If you need help understanding the layout of the questionnaire, or need help with specific questions, contact your Natural Resources Planner. If you wish to fill out the questionnaire digitally, contact a staff person for a MS Word version.

Shoreline & Critical Areas Questionnaire
For Streams, Ponds, Wetlands, Floodplains, and other Habitat Areas
(Required Page – Allowed Uses and General Standards)

REQUIRED

Project description (from application form): _____

Owner Name: _____ **Phone #:** _____
(Be sure to sign this form on last page.)

For Staff Reference

Project #: _____ **Case #:** _____

NOTE: *If you answer NO to the questions in the shaded boxes of the questionnaire, you will need to either change your plans to conform to the requirement, or obtain an Adjustment or Variance from the standard that is not met. Such reviews require separate forms and materials to be prepared, and may delay the project.*

QUESTION SHEETS TO INCLUDE IN THIS QUESTIONNAIRE

All projects must answer questions on the 5 REQUIRED sheets regarding **Allowed Uses and General Standards**. Answer the questions below to determine what supplemental sheets you also need to fill out. If you answer **YES**, then that sheet of questions must be included. If there is a supplemental sheet of questions which do not apply to your project, you may remove that sheet from the questionnaire.

- **Suppl. A - Does your proposal disturb land or water areas; or revegetate critical areas?** **NO** **YES**
- **Suppl. B - Does your proposal include work on a transportation facility?** **NO** **YES**
[EXAMPLES include driveways, parking areas, roads, bridges, etc.]
- **Suppl. C - Does your proposal include work on utilities?** **NO** **YES**
[EXAMPLES include sewer/septic, water, electrical, communication, etc.]
- **Suppl. D - Does your proposal include in-channel work, bank stabilization, or flood protection?** **NO** **YES**
[EXAMPLES include bank barbs, weirs, groins, jetties, dikes/levees, large wood, etc.]
- **Suppl. E - Does your proposal include excavation on land or dredging in water?** **NO** **YES**
[NOTE: Be sure to consider the material excavated for foundations and crawl spaces.]
- **Suppl. F - Does your proposal include placing fill material on the land or in the water so it elevates the surface?** **NO** **YES**
[NOTE: Be sure to consider the material excavated for foundations and crawl spaces.]
- **Suppl. G - Does your proposal involve gravel mining?** **NO** **YES**

I certify that the pages indicated above are filled out and attached as part of this application:

LANDOWNER'S SIGNATURE: _____ **DATE:** _____

Shoreline & Critical Areas Questionnaire
For Streams, Ponds, Wetlands, Floodplains, and other Habitat Areas
Required Page – Allowed Uses and General Standards

1. Is the proposed use either an **Allowed Use** or an existing **Non-Conforming Use**? **YES NO**
 (See YCC 16C.06.10; 16C.05.32.020; 16C.05.36.020; 16C.06.11(23); & SMP Sections 9 & 15)

REQUIRED

(A) What is/are the existing use(s) of the property?

(B) What will the use(s) be after the project?

(C) Does the project include an activity that is a **Prohibited Use** that will be located within a stream, wetland, vegetative buffer, floodplain, or floodway? (See YCC 16C.06.10) **YES NO**

Prohibited uses include:

- Storage/handling of dangerous/hazardous materials
- Draining/filling a wetland (except under certain cases)
- Wells that are shallow or uncased
- Confined Animal Feeding Operations
- Vehicle and material storage within a floodway
- Waste disposal facilities (includes stormwater wells/ponds, but doesn't include filtration swales)
- Construction or storage of objects in a floodway that can float or move during a flood
- Structures and fill in a floodway, except in certain circumstances
- Damming a watercourse in a floodway, except in certain circumstances
- New and expanded Mobile Home Parks in the floodplain
- Storage/handling of waste materials
- Excavation to obtain fill
- Mine tailings, spoilage, mining waste
- Automobile wrecking yards
- Dwellings/residences in a floodway

(D) Does the project involve **changing from one use-type to another**? **YES NO**
 (See YCC 16C.06.11(23)) (Examples include residential to commercial, agriculture/vacant to residential, commercial to recreation, etc.)

If YES:

(i) How will the conversion reduce impacts to the critical area or shoreline?

(ii) How will the conversion restore/enhance the critical area or shoreline functions and values?

(E) Is the project within Shoreline Jurisdiction? **YES NO**

[NOTE: Please consult with a Natural Resources Planner for assistance on Shoreline matters. The Shoreline Master Program regulations apply in Shoreline jurisdiction.]

If YES:

(i) What Shoreline environment is it in?

(ii) Is the project an allowable use for the Shoreline environment? **YES NO**

(iii) Does the project meet the special requirements for the applicable uses and activities listed below? Circle all appropriate uses and activities and provide a written response to standards.

