



# User's Guide To The Land Use Permit Process Pre-Application Conference

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

## **What is a Pre-Application Meeting?**

The purpose of a pre-application conference is to provide the Yakima County Public Services Department with information regarding your development proposal so that the Public Service's staff may provide you with preliminary information about development requirements, environmental issues, procedural requirements and other relevant matters prior to the submittal of a formal application.

Pre-application conferences are mandatory for the following application types:

- Any Type 3 and Type 4 Review;
- Agricultural Tourist Operations;
- Short Subdivisions
- Subdivisions (long plats);
- Linear Transmission Facilities;
- Mining Site Operations;
- Master Planned Development applications;
- Master Planned Resorts;
- Development located within the FEMA 100-year floodplain; and
- Other projects where required by the Administrative Official under YCC Section 16B.04.010.

The analysis provided is based upon the information submitted. The more accurate and detailed the information provided, the more information staff will be able to provide at your meeting. Pre-application conferences provide preliminary information only and are not intended to result in final actions or commitments by either the county or the applicant. Any information or opinions expressed by the Yakima County staff shall not be binding on the Reviewing Official or constitute approval of the project. Refer to YCC Section 16B.04.010 for procedural details concerning a pre-application conference. If needed additional conferences may be required prior to application submittal in order to answer questions dealing with more complex projects.

## **How to get started....**

To request an pre-application conference, you must complete an "Pre-Application Conference Request" form and submit the minimum required information to the Yakima County Public Services Department located on the 4th floor of the Yakima County Courthouse. Most meetings are held on Tuesday afternoons, however if needed other days can be considered.

*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).*



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### What potential information will I find out?

- What development standards will I likely need to meet?
- What permits will be required?
- What potential issues will my project face?
- What is the zoning?
- Does my proposal meet the zoning criteria for the proposed use?
- What are the water and sewer requirements?
- What stormwater review will I need to meet?
- What building and fire codes will I need to meet?
- What easements may be required?
- Will the septic drain field need upgrading?
- How do I get my project into compliance?
- What critical area restrictions may be required?

### Who will help me?

**Planning:** The Planning division reviews your project for compliance with the Unified Land Development Code, Critical Areas Ordinance, Shoreline Master Program, and State Environmental Policy Act (SEPA).

**Building and Fire:** The Building & Fire Safety division reviews your project's structures for compliance with adopted Building, Fire, Floodplain codes and ordinances, emergency vehicle access, fire protection, setbacks and accessibility.

**Transportation:** The Transportation division reviews your project for adequacy of roadways and driveways. If it is determined that there is a need for road improvements to a private or public road a separate meeting with the Transportation Division will be needed to determine 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 your land use application with a copy of the proposed road plans that have been designed by your engineer.

**Health District:** The Yakima Health District reviews on-site sewage systems/sewer adequacy and both quality and quantity requirements of drinking water. This district also oversees Food Service.

**Water Resource:** The Water Resource division reviews the requirements for maintaining on site storm water and potential storm water runoffs. This division oversees Yakima County's Drainage Improvement Districts and can assist you in identifying any potential flood problems.