



City of Yelm

PERMIT APPLICATION

Ministerial Permits	Administrative Permits	Quasi-judicial Permits
<input type="checkbox"/> Ministerial Site Plan Review <input type="checkbox"/> Boundary Line Adjustment <input type="checkbox"/> Home Occupation	<input type="checkbox"/> Administrative Site Plan Review <input type="checkbox"/> Administrative Subdivision <input type="checkbox"/> Administrative Variance <input type="checkbox"/> Short Subdivision	<input type="checkbox"/> Binding Site Plan <input type="checkbox"/> Planned Residential Dev. <input type="checkbox"/> Mixed Use Development <input type="checkbox"/> Variance <input type="checkbox"/> Critical Area Exception <input type="checkbox"/> Subdivision <input type="checkbox"/> Special Use Permit
Business or development name: Description of proposed development:		
Applicant: Address: Telephone: Email:	Owner: Address: Telephone: Email:	
Representative: Mailing Address: Telephone: Email:		
Property Address: Legal Description: Tax parcel number: Number of Lots:		
Size of site: Gross Floor Area:		

By submitting this application to the City of Yelm, you affirm that all answers, statements, and information contained in and submitted with this application are complete and accurate to the best of your knowledge and that you are the owner of the property or duly authorized by the owner to act on their behalf. Permission is granted to representatives of the City to enter upon and inspect the property as reasonably necessary to process the application.

INSTRUCTIONS

Complete the application cover sheet.

Plans should be rolled, not folded; Maximum plan size 24" x 36"

No staples in any documents, including rolled plans

Submit:

- Four (4) full size site plans
- One (1) 11" by 17" site plan
- A thumb drive with copies of all application materials in Adobe Acrobat portable document format
- The names and addresses of owners of record for all land within 300 feet of the boundaries of the property on which the development is proposed. You must include:
 - A map showing the project site and 300 foot radius (available online from Thurston County www.geodata.org).
 - Avery 5160 or equivalent mailing labels typed on a letter sized label sheet. Labels must include the tax parcel number, owners name, and the mailing address.
- For projects creating more than 20 new pm peak hour trips, a trip generation report is required.

Please make sure your application contains all the additional information that may be required in the section for specific applications.

State Environmental Policy Act (SEPA)

A threshold determination and environmental checklist pursuant to the State Environmental Policy Act is NOT required if your project is not on lands covered by water and is:

- 24 or fewer single-family dwelling units.
- 32 or fewer multiple family dwelling units.
- the construction of any office, school, commercial, recreational, service or storage building 10,000 square feet or smaller which creates fewer than 25 new peak p.m. trips to the transportation system and with 90 or fewer associated parking stalls; or
- landfill or excavation permit for 1,000 cubic yards or less throughout the lifetime of the permit.

FEE SCHEDULE

Permit Fees

Ministerial Site Plan Review	\$250
Boundary Line Adjustment	\$250
Home Occupation	\$125
Final Subdivisions & BSP's ^a	\$250
Final Short Subdivisions	\$125
Administrative Site Plan Review	\$750
Short Subdivision	\$750
Administrative Subdivision	\$750
Subdivision Alteration	\$375
Administrative Variance	\$375
Subdivision	\$2,000
Special Use	\$2,000
Binding Site Plan	\$2,000
Variance	\$2,000
Request for Public Hearing for Administrative Subdivision	\$1,250
Appeal	\$1,250
Overlay Fees	
SEPA Threshold Determination	\$150
Critical Area Report Review ^a	\$125
Environmental Impact Statement ^b	
Planned Residential Dev.	\$375
Mixed Use Dev.	\$375
Traffic Impact Analysis ^b	

Wireless Communication

Facilities Review \$500

Notes

Multiple permits submitted concurrently are charge one fee based on the highest permit fee.

“Consultant costs” means any outside consultation expenses which the City reasonably determines are necessary to adequately review and analyze the application.

“Staff costs” means any the actual costs of City staff time and resources.

The Hearing Examiner may refund a portion or the entire administrative subdivision hearing request fee when the applicant can show that:

- the fee will create a financial hardship; or
- the fee is a barrier to public fairness; or
- overriding public interest, health, or safety; or
- the entity requesting a hearing is a nonprofit corporation registered with the State of Washington and demonstrates to the City Council that the appeal fee would impact the ability to forward the corporations mission to serve the community of Yelm.