Agriculture	Aquaculture	Forestry	Mining	Recreation
Commercial	Industrial	Residential	Transportation	Utilities
Filling	Excavation/Dredging	Signs	Shore Stabilization	

(F) If this project qualifies for an **exemption**, please list it: _____

TABLE OF USES AND CRITICAL AREAS – Get assistance from your Natural Resources Planner to fill out the table on the next page using the instructions near the top.

Shoreline & Critical Areas Questionnaire
For Streams, Ponds, Wetlands, Floodplains, and other Habitat Areas
Required Page – Allowed Uses and General Standards

REQUIRED

		Water Related Natural Features on or Adjacent to Property								
	Features of the proposed project	FEMA Flood-plain	FEMA Flood-way	Channel Migr. Zone	Flood channel or swale	River/stream channel & side channel	Lake/ Pond	Wetlands/wet areas (incl. w/in swale or flood channel)	In buffer of stream or wetland: (list distance)	Clearing riparian vegetation – trees or shrubs
X										
	Instructions: (1) Mark the natural features existing on-site or near the site using the shaded row above. <i>Get assistance from staff</i> to ID some features. (2) Mark the proposed project parts using the shaded column to the left. (3) For each project part, fill in the table based on whether it is within or crosses the natural feature. Use an 'X' in the appropriate boxes. (4) <i>Be sure</i> that the listed natural features and project parts are <i>shown on the site plan</i> .									
	Structure/Utility									
	Home/Office/Busin.									
	Garage/Shop/Shed									
	Deck/porch/patio									
	Barn/processing bld									
	Utility lines									
	Propane Tank									
	Septic tank/drainfd									
	Well/Pumphouse: (Indicate depth and if cased)									
	Stormwater facil.									
	Signs									
	Other:									
	Yard/Grounds									
	Lawn/mowed area									
	Gardens									
	Playset/Gazebo									
	BBQ/Picnic area									
	Excavated areas									
	Filled areas									
	Vegetation Planting									
	Cleared areas/ vegetation removal									
	Ditch/berm/dike									
	Animal pen/corral									
	Pasture/farm area									
	Fences									
	Other:									
	Access									
	Driveway/Road									
	Bridge/culvert									
	Trail/Path/Sidewalk									
	Parking areas									
	Other:									
	In-Water/ On-Bank Work									
	Bank Barb/Weir									
	Bank Armoring									
	Revegetation									
	Dock/water access									
	Other:									

Shoreline & Critical Areas Questionnaire
For Streams, Ponds, Wetlands, Floodplains, and other Habitat Areas
Required Page – Allowed Uses and General Standards

2. Does the project meet the General Standards (see YCC 16C.06.11), the Vegetative Buffer Standards (see YCC 16C.06.12-.16; & SMP 15), and the General Critical Areas Protective Measures for subdivisions (see YCC 16C.03.27(3))?	YES	NO
(A) Water Dependency - Are parts of the project particularly dependant or related to the water? (See YCC 16C. 06.12-.16)	YES	NO
(i) If YES, which ones?		
(B) Will <u>all</u> Non-Water Oriented parts of your project meet the vegetative buffer and setbacks in YCC 16C.06.16?	YES	NO
[NOTE: The questions below cover common project elements to consider.]		
(i) Does your vegetation management zone (a width around the structure) for Wildland-Urban fire protection meet the buffer requirements?	YES	NO
(ii) Does your septic tank/drainfield, well and well house, power poles, and all utility lines meet the buffer requirements?	YES	NO
(iii) Does your driveway/access road meet buffer requirements?	YES	NO
(iv) Do your yard, outdoor use areas, landscape features, recreation facilities, etc. meet buffer requirements?	YES	NO
(v) Do the construction areas for the items above meet buffer requirements?	YES	NO
(C) Are the critical area features marked on the ground?	YES	NO
(D) How will you protect other riparian vegetation (water loving plants growing because there is a stream or wetland nearby) on the property?		
(E) How will you avoid disrupting fish habitat and wildlife habitat?		
(F) Can you avoid critical areas by placing the project away from them?	YES	NO
(G) Can you reduce the size of the project (amount of fill, size of structures, etc.)?	YES	NO
(H) Describe how you are minimizing the amount of disturbance on the property.		
(I) Are you obtaining a local/federal/state/or tribal stormwater permit? (If not or if you are exempt from them, you must meet the CAO's stormwater standards.)	YES	NO
(J) Describe your erosion control measures and your stormwater runoff control measures.		
(K) Are chemicals, nutrients, wastes, or toxins currently present on the site, or used during development, construction, or operation of the property?	YES	NO

REQUIRED

Shoreline & Critical Areas Questionnaire
For Streams, Ponds, Wetlands, Floodplains, and other Habitat Areas
Required Page – Allowed Uses and General Standards

REQUIRED

(L) Will the project change or cross a stream channel or wetland? **YES NO**
 (i) If YES, describe what changes are proposed?

(M) Will the project change or cross the floodplain, floodway, or any flood overflow channels?
 (i) If YES, describe what changes are proposed?

