



PRE-APPLICATION SITE VISIT REQUEST FORM FOR LAND USE ACTIONS

Form # PLN ENR 005-F-A
Revised 7-1-16

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

I. OWNER/AGENT INFORMATION

Owner(s):	Agent:
Address:	Address:
PHONE:	PHONE:
Email:	Email:
Fax:	Fax:

(FOR STAFF USE ONLY)

PROJECT #: _____

CASE #: _____

DATE: _____

REVIEWED BY: _____

RELATED FILES/COD: _____

II. SITE-SPECIFIC INFORMATION

Project Site Address:
Parcel #:
Proposed Development:
Please circle any of the following environmental features on the property: Streams / Lakes / Wetlands / Floodplains / Steep Slopes / Other (please specify):

III. QUESTIONS, ISSUES?

If you have specific questions or issues, please list them here:

IV. SITE PLAN

Please complete and submit a site plan with this request. A sample site plan and checklist are available.

V. AUTHORIZATION TO CONDUCT SITE VISIT

I am the owner of the above addressed property and hereby give permission to Yakima County to enter the above addressed property to conduct a Pre-Application Site Visit. I agree to inform the property's tenants, if any, of the site visit. I am aware that if conditions at the addressed site present a hindrance to the inspector, such as uncontrolled dogs or uncooperative tenants, the Pre-Application Site Visit will not be conducted, and must be rescheduled to a time when such hindrances are no longer present.

Signature: _____ Date: _____

Please circle one of the following:

Owner Occupied / Renter/lessee Occupied / Vacant



CRITICAL AREAS, SHORELINE, & FLOODPLAIN

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

SITE PLAN SUBMITTAL CHECKLIST

Planning Division

Yakima County Public Services

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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	<input type="checkbox"/>	<input type="checkbox"/>	All required items on the Site Plan Minimum Requirements Submittal Checklist.
2	<input type="checkbox"/>	<input type="checkbox"/>	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 .
	<input type="checkbox"/>	<input type="checkbox"/>	<i>Floodplain</i>
	<input type="checkbox"/>	<input type="checkbox"/>	<i>Floodway</i>
3	<input type="checkbox"/>	<input type="checkbox"/>	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	<input type="checkbox"/>	<input type="checkbox"/>	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	<input type="checkbox"/>	<input type="checkbox"/>	Location of all vegetation found near a stream or wetland.
6	<input type="checkbox"/>	<input type="checkbox"/>	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	<input type="checkbox"/>	<input type="checkbox"/>	Existing and proposed use areas. (Ex: yard, garden, dog house, gazebo, parking/storage, etc.)
8	<input type="checkbox"/>	<input type="checkbox"/>	Any proposed filling and excavation in the floodplain.
9	<input type="checkbox"/>	<input type="checkbox"/>	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	<input type="checkbox"/>	<input type="checkbox"/>	Area where development could occur without a Shoreline Variance or Critical Areas Adjustment. (if applicable)
11	<input type="checkbox"/>	<input type="checkbox"/>	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: _____



MINIMUM REQUIREMENTS SITE PLAN SUBMITTAL CHECKLIST

FINAL
Revised 10/01/15

Land Use Actions

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This informational brochure will assist in the preparation of your site plan for project submittal. The minimum site plan information on this page is required. Check the box beside those items that you have included on your site plan. A sample site plan is also included for your assistance. If you need information or assistance please contact the Public Services at (509) 574-2300.

Required Site Plan Information:		
1	<input type="checkbox"/>	Paper size shall be 8.5 x 11 or 11 x 17. If multiple pages, provide an index sheet showing the entire site. Grid paper or picture backgrounds are not acceptable, the map must be reproducible
2	<input type="checkbox"/>	Blue or Black Ink, in order that they may be photocopied.
3	<input type="checkbox"/>	North Arrow (north should be pointing to the top of the page)
4	<input type="checkbox"/>	Legend to include:
	<input type="checkbox"/>	<i>Owner/Applicant Name</i>
	<input type="checkbox"/>	<i>Date the Site Plan was drawn.</i>
	<input type="checkbox"/>	<i>Name, address and telephone number of the person preparing the site plan</i>
	<input type="checkbox"/>	<i>Tax Parcel Number</i>
	<input type="checkbox"/>	<i>Standard engineering scale of the drawing (at least: 1" = 200 ft.)</i>
5	<input type="checkbox"/>	Property line dimensions of all lot(s) involved in the project.
6	<input type="checkbox"/>	The location, width and purpose of all easements (utility, access and/or irrigation) on the site and adjacent to the site.
7	<input type="checkbox"/>	Location of new and/or expanded public and private utility infrastructure.
8	<input type="checkbox"/>	Streets and access easements, with the name, dimensions, type (public or private) and road surface (paved, gravel or dirt).
9	<input type="checkbox"/>	Location, dimension and design of off-street parking facilities and points of ingress (to) and egress (from).
10	<input type="checkbox"/>	Location of pedestrian and vehicular circulation patterns, sidewalks, trails and bicycle paths.
11	<input type="checkbox"/>	Location, shape, size, gross floor area, height and types of all existing and proposed structures, minimum building setbacks from the property lines and other structures, and the total lot coverage.
12	<input type="checkbox"/>	Location and dimensions of all proposed exterior land uses.
13	<input type="checkbox"/>	The distance from existing and proposed structures to the centerline of state, county, or private access roads.
14	<input type="checkbox"/>	Location of structures on the adjoining lots, which may cause compatibility issues.
15	<input type="checkbox"/>	All major man-made and natural physical features such as railroads, canals, streams, creeks, drainage ditches, hills, depressions, steep slopes, lakes, shorelines, floodplains*, floodways, the 100-year base flood elevations etc. on-site or adjacent to the site. (*Boundaries of the 10 and 25-year floodplain using the flood risk maps as provided by Yakima County as part of a mandatory pre-application meeting.)
16	<input type="checkbox"/>	Description of the extent to which any watercourse will be altered or relocated as a result of the proposal.
17	<input type="checkbox"/>	Proposed location and dimensions of community and other open space.
18	<input type="checkbox"/>	Existing and proposed landscaping, site screening, street trees and stormwater drainage facilities.
19	<input type="checkbox"/>	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.
20	<input type="checkbox"/>	Proposed contours and grading as they affect lot layout, streets, and drainage ways.
21	<input type="checkbox"/>	Location of proposed or existing drain field area, extension area, and tank area as well as replacement areas and distances to structures and property lines
22	<input type="checkbox"/>	Location of adjacent public water, sewer main, fire protection systems and other underground facilities within or adjacent to the development.
23	<input type="checkbox"/>	Within a UGA, Master Planned Resort or Rural Settlement 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.



BASIC SAMPLE SITE PLAN

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