^a Plus consultant costs

^b Staff and consultant costs

ADDITIONAL INFORMATION – ALL APPLICATIONS

Site plan drawing or drawings at a scale of not less than one inch for each 50 feet which includes:

- Datum, north arrow, date and scale;
- Vicinity map;
- The boundaries of the property proposed to be developed;
- The location of all existing and proposed structures, including, but not limited to, buildings, building setback lines, fences, culverts, bridges, roads and streets on the subject property;
- All areas, if any, to be preserved as buffers or to be dedicated to a public, private or community use or for open space under the provisions of this or any other city ordinance, and information regarding percentage of area covered;
- Preliminary landscaping;
- Tree and vegetation retention plan;
- All existing and proposed easements;
- The locations of all existing and proposed utility structures and lines, and the location of any wells and underground storage tanks on or within 100 feet of the site;
- The stormwater drainage systems for existing and proposed structures and preliminary stormwater drainage report;
- All means of vehicular and pedestrian ingress and egress at the site and the size and location of driveways, streets and roads;
- The location and design of off-street parking areas showing their size and locations of internal circulation and parking spaces;
- The location of all loading spaces, including, but not limited to, truck loading platforms and loading docks;
- A grading plan for any cuts and/or fills collectively exceeding 100 cubic yards, exclusive of cuts and fills solely for streets or utilities. Such plan shall include the extent and nature of proposed cuts and fills and information on the character of the soil and underlying geology;
- Location and area, in square feet, of all signs;
- Topographic map or maps that delineate contours, both existing and proposed, at intervals of two feet, and which locate existing streams and forested areas, and the location of all areas subject to flooding with any proposed flood control facilities or improvements;
- The location of other natural features such as rock outcroppings and marshes;
- The boundaries of any natural resource lands or critical areas as defined by the city;
- The proposed number of square feet in paved or covered surfaces, whether covered by buildings, driveways, parking lots or any other structure covering land; and the total amount of square feet in the entire proposed development site; and
- The proposed number of dwelling units in the development, if applicable;
- Building elevations, perspective renderings or such other graphic material or evidence to illustrate effect on the view enjoyed by and from other properties in the vicinity.
- A copy of covenants or other restrictions applying to or proposed to encumber or be imposed upon the site;

ADDITIONAL INFORMATION – SPECIFIC PERMITS

Preliminary Subdivisions – All Types.

A map of the proposed subdivision drawn upon one or more sheets with a maximum size of 18 inches by 24 inches; these sheets shall show specifically and clearly the following features and information:

- The plat datum, north arrow, date, and scale at one inch equals either 50, 100, or 200 feet.
- The boundary lines of the property to be divided and names of adjacent subdivisions, streets, and boundary lines of adjacent parcels.
- The boundaries of existing adjacent or internal lots, blocks and streets shown with dotted lines.
- The boundaries and purpose of parcels of land intended to be dedicated or temporarily reserved for public use or to be reserved for common use of property owners or residents of the subdivision, along with any conditions or limitations of such dedications or reservation clearly indicated.
- Location and type of existing and proposed street lighting.
- Location of any trees and natural features and whether they are to be preserved.
- The location and size of all existing sewers, water mains, culverts and other public or private underground installations within and adjacent to the subdivision.
- Location, widths and names of all existing and proposed streets, sidewalks, railroads, power lines, telephone lines within or adjacent to the proposed subdivision.
- The grade and curve radii of curves of existing and proposed streets within the plat boundary and within 300 feet of the subdivision.
- The layout and dimensions of existing and proposed street and alley rights-of-way, utility and access easements and lots and blocks.
- The location of other significant features such as city limits, section lines and section corners.
- Existing and proposed survey and elevation monuments.

Final Subdivisions – All Types.

Names, addresses and phone numbers of the owner, applicant, engineer and/or surveyor.

A copy of any deed restrictions to be applicable to the subdivision.

A copy of any separate dedication documents.

Documentation of acreage to the nearest hundredth of each lot of one acre or more and square footage of each lot of less than one acre, and mathematical boundary closure of the subdivision, of each lot and block, of street centerlines, showing the error of closure, if any.