(N) Is the project near an eroding bend in a stream or near a Channel Migration Zone (for larger streams)? **YES NO**

(O) Will there be a well used? **YES NO**
 (i) If YES, provide details on the depth and casing/lining? (If existing, provide the well log.)

(P) Does the project include the subdivision of land? **YES NO**
 (i) If YES, are the lots configured to protect critical areas as required by 16C.03.27(3)? (For example critical area lots, building envelopes, lot size, restoration of degraded areas, etc.) **YES NO**

3. For proposals that involve **disturbing** land or water areas, or **replanting** critical area vegetation, does the project meet the **Reclamation standards**? **YES NO NONE PROPOSED** ____
 (See YCC 16C.06.23)

SUPPL.
A

(A) Will there be disturbances in the water or wetlands? **YES NO**

(B) Will there be disturbances on land? **YES NO**

(C) When will you restore disturbed areas?

(D) How will you restore disturbed areas (if you have prepared a restoration plan, just refer to it)?

(i) Will you need to add fill to ensure that vegetation has a growing medium? **YES NO**

(E) Describe how you will make the final site topography stable.

(F) What plants will you use to re-vegetate the different areas of the site?

(G) Describe what mitigation you are proposing to compensate for impacts to the critical areas or shorelines? (If you need assistance, contact a natural resources planner.)

Shoreline & Critical Areas Questionnaire
For Streams, Ponds, Wetlands, Floodplains, and other Habitat Areas
Supplemental Page -- Transportation

1. For proposals that include establishing a **transportation facility**, does the project meet the **Roads and Railroads standards?** **YES NO**

(See YCC 16C.06.17; 16C.05.36.010(7) & (2); SMP 15.09)

(Examples include driveways and parking areas.)

SUPPL.
B

(A) Why do you need to locate the transportation facility in the critical area or shoreline?

(B) Describe the ways you could place the facility further away from or outside of the critical area or shoreline?

(C) Will fill be used to elevate the facility, or will it be constructed at grade?

(D) Will any fill used in the facility include construction waste or other debris? **YES NO**

(E) Is the facility located in any designated floodplain or floodway area, or in a flood overflow channel? **YES NO**

(i) If YES, has a floodway been defined at this location? **YES NO**

(See YCC 16C.05.36.010(7) & (2A/B/G))

(F) Does the project involve a bridge or other crossing over a stream or wetland? **YES NO**

If YES:

(i) Is there a way to provide access without using a new crossing (to a different road, etc.)? **YES NO**

(ii) Is there an existing crossing nearby? **YES NO**

(iii) Describe how the crossing location was chosen to use the most direct route, and have the least impact possible?

(iv) Will the crossing constrict the stream channel (the width between the channel banks) or impede the stream flow? *(See YCC 16C.06.17(5))* **YES NO**

(v) Will the crossing constrict the width of any defined floodway? *(See YCC 16C.05.36.010(7 & 2B))* **YES NO**

(vi) Describe how have you have designed your crossing's approaches to allow high floodwaters to pass around them without destroying the crossing or approaches (using a road dip, returning to grade quickly, extra culverts, etc.)? *(See YCC 16C.06.17(3 & 10))*

(vii) Is the crossing a culvert? **YES NO**

If YES:

(a) Does the culvert parallel the stream's flow and match the channel bed? **YES NO**

(b) Does the culvert provide for a natural material channel bottom (arch pipes, squash pipes, open bottom)? **YES NO**

Shoreline & Critical Areas Questionnaire
For Streams, Ponds, Wetlands, Floodplains, and other Habitat Areas
Supplemental Page -- Utilities

- | | | |
|---|------------|-----------|
| 1. For proposals that include Utilities or Transmission Lines , does the project meet the Utility standards ? | YES | NO |
|---|------------|-----------|

(See YCC 16C.06.18; 16C.05.32.010; 16C.05.36.010(2); SMP 15.10; SMP 15.06; SMP 15.07)
 (Examples include sewer/septic, water, electrical, communication, etc.)

SUPPL.
C

(A) Why do you need to locate the utility facility in the critical area or shoreline?

(B) Describe the ways you could place the facility further away from or outside of the critical area or shoreline?

(C) Will the utility result in elevated ground or structures that can block/divert flood flows?

(D) Where will excess material that is displaced by lines and bedding material, or foundations be deposited? **[NOTE: That location may also require zoning, critical areas, or other review.]**

(E) Does the utility facility handle hazardous materials or potential pollutants?	YES	NO
(i) If YES, describe them.		

(F) Does the facility only provide service to individual customers in the immediate area?	YES	NO
(see YCC 16C.05.32.010 & 16C.05.36.010)		

(G) Is the utility facility above ground or below ground?

[NOTE: Most utilities in shoreline jurisdiction must be buried underground.]

(i) **If above ground** (overhead lines, connecting to bridge, etc.):

(a) Are supports placed as far upland as possible or (if within the floodwaters) in areas safest from high flood velocities and depth?	YES	NO
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(ii) **If below ground** (pipelines, etc.):

(a) Describe its depth and the method of installation (bored, or trenched, or 'plowed').

