

APPLICATION FOR
Shoreline and Critical Areas
(Pursuant to ZMC Chapter 17)
CITY OF ZILLAH, WASHINGTON

FILE NUMBER: _____

1) FEES: _____ **Date paid:** _____

Shoreline and Critical Areas
Fee: \$150.00 plus Staff, Consultant & Professional Fee's if over the initial fee.

GENERAL REVIEW TYPE: <input type="checkbox"/> SMP EXEMPTION <input type="checkbox"/> CAO PERMIT (can be reviewed as Class 1 or 2) <input type="checkbox"/> SMP SUBSTANTIAL DEVEL. PERMIT	SPECIAL REVIEW TYPE: <input type="checkbox"/> CAO ADJUSTMENT <input type="checkbox"/> SMP CONDITIONAL USE PERMIT <input type="checkbox"/> SMP VARIANCE <input type="checkbox"/> MODIFICATION OF PERMIT <input type="checkbox"/> OTHER _____
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Staff, Consultant and Professional Fees Application and processing fees for land use matters are subject to additional costs incurred by City in excess of filing fee related to staff, consultant and professional time and charges related to the review and processing of the land use or permit application. Such charges shall be calculated as follows:

(a) **Staff Review and Charges.** The fee schedule contemplates routine time requirements for staff review and processing of a land use or permit application. Some applications will require additional staff time and cost. If, in the opinion of the City Clerk, a particular application will require staff time in excess of what the fee anticipates, the City may require payment for staff time at the specified rate.

(b) **Consultant and Professional Review.** In the event that a project requires professional services beyond that which is included in the base fee, the applicant shall reimburse the City for the actual cost of said professional services. In addition to the application fee (including staff review charges), any applicant for land use or permit approval shall reimburse the City for costs, including but not limited to, professional engineers, mailing fees, advertisement fees and other consultants and/or professionals contacted or retained by the City to review, evaluate and/or inspect applicant's proposal when the City is unable to do so with existing staff resources. By way of illustration and not limitation, these professional services may include engineering and technical review, legal review, planning review, environmental review, critical areas review, financial and accounting review, soils review, and mechanical and structural engineering review.

(c) **Deposit.** City may require the applicant to deposit an amount determined by City as reasonable estimate for anticipated excess costs and charges related to review and processing of the application. Such estimate may be revised periodically based on the judgment of City staff. Such deposit shall be made as a condition to further processing of the land use or permit application.

2) OWNER INFORMATION:

Owner Name:	Mailing Address:
Property Address, if any:	Phone # 1 Phone #2

**If there are additional property owners, provide an attachment in the same format and with the same declaration. **

3) PROPERTY DESCRIPTION:

Address(s):	
Project Description/Proposal:	
Zoning:	Circle the critical areas which are present on your property: (Determined at the pre-application meeting) Geologic Hazard, FEMA Floodplain, Wetland, Stream, Pond, or Other Habitat Area
Assessor Parcel Number(s):	Have you completed your pre-application meeting with natural resources staff (required)? YES NO
Do you own this property? If no, submit letter of approval from the property owner. Letter: YES/NO	
Specific Use and Ordinance provision under which application is sought:	

NOTE: Your application will not be placed on the review work list until all applicable items have been submitted.

NOTE: It is recommended that construction plans not be submitted until after Planning permits are obtained since your permit may be denied or changes may be require to the construction plans, resulting in wasted or additional consultant and permit fee costs.

4) JUSTIFICATION-COMPATIBILITY: Attach a statement of your reasons why the proposal is justified. Describe how (A) present and future needs of the community will be served and how the community will be benefited rather than injured; (B) that the proposal is in harmony with and not detrimental to existing or reasonable expected future development of the neighborhood; and (C) how to prevent detrimental effects on adjoining land structures.

5) SITE PLAN: Complete and attach a "Site Plan" showing to scale any required any proposed addition(s). The Site Plan includes: (A) all items/additions with dimensions and location; (B) all existing and proposed off-street parking, and proposed driveways (if any); (C) lot dimensions (D) location of existing or other proposed building on the lot; (E) location of all critical areas on site and within 250 feet, and (F) all adjacent streets, alleys and other right-of-ways.

**** Provide 3 paper copies and a PDF of all documents****

6) IMPORTANT – Please Read

The application and any attachments shall specify the issues which are being asked to be considered. Issues unrelated to the application may not be considered by the Planning Official, Hearing Examiner, and City Council. All provisions of laws and ordinances governing the application will be complied with whether specified herein or not.

