



# User's Guide To The Land Use Permit Process Application Intake

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

The acceptance of complete documents is important to efficient processing of projects and other development activities. An initial check of the project submittal is done by the Planning intake staff to determine that all the pieces necessary to make an application are provided.

All documents are reviewed for completeness upon submittal. Items include:

- **General Application Form for Land Use Applications**

- Verification of correct parcel numbers
- Address and location of site listed
- Correct parcel zoning listed
- Owner contact information complete including signature
- Applicant and/or Representative contact information complete

- **Application Form (Specific to Proposal)**

- All questions completed

- **Project Narrative**

- Describe the uses and structures, if any are proposed
- Describe the size of the structures and scope of each use
- Describe who will be using the structures and implementing the uses
- Describe timelines for construction and completion of structures
- Describe timelines that apply to uses (hours of operation, seasonal)
- Describe the current use of the area and surrounding area
- Describe the structures currently on site and in the surrounding area

- **Site Plan and Checklist**

- What is a Site Plan?**

A site plan is a detailed/accurate drawing or map of a property showing its size, shape and location of man-made and natural features (such as buildings, structures, driveways and creeks) on the property. Site plans show both what currently exists on the site and what physical changes you wish to make.

## **Site Plan Checklist**

A site plan checklist is included with every land use application packet. The Planner will verify that all relevant items on the checklist are contained on the site plan. Additional information may be required, please review the specific submission details for each application type. If you have additional questions please contact the Yakima County Planning Division @ (509) 574-2300.

*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).*