(b) Describe how you will prevent the trench from acting like a "french-drain" in high groundwater areas.

(c) Is there a Channel Migration Zone or indications of historic channels in this location? (NOTE: Contact a staff planner for assistance.)	YES	NO
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(d) Will it be placed in a sleeve for easy repair outside any stream/wetland?	YES	NO
---	------------	-----------

(H) Does the utility facility involve a bridge or other crossing over a stream or wetland?	YES	NO
If YES:		

(i) Is there a way to provide the utility service without a new crossing by connecting from another direction?	YES	NO
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(ii) Are you using an existing crossing location? (See YCC 16C.06.18(4))	YES	NO
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(iii) Describe how the crossing location was chosen to use the most direct route, and have the least impact possible.

Shoreline & Critical Areas Questionnaire

For Streams, Ponds, Wetlands, Floodplains, and other Habitat Areas

Supplemental Page -- In-Channel Work, Bank Stabilization, or Flood Protection

SUPPL.

D

1. For proposals that involve **in-channel work, bank stabilization, or flood protection**, does the project meet the **Shore Stabilization standards?** YES NO
(See YCC 16C.06.19; SMP 15.13; 16C.05.28.010(a & d)); 16C.05.36.010(5 & 6)
(Examples include bank barbs, channel weirs, groins, jetties, berms/dikes, large wood, etc.)

(A) Describe the shore stabilization work are you proposing?

(B) What consultants and agencies are assisting you at this time?

[NOTE: You will need professional assistance to design your stabilization work.]

(C) Why do you need to do the in-channel work, bank stabilization, or flood protection?

(i) When did the problem start?

(ii) Rate the severity of the problem. **Mild Moderate High Extreme**

(iii) Has there been a sudden and major bank failure? YES NO

(iv) Is the problem caused by normal river/stream movement? YES NO

(v) Is the bank already armored? YES NO

(a) If YES, is it being maintained? YES NO

(D) Are there any structures at risk due to close proximity to an erosion problem? YES NO

(i) If YES, list the structures and their distance from the problem site

Structure Distance

(E) Is the project in a designated floodway? YES NO

(F) Is your project designed using the Integrated Streambank Protection Guidelines prepared by Wa. Dept. of Fish and Wildlife? YES NO

[NOTE: You will likely need professional assistance.]

(G) Describe how you are minimizing the number and size of structures?

(H) Have you implemented the preference for non-structural protection measures? YES NO
[NOTE: The questions below are arranged from most preferred to least preferred]

(i) Have you tried using non-structural protection measures yet? YES NO
(Avoidance, moving the facility, general vegetation planting, etc.)

(a) If NO, explain why not.

(ii) Have you tried using 'bio-engineering' yet? YES NO
(Intensive revegetation, branch-cutting bundles, planted soil lifts, etc.)

(a) If NO, explain why not.

Shoreline & Critical Areas Questionnaire
For Streams, Ponds, Wetlands, Floodplains, and other Habitat Areas
Supplemental Page -- In-Channel Work, Bank Stabilization, or Flood Protection

- (iii) Are you installing specific features made of natural materials (wood & rock)? **YES NO**
(*Bank barbs, log vanes, root-wad armoring, etc.*)
- (iv) Are you installing an erosion resistant covering (rip-rap, etc.) using natural-materials? **YES NO**
- (v) Are you installing structures using concrete? **YES NO**
(*Bulkheads, revetments, rock grouting, etc.*)
- (I) Are you installing permanent structures? **YES NO**
(*Examples include barbs, bulkheads, revetments, breakwaters, groins, etc.*)
If YES:
- (i) Describe how you have minimized the height of the structures?
- (ii) Describe your plans for future maintenance?
- (J) Will the effect of your work be to prevent normal channel movement processes, either vertically (grade control) or horizontally (bank armoring)? **YES NO**
- (K) Are you trying to restore lost land? **YES NO**
- (i) If YES, will the new land be within the existing ordinary high water? **YES NO**
- (L) Describe how your structures are designed to be stable over time, including the need for any periodic maintenance.

Shoreline & Critical Areas Questionnaire
For Streams, Ponds, Wetlands, Floodplains, and other Habitat Areas
Supplemental Page -- Fill, Excavation, and Dredging

- | | |
|--|---------------------------|
| 1. For proposals that include excavation on land or dredging in the water , does the project meet the Dredging and Excavation standards?
(see YCC 16C.06.20; SMP 15.16) | YES NO
NONE PROPOSED__ |
|--|---------------------------|

SUPPL. E

[NOTE: Be sure to consider the material excavated for foundations and crawl spaces.]

- (A) Will there be dredging in the water or a wetland? YES NO

If YES:

- (i) What use is the dredging for?

- (ii) Where will the dredge spoils go?

- (iii) Have you attached a dredging plan? YES NO

- (B) Will there be excavation on the land? YES NO

If YES:

- (i) What use is the excavation for?

