



SUBDIVISION PRELIMINARY/AMENDMENT FORM

FINAL
Revised 10/01/15

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

INDICATE THE TYPE OF APPLICATION:

PRELIMINARY SUBDIVISION

SUBDIVISION AMENDMENT

**Please complete the following questions and check the boxes that describe the proposal.
(if not applicable, explain why)**

1. Name of Proposed Plat (Cannot duplicate any plat previously recorded in Yakima County)

2. Have you had a Pre-Application meeting? Yes No If yes, what is the file number? _____
If no, please stop filling out this application and apply for a Pre-Application Meeting.
3. Will this plat use the clustering provisions under Title 19.34.35? Yes No
4. Are you proposing to phase the development? Yes No
If yes, a) How many phases are you proposing? _____
b) How many years until you reach full build out? _____
In your narrative please describe in detail the proposed phasing and what aspects of the development will be included in each phase.
5. Number of proposed lots: _____ Number of proposed dwelling units: _____
6. Types of buildings to be constructed (single-family, duplex, commercial, etc.) _____
7. Are you proposing to have any designated open spaces, parks and recreational areas? Yes No
If yes: a) What is the proposed acreage? _____
b) Are you proposing to utilize the open space as: Private Park Public Park
 Pocket Parks Mini-Parks Playgrounds Trails and Pathways.
8. How do you propose to handle stormwater drainage? _____
9. Are there any of the following man made/natural features located on your property:
(Check all that apply and depict on site plan)
 Ponds
 Lakes
 Streams/Rivers
 Wetlands
 Floodplain
 Floodway
 Steep Slopes (exceeds 10% grade)
 Irrigation ditches/Canals
10. Do you propose the on-site roadway(s) to be public or private? _____
If there is an existing private road, is there a homeowner's or maintenance association that takes care of the road? Yes No

11. Are you proposing any reductions to the road standards? Yes No

If yes, please describe in detail what your proposed road standard, the justification for the reduction and any information you have to support your request. Also, please note these reductions are processed through the Yakima County Engineer. Please discuss any proposed reductions with the County Engineer prior to submittal of the Subdivision application.

12. Are you proposing sidewalks? Yes No

If no please explain: _____

(Please note if you are not proposing sidewalks then you will need to apply for an Administrative Adjustment application.)

13. How close is the proposed development to mass transit? _____

14. Do any of the lots have irrigation rights? Yes No Which district? _____

15. What is your proposed method of fire prevention/suppression? _____

16. What will be the source of domestic water for these lots?

Public water (city water, Nob Hill, Terrace Heights, etc.) Which one? _____

Community well, (3+ connections) certify an existing well or construct a new well.

The well is existing proposed on lot numbers _____

17. Which of the following methods of sewage disposal do you propose?

Public sewer for lot numbers _____

Community/shared on-site septic systems for lot numbers _____

Individual, on-site septic systems for lot numbers _____

18. Are you proposing to adjust any development standards as identified under Title 19? Yes No

If yes, you will need to apply for a reduction in standard, or administrative adjustment, or variance.

Please list the proposed changes: _____

19. Are there any existing or proposed Codes, Covenants and Restrictions? Yes No

If yes, please attach.

20. Are there any latecomers' agreements? Yes No

If yes, please attach.

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.



NARRATIVE FORM

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The Narrative Form is designed to help you, the application review, interested agencies, and adjacent property owners to the proposal understand the scope of your project and how your project meets the legal requirements in the Yakima County Codes. You should refer to the appropriate sections of the ordinance when describing your proposal if applicable. You can obtain a copy of the ordinance in our office or access it on the internet at:

<http://codepublishing.com/wa/yakimacounty/>

Narrative Content: Please tell us the “who”, “what”, “where”, and “why” of your proposal. A list of typical content is provided below. **Please do not limit your project’s description to just these items.** In order for us to conduct a timely review of your project please **be as detailed as possible.** Any missing/confusing information could result in the delay of our review.

Note: Not all content listed below will be pertinent to your proposal. These items are suggestions in order to help you draft your narrative.

Suggested Content:

- Describe the current use of the site including all existing structures with their dimensions, square footage and usage.
- Describe the proposed use in detail (including but not limited to the type of business and/or use, hours and days of operation, number of employees, number of people living on-site, maximum number of customers and/or guests, changes or additions to the driveways or other access points, the type of mitigation or adjustment requested).
- Describe which standards are proposed to be adjusted and justify why the standard needs to be adjusted.
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- Describe how the proposed use will be pertinent to the proposed/existing structures.
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- For commercial operations describe the travel ways that will be located onsite.
- Describe the timelines for completion of your proposal.