A map on one or more sheets with, at minimum, the following content:

- The date, scale, north arrow and legend.
- Controlling topography and existing features such as streams, streets and railroads.
- Legal description of the subdivision boundaries.
- A complete survey of the section or sections in which the subdivision is located, or as much thereof as may be necessary to properly orient the plat within such section or sections, including reference points and lines of existing surveys identified that relate to the plat including:
- All stakes, monuments or other evidence found on the ground and used to determine the boundaries of the subdivision. If a section breakdown is required to determine the boundaries of the subdivision, such section breakdown shall be shown. Location and monuments found or reset with respect to any established centerline of streets adjacent to or within the proposed

subdivision. All other monuments found or established in making the survey of this subdivision or required to be installed by provisions of this title division.

- Adjoining corners of adjoining lots, blocks, and subdivisions.
- Section and donation land claim lines within and adjacent to the subdivision.
- The exact location and width of streets and easements intersecting the boundary of the tract.
- Tract, block and lot boundary lines and street rights-of-way and centerlines, with dimensions, bearings or deflection angles, radii, arcs or central angles, points of curvature and tangent bearings. Tract boundaries, lot boundaries and street bearings shall be shown to the nearest second with basis of bearings. All distances shall be shown to the nearest one-hundredth foot.
- The width and location of existing easements and rights-of-way and of easements and rights-of-way being dedicated.
- Prominent lot and block numbers beginning with number "1" and numbered consecutively without omission or duplication in a given block or subdivision and so placed as not to obscure any figure. Block numbering shall be a continuation of blocks in any contiguous subdivision of the same name.
- Land parcels to be dedicated to any public or private purpose shall be distinguished from lots intended for general development.

The land division map shall include the following statements, which may be combined where appropriate:

- Approval signature blocks for the city, to include the mayor, attested by the city clerk, the public works director and the community development director, except short subdivision maps do not require mayor signature.
- An acknowledgment before the auditor or another officer who is authorized by law to take acknowledgment of deeds by the person filing the plat or a certificate of the acknowledgment annexed to such plat and recorded therewith.
- A certificate of consent to the preparation and recording of the plat with the acknowledged signature of all parties with any record title interest in the land being subdivided.
- A certificate dedicating all parcels of land shown on the final map intended for any public use with the acknowledged signature of all owners of the subdivision.
- A certificate with the seal of and signature of the surveyor responsible for the survey and final plat.
- Certification from the county treasurer that all taxes and assessments for which the property may be liable have been duly paid, satisfied or discharged as of the date of certification.
- Certification of examination and approval by the county assessor.
- Certification of title by a title insurance company, dated not more than 30 days prior to final plat application, with the names of all persons whose consent is necessary to effectively dedicate proposed streets and other easements.

All final subdivision maps shall be drawn in accordance with the following standards:

- The final map shall be clearly and legibly drawn in permanent black ink.
- The scale of the map shall be one inch equals either 50, 100, 200, or 400 feet; the appropriate scale to be determined on the basis of the area of the subdivision.
- Lettering shall be at least 3/32 of an inch high.
- The perimeter of the plat or subdivision being recorded shall be depicted with heavy lines wider than the remaining portion of the plat of the subdivision.
- The size of each sheet shall be 18 by 24 inches.
- A margin line shall be drawn completely around each sheet leaving an entirely blank margin of at least three inches on the left side and at least one-half inch on each of the other three sides.
- If more than two sheets are used, provide an index of the entire subdivision showing the arrangement of all sheets. Each sheet shall be numbered.
- The plat title, date, scale, quarter-quarter section and north arrow shall be shown on each appropriate sheet of the final plat.
- All signatures placed on the final plat shall be original signatures written in permanent black ink.

The survey of the proposed subdivision and preparation of the plat shall be made by or under the supervision of a registered land surveyor of the state of Washington who shall certify on the plat that it is a true and correct representation of the lands actually surveyed.

Permanent control monuments shall be established at each and every controlling corner on the boundaries of the parcel of land being subdivided. The public works director shall determine the number and location of permanent control monuments within the plat, if any. The type of monument will conform to the standards adopted by the city council.

Planned Residential Developments.

- Front and side elevations, and exterior architectural treatments.
- Program for development including estimated staging or timing of development, including build-out data to be submitted to the city and to the applicable school district for each year during the construction period.
- Proposed ownership pattern upon completion of development.
- Basic content of restrictive covenants.
- Provisions to assure permanence and maintenance of common open space through homeowner's association formation, condominium development or other means acceptable to the city.
- Statement describing the relationship of the proposed planned residential development to the Yelm comprehensive plan.