- (ii) Where will the excavated material go?

- (iii) What volume of excavation is proposed?

- (C) Describe how you are minimizing the amount of dredging/excavation needed.

- | | |
|---|---------------------------|
| 2. For proposals that include Fill , does the project meet the Filling standards?
(See YCC 16C.06.21; 16C.05.36.020(2); SMP 15.14) | YES NO
NONE PROPOSED__ |
|---|---------------------------|

SUPPL. F

[NOTE: Be sure to consider the disposal of material excavated for foundations and crawl spaces.]

- (A) Is there fill placed in the water or a wetland? YES NO

- (i) If YES, what use is it for, and what type of material is to be used?

- (B) Is there fill placed in the floodplain or floodway? YES NO

- (i) If YES, what use is it for?

- (C) Is there fill placed in other land areas? YES NO

- (i) If YES, what use is it for?

- (D) Describe how you are minimizing the amount of fill needed.

- (i) Are you using fill to elevate a structure? YES NO

If YES:

- (a) Is it possible to use pilings/piers rather than fill? YES NO

- (b) Is it possible to elevate any structure on a foundation rather than on fill? YES NO

- (E) What volumes and materials are you using for the fill?

- (F) What erosion control will you use for the fill area?

Shoreline & Critical Areas Questionnaire
For Streams, Ponds, Wetlands, Floodplains, and other Habitat Areas
Supplemental Page -- Gravel Mining

1. For proposals that involve gravel mining , does the project meet the Gravel Mining standards? (See YCC 16C.06.22; 16C.05.36.010-.020; SMP 15.04)	YES	NO
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SUPPL. G

(A) Have you attached a description of your mine (material, volumes, etc.), an operations plan with maps, your plans for protecting critical areas and a reclamation plan with maps?	YES	NO
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(B) How will the mining operation affect the critical area or shoreline?

(C) What will be the subsequent use of the site after mining is completed?

(i) How will the subsequent use affect the critical area or shoreline?

(D) Will bodies of open water (below groundwater level, or from capturing runoff) result from the mining operation?	YES	NO
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(E) Describe how you are minimizing the amount of, and severity of impacts to the critical area or shoreline?

(i) Describe how you will minimize the obstruction of flood flows?

(ii) Where you permanently impact a critical area or shoreline, how will you replace its function and value?

(F) Are you able to meet the operational setbacks in the ordinance?	YES	NO
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(G) Will mine reclamation meet state standards?	YES	NO
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[NOTE: Provide copy of DNR permit, or reclamation plans following state standards.]



Environmental Review NARRATIVE

FINAL
Revised 07-01-16

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 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.
- Describe the timelines for completion of your proposal.

Answer the Following (Required Information):

1. Is your project within shoreline jurisdiction? ☐Yes ☐No
What type of shoreline environment? ☐Rural ☐Urban ☐Natural
☐Conservancy ☐Urban Conservancy ☐Floodway/CMZ
2. Are you applying for an exemption? Please list type of exemption (see WAC173-27-040 Exemption Brochure) _____

3. Have you met with a natural resources staff prior to application? ☐Yes ☐No
From this meeting what type of critical areas are present on your property?
☐Geologic Hazard ☐FEMA floodplain ☐Wetland ☐Stream ☐Pond
☐Other Habitat Area: (what type) _____

[illegible]



SHORELINE & CRITICAL AREAS

Submittal Checklist

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

Form # PLN ENR 001-SC1- A
Revised 7-1-16

(For staff use only)

APPLICANT:	PROJECT #:
PHONE:	CASE #:
PROJECT DESCRIPTION (from application form):	INTAKE:
	DATE:

NOTE: Your application will not be placed on the review work list until all applicable items have been submitted.

NOTE: It is recommended that construction plans not be submitted until after Planning permits are obtained since your permit may be denied or changes may be require to the construction plans, resulting in wasted or additional consultant and permit fee costs.

SEE INSTRUCTIONS ON PAGE 2

Required Items (supplied by applicant)	INTAKE STAFF COMMENTS (reviewed by Staff)	Intake Verification
1. Pre-Application Meeting and Site Visit to review application materials with Planner		☐
2. Complete Shoreline/Critical Areas Application Form - Did the property owner of record sign? YES NO - Is there a contact phone number listed? YES NO	List other related applications (zoning, subdivision, etc.):	☐
3. Complete Shoreline/Critical Areas Questionnaires - Is questionnaire for floodplains, wetlands, streams, and ponds needed? YES NO - Is Geologic Hazards questionnaire needed? YES NO - Are all questions answered? YES NO - Did the property owner of record sign? YES NO		☐
4. Determine if Special Review Criteria Responses are needed - Is response for SMP Variance needed? YES NO - Is response for SMP Conditional Use needed? YES NO - Is response for CAO Adjustment needed? YES NO		☐
5. Complete written description of the project.		☐
6. Proposed Mitigation for Shoreline/Critical Areas Impacts		☐
7. Site Plan/Cross-Sections - Are all Site Plan Requirements met? YES NO - Are all structures shown? (see air photos) YES NO - Are all Critical Areas present shown? YES NO - Have reproducible copies been provided? YES NO		☐
8. Staff consultation to determine if project is exempt from SEPA	Exempt from SEPA? YES NO SEPA file #:	☐
9. Appropriate fees paid		☐

By signing this form you are certifying that the above information is attached and accurate.

