

119 West First Street  
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[www.cityofcleelum.com](http://www.cityofcleelum.com)

## SITE DESIGN REVIEW APPLICATION

This application is required for most non-single family development within the city.

PROJECT NAME:
APPLICANT NAME:
ADDRESS:
CITY, STATE, ZIP
PHONE (fax if available)
PROPERTY OWNER and ADDRESS
PROJECT LOCATION ADDRESS:
ASSESSORS SERIAL NUMBER:
ZONING:
DESCRIPTION OF PROJECT AND VARIANCE REQUESTED INCLUDING THE SPECIFIC CODE SECTION FROM WHICH THE VARIANCE IS REQUESTED:

ATTACH THE FOLLOWING:

1. One copy of a site plan drawn to a minimum scale of one inch equals two hundred feet on a sheet no larger than twenty-four inches by thirty-six inches and including one reduced size copy no larger than legal size. The site plan shall contain the following information:
  - a. The subject property boundaries, dimensions and size
  - b. Location, dimensions and height of all proposed structures
  - c. Location of building accesses
  - d. Proposed setbacks
  - e. Proposed phasing
  - f. Proposed landscaping
  - g. Location and dimensions of vehicle and pedestrian access points and circulation routs
  - h. The location of all proposed on-site parking including provisions for handicap parking
  - i. Any easements
  - j. The location of any proposed lights
  - k. Any other proposed site improvements
  
2. One copy of an existing conditions plan drawn to a minimum scale of one inch equals two hundred feet on a sheet no larger than twenty-four inches by thirty-six inches and including one reduced size copy no larger than legal size. The existing conditions plan shall contain the following information:
  - a. The subject property boundaries, dimensions and size
  - b. Current structural or landscape setbacks
  - c. Location of existing on-site driveways and access points within 100 feet of the subject site
  - d. Location and dimension of any on-site structures
  - e. Location of utilities
  - f. Location of the nearest fire hydrant
  - g. Location of existing structures within 100 feet of the site
  - h. Location and dimensions of adjacent public or private roads and right-of-way or easements
  - i. Approximate location of significant natural features including slopes over 25%, water bodies, rocky outcrops, wetland areas, areas of significant vegetation, the location of trees or groups of trees over six inches in diameter, and the location of any critical areas
  
3. One copy of proposed architectural elevations.
  
4. Preliminary plans for all public improvements if applicable (sewer, water, roads, utilities, etc.).
  
5. If the applicant is not the legal owner a signed authorization from the legal owner is required.
  
6. The names and addresses of all property owners within 300 feet of the project.

7. Written narrative description of uses, types of structures proposed, hours of operation, abutting properties, proposed access, frequency of deliveries, and construction schedule, including any proposed phasing of development.
8. Required Fee: \$150.00 plus an hourly rate after the first five hours plus engineering costs if applicable.

**AUTHORIZATION:**

The undersigned hereby certifies that this application has been made with the consent of the lawful property owner(s) and that all information submitted with this application is complete and correct. False statements, errors, and/or omissions may be sufficient for denial of the request. The applicant also agrees to reimburse the city for all expenses associated with reviewing the application. This application gives consent to the City to enter the properties listed above for the purposes of inspecting and verifying information presented in this application.

Signature\_\_\_\_\_

Date\_\_\_\_\_