7) DECLARATION: *I/WE DECLARE UNDER PENALTY OF THE PERJURY LAWS THAT THE INFORMATION I/WE HAVE PROVIDED ON THIS UNCLASSIFIED APPLICATION IS TRUE, CORRECT, AND COMPLETE.*

Signature

Date

Print Name

Phone Number, if different than above

Signature

Date

Print Name

Phone Number, if different than above

Date Received: _____	Application Approved for completion on: _____
Date Fee Paid: _____	Receipt Number: _____
Application: <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved for Completeness	Date: _____
Public Hearing before the Hearing Examiner (if applicable) held on: _____	

SHORELINE & CRITICAL AREAS Submittal Checklist

YES NO

		Pre-Application Meeting and Site Visit to review application materials with Planner
		Complete Shoreline/Critical Areas Application Form
		Did the property owner of record sign?
		Is there a contact phone number listed?
		List other related applications (zoning, subdivision, etc.):
		Complete Shoreline/Critical Areas Questionnaires
		<input type="checkbox"/> Is questionnaire for floodplains, wetlands, streams, and ponds needed? <input type="checkbox"/> Is Geologic Hazards questionnaire needed? <input type="checkbox"/> Are all questions answered? <input type="checkbox"/> Did the property owner of record sign?
		Determine if Special Review Criteria Responses are needed
		<input type="checkbox"/> Is response for SMP Variance needed? <input type="checkbox"/> Is response for SMP Conditional Use needed? <input type="checkbox"/> Is response for CAO Adjustment needed?
		Complete written description of the project.
		List of Proposed Mitigation for Shoreline/Critical Areas Impacts
		Site Plan/Cross-Sections
		<input type="checkbox"/> Are all Site Plan Requirements met? <input type="checkbox"/> Are all structures shown? (see air photos) <input type="checkbox"/> Are all Critical Areas present shown? <input type="checkbox"/> Have reproducible copies been provided?
		Staff consultation to determine if project is exempt from SEPA Exempt from SEPA? If, no SEPA file #:
		Appropriate fees paid:

Instructions for Shoreline/Critical Areas Permit Submittal Checklist

1. Pre-Application and Site Visit

Schedule a Pre-Application Meeting and site visit with the City Planner. A Pre-Application Meeting is required before submitting an application. This is often in conjunction with a site visit to confirm the presence of the critical area. Information useful in helping you design the project will be provided, and the type of required review and permits will be determined.

2. Permit Application Form

Fill out the application form with person, property, and project information that applies to your proposal. Fill out the non-shaded areas. Include any reductions of standards you are requesting, and list the main parts of the project (residence, bridge, business, addition, etc.). Consult with the City Planner to help determine what critical areas are present. Be sure to include signatures and contact information of all owners of the properties in question.

3. Shoreline/Critical Areas Questionnaires

Fill out the applicable questionnaires (instructions are provided with each). Be sure to answer all applicable questions to avoid delays in the review. The questionnaire will help you design your project in a way to meet the ordinance requirements. The answers to the questions will speed our review of the project.

4. Special Review Criteria Responses – Consult with the City Planner to determine what special reviews will be needed with your project. Attach all applicable criteria responses to your application. The application cannot be approved unless the criteria are met.

- If a project cannot meet a Shoreline standard, then a **Shoreline Variance** is required. A Variance may be approved if meeting a particular standard would cause undue hardship. Applications for Variances must include a response to the Shoreline Variance criteria, which are found in the information sheet on Shoreline Variances.

- Certain uses may be **Shoreline Conditional Uses**, because they may not be acceptable at certain locations, or may need special consideration. Applications for Conditional Uses must include a response to the Conditional Use criteria, which are found in the information sheet on Shoreline Conditional Uses.

- **Critical Areas Adjustments** may be authorized when conditions preclude meeting an ordinance standard, and where the site plan and project design include protection or improvement of the critical area. Applications for Adjustments must include a response to the Adjustment criteria, which are found in the information sheet on Critical Areas Adjustments.

5. Complete Written Description of the Project

Describe the different things you are proposing to do, why you are doing them, and how you will do the work. Refer to the Questionnaire to help you describe all the parts of the project.

6. Proposed Mitigation

Describe the actions you will take to prevent impacts to, or enhance the Shorelines or Critical Areas that are impacted by the proposed land use. Examples of mitigation include plantings, fencing off buffers, etc. Refer to the information sheet on mitigating impacts of development near critical areas.

7. Site Plan / Cross-Sections

Provide a Site plan that includes all things related to the project, and includes the Shorelines/Critical Areas. Examples: geologic hazard; floodplain; floodway; wetlands, streams, rivers, vegetative buffers; structures; parking/driveway; yard area; etc. Provide Cross-sections to show the relationships between buildings and the critical areas, and to show the finished building height. Both the site plan and the cross-sections must be drawn to scale with distances and the scale shown on the drawing. See the information sheet on preparing Site Plans and Cross-Sections for more information. A copy of the site plan must be provided at a size that we can use to make photocopies.

8. Staff SEPA Consultation

Most projects need review under the State Environmental Policy Act. However, certain small scale activities may be exempt. Consult with staff to determine if your project qualifies for an exemption.

9. Fees Paid

Permit fees must be paid before the review process begins.