Landowner/Representative Signature: _____ Date: _____

NOTE: Representatives must be listed on the Application Form, with their signature.

Instructions for Shoreline/Critical Areas Permit Submittal Checklist

1. Pre-Application and Site Visit

Schedule a Pre-Application Meeting and site visit with a Natural Resources Planner. A Pre-Application Meeting is required before submitting an application. This is often in conjunction with a site visit to confirm the presence of the critical area. Information useful in helping you design the project will be provided, and the type of required review and permits will be determined.

2. Permit Application Form

Fill out the application form with person, property, and project information that applies to your proposal. Fill out the non-shaded areas. Include any reductions of standards you are requesting, and list the main parts of the project (residence, bridge, business, addition, etc.). Consult with a Natural Resources Planner to help determine what critical areas are present. Be sure to include signatures and contact information of all owners of the properties in question.

3. Shoreline/Critical Areas Questionnaires

Fill out the applicable questionnaires (instructions are provided with each). Be sure to answer all applicable questions to avoid delays in the review. The questionnaire will help you design your project in a way to meet the ordinance requirements. The answers to the questions will speed our review of the project.

4. Special Review Criteria Responses – Consult with a Natural Resources Planner to determine what special reviews will be needed with your project. Attach all applicable criteria responses to your application. The application cannot be approved unless the criteria are met.

- If a project cannot meet a Shoreline standard, then a ***Shoreline Variance*** is required. A Variance may be approved if meeting a particular standard would cause undue hardship. Applications for Variances must include a response to the Shoreline Variance criteria, which are found in the information sheet on Shoreline Variances.
- Certain uses are listed as ***Shoreline Conditional Uses***, because they may not be acceptable at certain locations, or may need special consideration. Applications for Conditional Uses must include a response to the Conditional Use criteria, which are found in the information sheet on Shoreline Conditional Uses.
- ***Critical Areas Adjustments*** may be authorized when conditions preclude meeting an ordinance standard, and where the site plan and project design include protection or improvement of the critical area. Applications for Adjustments must include a response to the Adjustment criteria, which are found in the information sheet on Critical Areas Adjustments.

5. Complete Written Description of the Project

Describe the different things you are proposing to do, why you are doing them, and how you will do the work. Refer to the Questionnaire to help you describe all the parts of the project.

6. Proposed Mitigation

Describe the actions you will take to prevent impacts to, or enhance the Shorelines or Critical Areas that are impacted by the proposed land use. Examples of mitigation include plantings, fencing off buffers, etc. Refer to the information sheet on mitigating impacts of development near critical areas.

7. Site Plan / Cross-Sections

Provide a Site plan that includes all things related to the project, and includes the Shorelines/Critical Areas. Examples: geologic hazard; floodplain; floodway; wetlands, streams, rivers, vegetative buffers; structures; parking/driveway; yard area; etc. Provide Cross-sections to show the relationships between buildings and the critical areas, and to show the finished building height. Both the site plan and the cross-sections must be drawn to scale with distances and the scale shown on the drawing. See the information sheet on preparing Site Plans and Cross-Sections for more information. A copy of the site plan must be provided at a size that we can use to make photocopies.

8. Staff SEPA Consultation

Most projects need review under the State Environmental Policy Act. However, certain small scale activities may be exempt. Consult with staff to determine if your project qualifies for an exemption.

9. Fees Paid

Permit fees must be paid before the review process begins.



GENERAL APPLICATION FORM

FINAL
Revised 6/05/2019

Yakima County Public Services
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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 # _____
Planning Forms for Project: _____

Please Tell Us About Your Proposal: (If you need assistance call us at (509) 574-2300 or come into the office)

Parcel Numbers(s): A. _____ B. _____ C. _____
Property Owner's Name: _____
Day Phone: _____ Company (if any): _____
Mailing Address: _____ City: _____ State: _____ Zip: _____
Subject Property Address: (if Different) _____
E-mail Address: _____
Scope of Work: _____

Are you requesting the Optional Consolidated Permit Review Process as provided under YCC 16B.03.060? Yes ☐ No ☐

Applying For A Building Permit? Please Fill Out The Following:

Number of Bedrooms: Existing: _____ Total: _____ Size/Dimensions: _____ Square Footage: _____
Number of Bathrooms: _____ Size/Dimensions: _____ Square Footage: _____

Construction Valuation (Contractor Estimate) \$

How will you provide legal domestic water for your project? Please check one below:

- ☐ **Water right permit** from Department of Ecology (Please attach a copy to this application), or
- ☐ **Letter from an approved water purveyor** stating the ability to provide water, or
- ☐ **A Yakima County Water Resource System (YCWRS) domestic well** within the Agriculture zoning district, or
- ☐ **A Yakima County Water Resource System (YCWRS) domestic well** outside of the Agriculture zoning district, or
- ☐ **Other adequate evidence** of interest in a suitable water right held for mitigation proposed by an existing water bank, or
- ☐ **Yakama Nation Water Code permit** for properties located within the exterior boundaries of the Yakama Nation, or
- ☐ **Documentation that the well site is located outside the Yakima River watershed.**

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

By signing this form, I agree to the following:

- I hereby state as true that all ownership interests of the property have reviewed the proposal as presented in the application materials and support the proposed change(s).
- I hereby give Yakima County permission to enter my property during this review to inspect my property as needed.
- I hereby agree to pay all additional fees associated with the processing of this application including but not limited to the Hearing Examiner fees, Transportation fees or any other fees that may be associated with the proposed project.

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:** _____



CRITICAL AREAS, SHORELINE, & FLOODPLAIN

Form # PLN 011-SC3-A
Revised 7-1-16

SITE PLAN SUBMITTAL CHECKLIST

Planning Division

Yakima County Public Services

128 North Second Street · Fourth Floor Courthouse · Yakima, Washington 98901
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This supplemental checklist is a required submittal for your flood plain or critical areas proposal. Check the box beside those items you have included on your site plan. Cross through the entire line of an item if you think it does not apply. The Administrative Official may require additional information.

A sample site plan is available for your assistance. For additional information or assistance, please contact the Public Services Department at (509) 574-2300

Required Site Plan Information:

	Yes	No	
1	☐	☐	All required items on the Site Plan Minimum Requirements Submittal Checklist.
2	☐	☐	Boundary and area of 100 year floodplain, and floodway, if delineated. The location of floodplains and floodways can be found on the website www.yakimap.com .
	☐	☐	<i>Floodplain</i>
	☐	☐	<i>Floodway</i>
3	☐	☐	The location of all wetlands located within 200 feet of the project area along with vegetative buffer(s). A formal delineation (see Critical Areas Report Bulletin) of all wetland areas may be required.
4	☐	☐	Boundary of vegetative buffer, as determined by Natural Resource Planner. Refer to the Critical Areas Ordinance, Yakima County Code Title 16C.06.16 for more information.
5	☐	☐	Location of all vegetation found near a stream or wetland.
6	☐	☐	Channel Migration Zones (CMZ), or the areas within which a river channel is likely to move over a period of time (see Natural Resources Planner).
7	☐	☐	Existing and proposed use areas. (Ex: yard, garden, dog house, gazebo, parking/storage, etc.)
8	☐	☐	Any proposed filling and excavation in the floodplain.
9	☐	☐	Existing and proposed land contours. The contours shall be at intervals sufficient to accurately determine the existing character of the property, slopes, and the extent of proposed change to the land.
10	☐	☐	Area where development could occur without a Shoreline Variance or Critical Areas Adjustment. (if applicable)
11	☐	☐	Mitigation areas for impacts associated with the proposed project.(if applicable)

By signing this form you are certifying that the above information is attached and accurate.