Please remember that your narrative must explain in detail the specifics of your proposal and any missing information may result in the need for future reviews. Your narrative can be typed and printed on a separate sheet of paper with “See Attached” written below, or you may print out legibly your narrative on the lines provided.

Please use additional pages as needed



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 1/2" 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)



User's Guide To The Land Use Permit Process Subdivisions

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

"Subdivision" is the division or re-division of land into lots, tracts, parcels, sites or divisions for the purpose of sale, lease or transfer of ownership.

General Information about Subdivisions

A subdivision is a recorded, formal document that shows a subdivision of more than four lots in the rural areas and more than nine lots within the urban areas that can then be sold separately. Subdivisions are required to be prepared by a licensed professional land surveyor and usually require provisions to be built and put in place, such as roads, irrigation water, utilities, and other improvements.

Following a mandatory Pre-Application Conference with several members of County staff to discuss the proposal, the application process for a long plat begins with an application for preliminary plat approval and a State Environmental Policy Act (SEPA) review. The preliminary plat is a technical drawing that identifies all key elements of the subdivision layout and provides the basis for the decision. A summary of the subdivision process is outlined below. If you have any questions please contact the Planning Division at (509) 574-2300.

The Subdivision Process

This list shows the process as steps for subdivision approval:

- Participate in an Pre-Application Conference with County Staff.
- Review Pre-Application Conference summary letter and submit a complete preliminary plat application.
- County Official reviews application for completeness.
- County notifies the public for comment and for the hearing date before the Hearing Examiner.
- County Official reviews comments, makes SEPA determination, and issues a recommendation to the Hearing Examiner.
- Hearing Examiner holds a open record public hearing and issues a recommendation to the Board of County Commissioners.
- The Board of County Commissioners hold a closed record public hearing.
- If approved, the applicant has five years to comply with all conditions and to construct all of the required infrastructure.
- Applicant notifies the County that all conditions of the decision have been met.
- County Official verifies condition compliance.
- Final plat recorded with County Auditor.

"Open Record" means a public hearing, conducted by the Hearing Examiner. The hearing creates the evidentiary record pursuant to procedures prescribed by ordinance or resolution. Open record hearings either result in a recommendation to the Board of Commissioners or a final decision on a project permit application, or constitute an appeal of an administrative decision on a project permit application. See also RCW 36.70B.020(3)

"Closed Record" means a public hearing, conducted by the Board of County Commissioners and consists of all materials received in evidence at any previous stage of the review, audio/visual tapes of the prior hearing, the Hearing Examiner's determination and arguments made by the parties at the Examiner's hearing.

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

Subdivisions

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Q: What is a Subdivision?

A: A Subdivision is the division of a parcel into five or more lots outside of a Urban Growth Area and more than 9 lots within a Urban Growth Area. Since the early 1970s, Washington State Law, RCW 58.17 *State Platting Act*, requires local government approval of the division of property. Yakima County Code Title 19.34 specifies the minimum improvements and permit review process that is required.

Q: How many lots and what lot sizes can I create?

A: Title 19.34 establishes minimum lot sizes and maximum densities allowed in each zone. This code is available online. Planners are available to speak with citizens about lot sizes and densities during normal working hours.

Q: How do I know if there is a water system or community well in the area, or if I can drill individual wells?

A: Yakima County online mapping (www.yakimap.com) includes the locations of waterlines for some of the larger systems (ex.: Nob Hill or Terrace Heights). The Yakima Health District can check if there are community wells in the area. A connection to a public water system is required if it is physically available.

Q: Do I need to connect to a sewer system or can I propose septic systems for the new lots?

A: A connection to a public sewer system is required if it is physically available. Depending up your zoning designation septic systems may be proposed, however in most cases all of the lots will be required to connect to a public sewer system or public system. Please consult with the Planning Division to determine to which system you will most like be required to connect. The system must be approved by the Yakima Health District prior to Construction.

Q: Do I need to build a road?

A: Some form of road improvement will like be required. Prior to the submittal of the subdivision application you will need to schedule a meeting with the Transportation Division to determine if a private or public road will be required and to what standard the road will have to be constructed. Please note that you will need to bring your engineer to this meeting. After this meeting, you can submit for subdivision and a copy of the proposed road plans that have been designed by your engineer will need to be submitted with your subdivision application.

Q: Do I need a survey?

A: A preliminary plat is required to be submitted as part of the application. A formal survey is not required for preliminary approval but is required in order to obtain final approval. Licensed surveyors prepare the survey in accordance with the State Survey Recording Act, and Yakima Co. Subdivision Ordinance.