Mixed Use Development.

A written statement providing the following information:

- Program for development including staging or timing.
- Proposed ownership pattern upon completion of development.
- Basic content of restrictive covenants, if any.
- Provision to assure permanence and maintenance of open space through means acceptable to the city.
- Statement of tabulation of number of persons to be employed, served or housed in the proposed development.
- Statement describing the relationship of the proposed development to Yelm's comprehensive land use plan.
- Statement indicating availability of existing or proposed sanitary sewers.
- Land use and architectural guidelines to be used by the city and the associated architectural review authority to apply to future buildings.

- Wireless Communications Facilities (WCF) – All Types**
- The proposed color(s) of the facility including antennas.
- A statement signed by the applicant and landowner indicating that:
 - For freestanding WCFs, the applicant and landowner agree they will diligently negotiate in good faith to facilitate co-location of additional WCFs, by other WCF providers, on the applicant’s structure; and
 - For all WCFs, the applicant and landowner agree to dismantle and remove the WCF and restore the site within one year after abandonment.
- Documentation that the WCF will not cause substantial noise or interference with electrical, transmission or reception functions or cause similar disturbances.
- If applicant is also the WCF provider, proof that the applicant is licensed by the FCC, or not required to be licensed.
- If the applicant is not the WCF provider, proof of lease agreements with an FCC licensed WCF provider if such provider is required to be licensed by the FCC.
- Except for a co-location proposal, documentation that there are no co-location possibilities as an alternative to installation of the WCF. At minimum, this requires an assessment of any existing towers that have the location, as well as the existing or potential height, structural capability and equipment structure area, to serve the applicant’s needs, a written request to those tower owners to co-locate on their facilities, and a good faith effort to work with those tower owners to co-locate.
- Information identifying the radio frequencies to be received, transmitted, or relayed from the facility, and technical documentation demonstrating compliance with FCC standards for electromagnetic field strength in the form of power density expressed as micro-watts per square centimeter.
- Documentation that the WCF antenna and support structure are safe and the surrounding areas will not be negatively affected by WCF failure, falling ice, or other debris or interference.

Freestanding Wireless Communication Facilities.

- The reasonably calculated distance between the freestanding WCF and the nearest residentially zoned property and the nearest property with an existing residence.
- A statement signed by the applicant stating the freestanding WCF will comply with all Federal Aviation Administration (FAA) regulations.
- A statement signed by the applicant documenting that the freestanding WCF will accommodate the co-location of at least two additional antennas for future users, or an explanation of why such design is not feasible for technical or physical reasons.
- Documentation that adequate security measures will be provided, including anti-climbing devices.
- Aerial test photos (e.g., balloon) from all four directions off-site, from close proximity to the front and rear of any residence on adjacent properties, including across any roadway fronting the subject property, and from the boundary line of any adjacent jurisdiction within two miles of the site.
- Method and color of fencing and, if applicable, the method of camouflage and illumination.

Appeal

Appeals must be in writing, be accompanied by the appeal fee established by the City Council, and contain the following information:

- Appellants name, address, and phone number;
- A statement describing the appellant's standing to bring the appeal;
- Identification of the decision that is the subject of the appeal, including date of the decision being appealed;
- A specific statement of the grounds for the appeal and the facts upon which the appeal is based;
- The relief sought; and
- A statement that the appellant has read the appeal and believes the contents to be true and correct, signed by the appellant.

All appeals must be filed within 21 days from the date of the decision being appealed.

Appeals may be initiated by:

The applicant and/or the owner of property to which the decision is directed;

Another person aggrieved or adversely affected by the decision, or who would be aggrieved or adversely affected by a reversal or modification of the decision.

Appeal of Mitigated Determination of Non-significance (MDNS).

- For projects requiring a public hearing, the appeal shall be consolidated with the underlying permit.
- For projects that do not require a public hearing, the appeal must be made together with an appeal of the underlying permit of the MDNS.

Appeal of State Environmental Policy Act threshold determinations.

An appeal of a Determination of Significance (DS) or the scope of the environmental impact statement may occur before a final decision. The Hearing Examiner shall decide the appeal at a closed record appeal hearing.

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