**SHORELINE CONDITIONAL USE PERMIT
SUBMITTAL SUPPLEMENTAL**

Conditional uses are those uses that may be permitted to locate in shoreline areas. Generally, they are considered not appropriate for siting in shoreline locations. However, there may be special circumstances in which the proposed use can be permitted. Once the City of Zillah finishes its review of the proposal, it is forwarded to the Washington State Department of Ecology (DOE) for their review and subsequent approval or denial.

Criteria – Failure to satisfy any one of the criteria below shall result in denial of the conditional use. Please attach your responses on a separate piece of paper.

1. That the proposed use will be consistent with the policies of RCW 90.58.020 (Legislative findings).
2. That the proposed use will not interfere with the normal public use of public shorelines.
3. That the proposed use of the site and design of the project will be compatible with other permitted uses within the area.
4. That the proposed use will cause no significant adverse effects to the shoreline environment designation in which it is located.
5. That the public interest suffers no substantial detrimental effect.

Consideration shall be given to the cumulative impact of additional requests for like actions in the area. For example, if conditional use permits were granted for other developments in the area where similar circumstances exist, the total of the conditional uses shall also remain consistent with the policies of RCW 90.58.020 (Legislative findings) and shall not produce substantial adverse effects to the shoreline environment.

DECLARATION: *I/WE DECLARE UNDER PENALTY OF THE PERJURY LAWS THAT THE INFORMATION I/WE HAVE PROVIDED ON THIS UNCLASSIFIED APPLICATION IS TRUE, CORRECT, AND COMPLETE.*

Signature

Date

Print Name

Phone Number, if different than above

Signature

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Print Name

Phone Number, if different than above

**SHORELINE & CRITICAL AREAS
SITE PLAN SUBMITTAL CHECKLIST**

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 Planning Official may require additional information.

A sample site plan is available for your assistance. For additional information or assistance, please contact the Zillah City Hall at (509) 829-5151

Required Site Plan Information: Any new development, construction or use shall require that applicants disclose activities within 250 feet of a known or suspected critical area.

Yes No

		All required items on the Site Plan Minimum Requirements Submittal Checklist.
		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.)
		Floodplain
		Floodway
		The location of all wetlands located within 250 feet of the project area along with vegetative buffer(s). A formal delineation (see ZMC 17.07.080 C Critical Areas Report) of all wetland areas may be required.
		Boundary of vegetative buffer, as determined by City Planner. Refer to the Critical Areas Ordinance, City of Zillah Code Title 17.07 for more information.
		Location of all vegetation found near a stream or wetland.
		If applicable: Channel Migration Zones (CMZ), or the areas within which a river channel is likely to move over a period of time (see City Planner).
		Existing and proposed use areas. (Ex: yard, garden, dog house, gazebo, parking/storage, etc.)
		Any proposed filling and excavation in the floodplain.
		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.
		Area where development could occur without a Shoreline Variance or Critical Areas Adjustment. (if applicable)
		Mitigation areas for impacts associated with the proposed project.(if applicable)

**CRITICAL AREAS ADJUSTMENT
(Reasonable Use Alternatives)
SUBMITTAL SUPPLEMENTAL**

A Critical Areas Adjustment (Reasonable Use Alternatives) (ZMC 17.07.060 B Exceptions) is a relaxation of the development standards of the Critical Areas Ordinance (Title 17), and may be authorized where the site plan and project design include measures ensuring the protection and performance of the properties identified.

Below is a guide for those requests to adjust the vegetative buffers of Chapter 17.07 for development in proximity to a stream, lake, pond, or wetland. In some circumstances, buffer averaging may be required by the planning official, which allows for the modification of buffer widths such that the average width is equal to the required vegetative buffer. In addition to buffers, other development standards may be adjusted. For assistance in identifying Critical Areas, please consult with a City Planner.

Owner Name:	Mailing Address:	
Property Address, if any:	Phone # 1	Phone #2

PROPERTY DESCRIPTION:

Address(s):	
Project Description/Proposal:	
Zoning:	Have you completed your pre-application meeting with natural resources staff (required)? YES NO
Assessor Parcel Number(s):	
Do you own this property? If no, submit letter of approval from the property owner. Letter: YES/NO	

CRITICAL AREA: _____ **TYPE OF ADJUSTMENT:** _____

_____ (ft) – _____ (ft) = _____ (ft)

STANDARD BUFFER REQUESTED BUFFER BUFFER REDUCTION

REASON FOR ADJUSTMENT:

PROPOSED MITIGATION (revegetation, fencing, etc.)

DECLARATION: *I/WE DECLARE UNDER PENALTY OF THE PERJURY LAWS THAT THE INFORMATION I/WE HAVE PROVIDED ON THIS UNCLASSIFIED APPLICATION IS TRUE, CORRECT, AND COMPLETE.*

Signature

Date

Print Name

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