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).



GENERAL APPLICATION FORM

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(Staff Use Only – Fill In / Circle As Applicable)

Zoning District: _____

Reviewed By: _____

Proposed Land Use: _____

Case #(s): _____

Overlay: Airport / Greenway / Floodplain _____

Date Submitted: _____

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	Bedrooms:	Existing:	New:	Total:	Total Number of	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: _____



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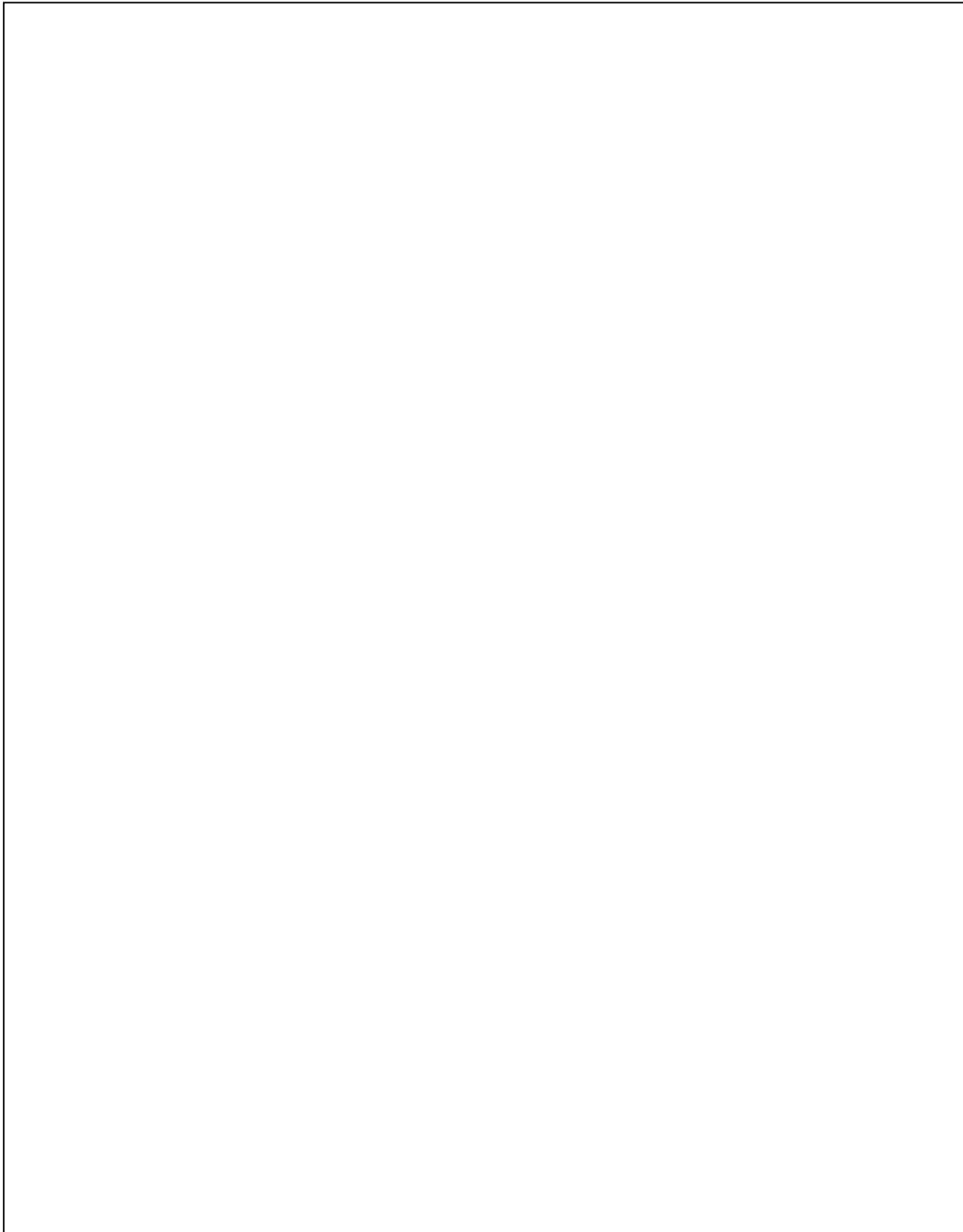
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Project Narrative

A large, empty rectangular box with a thin black border, occupying most of the page below the section header. It is intended for the applicant to provide a detailed narrative about their project.

Please use additional pages as needed