



REQUIRED APPLICATION MATERIALS

Updated 3/10/2025

Early Assistance Conference (EAC) & Environmental Site Visit Request (SVR)

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 ATTACH THE FOLLOWING TO THE FORM:

- All applicable EAC or SVR forms fully filled out. If a question does not apply, please indicate with NA.
- A General Application form fully filled out and signed. *Only for SVR applications does the General Application have to be signed by the property owner(s) of all lots involved (YCC 16B.04.020(1)(a)).*
 - a. For properties owned by a charity or corporation, submitting the Washington Secretary of State registered agent information is required;
 - b. If you are signing the application as a power of attorney, executor of a will, or similar, a copy of the legal documentation assigning such authority is required; and,
 - c. If the application is associated with a school district, fire district, or similar, it must be signed by a board member, commissioner, elected executive, or additional legal documentation indicating another person has signing authority for the entity.
- A site plan/floor plan, as applicable, depicting the in the greatest detail all current structures, parking areas, and water/sewer infrastructure as well as any future locations of structures, parking areas, water/sewer infrastructure, and vehicle/pedestrian circulation routes. The greater the detail provided the more informed feedback we can provide to at the meeting.
- A narrative addressing the items under YCC 19.30.060(10)(a)(i-iv) with the best possible information known at this time.
 - a. If you know an administrative adjustment is necessary, submit a written narrative addressing the administrative adjustment criteria in YCC 19.35.020 as best as possible with the information known at this time.
 - Site screening and landscaping adjustment criteria are stated within YCC 19.35.020(8)
 - Sign adjustment criteria are stated within YCC 19.35.020(7)
 - ESLU adjustment criteria are stated within YCC 19.35.020(6)(b)
 - All other adjustment criteria are stated within YCC 19.35.020(5)
 - b. If you know a variance is necessary, submit a written narrative addressing *all variance criteria* within YCC 19.35.060(2), and YCC 19.35.060(3) as best as possible with the information known at this time.
- If a sign is being proposed provide a mockup of the sign along indications of any lights/screens.
- Indication of what the legal water right will be for the proposed use.
- Any special studies, such as soil/geological analyses or wetland delineations, that would be helpful in reviewing the application.