

119 West First Street
 Cle Elum, WA 98922
 Telephone · (509) 674-2262
 Fax · (509) 674-4097
 www.cityofcleelum.com



Stamp & initial

SITE AND DESIGN REVIEW APPLICATION

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

The purpose of this permit is to assist in regulating the grading, excavation and filling of land in order to minimize erosion and sedimentation of watercourses and wetlands, minimize the need for and maintenance of drainage facilities, minimize adverse effects on ground and surface waters, minimize their potential for earth slides and slippage, and maintain the maximum natural vegetation. See [CEMC 17.76](#) for additional information.

OFFICAL USE ONLY	
Permit #:	SDR-20 -
Staff Person:	
Fee Total:	
Related Permits:	

Applicant	
Name:	
Mailing Address:	
Phone Number:	Email:
Property Owner Same as Applicant <input type="checkbox"/>	
Name:	
Address:	
Phone Number:	Email:
Project Information	
Project Name:	
Project Location Address:	
Assessor's Parcel No.	Zoning:
Description of project:	

Site and Design Review Application Criteria¹	
1.	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
2.	Two hard copies and one electronic copy (PDF) 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 features
a.	The subject property boundaries
b.	Dimensions and size
c.	Current structural or landscape setbacks
d.	Location of existing on-site driveways and access points within one hundred feet of the subject site
e.	Location and dimension of any on-site structures
f.	Location of utilities
g.	Location of the nearest fire hydrant
h.	Location of existing structures within one hundred feet of the site
i.	Locations and dimensions of adjacent public or private roads and right-of-way or easements
j.	Approximate location of significant natural features including slopes over twenty-five percent, waterbodies, rock 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.	Two hard copies and one electronic copy (PDF) 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
b.	Dimensions and size
c.	Location
d.	Dimensions and height of all proposed structures
e.	Location of building accesses
f.	Proposed setbacks

	g.	Proposed phasing
	h.	Proposed landscaping
	i.	Location and dimensions of vehicle and pedestrian access points and circulation routes
	j.	The location of all proposed on-site parking including provisions for handicap parking
	k.	Any easements
	l.	The location of any proposed lights, and any other proposed site improvements
4.	Two hard copies and one electronic copy (PDF) of proposed architectural elevations.	
5.	Preliminary grading, erosion control and stormwater plan	
6.	Preliminary utility plan	
7.	Any other items that are necessary to review the proposed development	
8.	Payment of a fee that is consistent with the City of Cle Elum's fee schedule	
Decision Criteria		
1.	In conducting the design review process, it shall be the responsibility of the planning director or designee to review designs for compliance with all the provisions of the zoning code and any other applicable regulations that affect the design of a development.	
2.	In reviewing design plans the planning director shall consider the following standards have been met. This section does not list all the standards against which the application will be reviewed, the following are listed to indicate the various requirements of development. Failure to comply with – the listed requirements or other requirements not listed here shall be ground for denial of design review approval.	
	a.	The proposed use is permitted within the zoning district in which it is located.
	b.	The proposed design meets the dimensional requirements of the zoning district including lot, yard, building, height and other requirements.
	c.	The proposed design meets landscaping, screening and buffering standards of CEMC 17.64 .
	d.	The proposed design meets the off-street parking and loading requirements of CEMC 17.56 .
	e.	The standards of CEMC 18.01 , maintenance, enhancement and preservation of critical areas are met.
	f.	Public improvements are completed in compliance with applicable code sections.
	g.	Adequate and safe provisions are made for pedestrian and vehicle access.

	h.	All conditions of applicable previous approvals (SEPA review, CUP, rezones) are met.
	i.	All applicable conditions and criteria found in other Cle Elum Municipal Code titles are met.

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. 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. The applicant further agrees to pay all fees specified in the City's fee schedule for the permit and expenses associated with the review of the application. The applicant gives consent to the City to enter the property(s) listed above for the purpose of inspecting and verifying information presented in this application.

Applicant Signature:	Date:
----------------------	-------

1. The application will not be processed and deemed incomplete if not all required criteria is not attached to application on the day of submission. The Planner may chooses to wave some of the required criteria. If any of the required criteria is provided in another permit please cite that permit.