Signature: _____ Date: _____

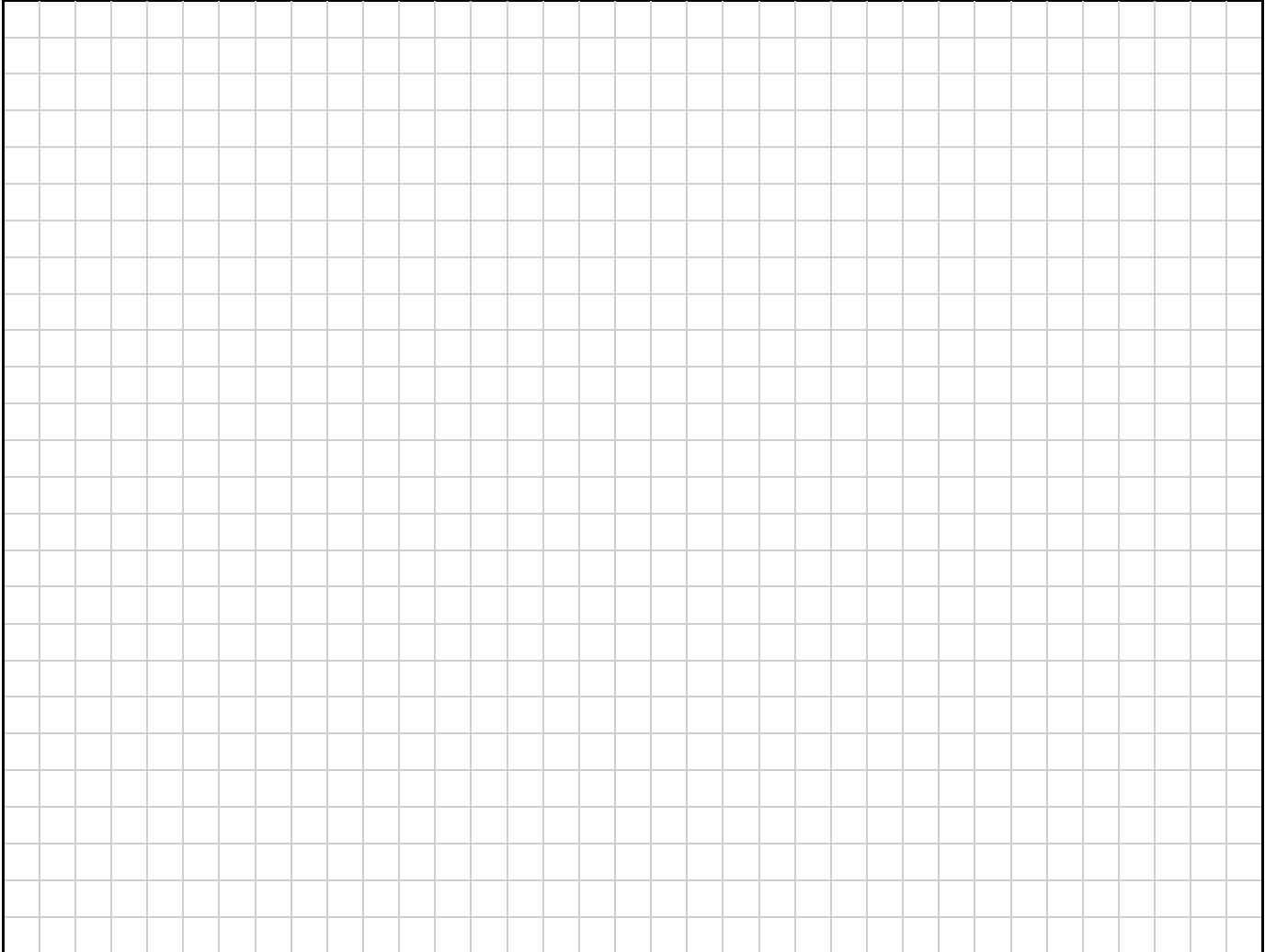


REQUIRED ATTACHMENT:

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)
b) Building addition/new structure(s) dimension(s)
c) Existing paved area(s) (driveways, walkways, patios, etc.) TOTAL
d) Proposed paved area(s)
e) Total Impervious Surface (a+b+c+d = e)
f) Lot Size (1 acre = 43,560 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 0.20" by 0.20"

PARKING CALCULATION (Reference Table 19.22 in YCC 19.22)

- ____ S.F. Spaces required: _____
____ S.F. Spaces provided: _____ Surface Type: _____

LOT INFORMATION

- ____ S.F. Parcel #(s): _____
____ S.F. Site Address: _____

BACKGROUND INFORMATION

- ____ % Owner Name: _____
Site Plan Created by: _____
Address: _____
Contact Phone: (_____) _____ Date Created: _____

Required Site Plan Information:			
	N/A	#	
☐	☐	1	Property line dimensions of all lot(s) involved in the project.
☐	☐	2	The location, width and purpose of all easements (utility, access and/or irrigation) on the site and adjacent to the site.
☐	☐	3	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.
☐	☐	4	Existing or proposed driveway locations
☐	☐	5	Location, shape, size, gross floor area, height and types (i.e., house, garage, well house) of all existing and proposed structures, minimum building setbacks from the property lines and other structures, and the total lot coverage.
☐	☐	6	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;
☐	☐	7	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.
☐	☐	8	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
☐	☐	9	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;
☐	☐	10	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.)
☐	☐	11	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	#	
☐	☐	1	Fire apparatus turnaround
☐	☐	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.
☐	☐	3	Distance of new structures from all property lines.

Planning Division Application Site Plan Information:			
	N/A	#	
☐	☐	1	Location and dimensions of all proposed exterior land uses.
☐	☐	2	Location of new and/or expanded public and private utility infrastructure.
☐	☐	3	Location of pedestrian and vehicular circulation patterns, sidewalks, trails and bicycle paths.
☐	☐	4	Location of structures on the adjoining lots, which may cause compatibility issues.
☐	☐	5	Proposed location and dimensions of community and other open space.
☐	☐	6	Existing and proposed landscaping, site screening, street trees and storm water drainage facilities.
☐	☐	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;
☐	☐	8	Proposed contours and grading as they affect lot layout, streets, and drainage ways.
☐	☐	9	Location of adjacent public water, sewer main, fire protection systems and other underground facilities within or adjacent to the development.
Floodplain development:			
☐	☐	10	Description of the extent to which any watercourse will be altered or relocated as a result of the proposed development.
☐	☐	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.
☐	☐	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.
☐	☐	13	Other information as may be required by YCC Titles 13, 16A, 16C or 16D.