



City of Cle Elum

**Comprehensive Plan  
Amendment**

Application Packet

**City of Cle Elum, Planning Division  
119 West First Street, Cle Elum, WA 98922  
Phone#: (509) 674-2262 Email: [planning@cleelum.gov](mailto:planning@cleelum.gov)**

## COMPREHENSIVE PLAN AMENDMENT

The purpose of this application is to amend and update the Cle Elum Urban Area Comprehensive Plan and guide Development Regulations. Comprehensive Plan Amendments may involve changes in the plan's written text, policy maps, or to the Future Land Use Map. Comprehensive Plan and Development Regulation Amendments will be reviewed in accordance with CEMC Ch. 17.122, the State Growth Management Act (GMA), and the goals and policies of the Cle Elum Urban Area Comprehensive Plan, and official population growth forecasts and growth indicators, as applicable. For changes to the Zoning Map, a Rezone Application also accompanies the Comprehensive Plan Amendment application.

**Talk to a City Planner:** Before preparing your application, you may wish to have a City Planner review your proposal. The City requires "Pre-Application" meetings in which you can gain a better understanding of the review process and potential requirements for your project from various City departments before you formally submit your land use application and pay the application fee. More information and instructions for applying for a Pre-Application meeting can be found online: <https://cityofcleelum.com/wp-content/uploads/2023/03/PREAP-Final-2022.pdf>

**Submit Your Application:** Comprehensive Plan Amendments are only accepted once a year and must be submitted *by the last business day in April*. A completed application, on forms provided by the Planning Division, is required along with an application fee and a written narrative. An Environmental Review is necessary for all Comprehensive Plan Amendments. Once you have submitted an application, a Planner will process your application.

You are encouraged to discuss your proposal with your neighbors prior to submitting your application. Often, neighbors will respond more openly with the applicant on a preliminary and private basis outside of the formal review process. While this is not a requirement, it is very helpful to address any of the neighbor's concerns.

**Development Service Team (DST):** Representatives from City departments, State agencies, and private utility companies will review your proposal. Should significant concerns arise during the DST meeting, a conference may be scheduled between you and the appropriate agency in order to discuss possible application modifications. After the DST meeting, you may have an opportunity to change aspects of your proposal to address any concerns raised. To do this, submit your modifications to your Planner; a staff report will be prepared based upon the information provided. A staff report will be prepared for the Reviewing Officials who have the ability to approve, approve with conditions, or deny the request.

**Cle Elum Planning Commission:** The Cle Elum Planning Commission reviews all Comprehensive Plan Amendments during a public hearing and makes a recommendation to the City Council. First, the Cle Elum Planning Commission docketed all future land use map, plan policy map, and/or text amendments requests for further review and consideration if the amendment application is deemed complete. After completion of the amendment docketing process, the Cle Elum Planning Commission invites public comment regarding docketed amendment(s) concurrently with the notice announcing the Cle Elum Planning Commission public hearing at which proposed amendments will be reviewed. After proposed amendments are docketed:

- (a) Planning Staff will review the docketed Comprehensive Plan Amendments together with such review as may be required under the State Environmental Policy Act (WAC 197-11), RCW Ch. 43.21C, and CEMC Ch. 17.122.
- (b) The Cle Elum Planning Commission will set dates for work sessions on docketed items prior to setting the Cle Elum Planning Commission public hearing date.

**Notice of Application and Cle Elum Planning Commission Public Hearing:** A copy of your application, written narrative, the site plan, and other pertinent information will be mailed to the applicant/owner and all property owners within 300 feet of the subject property. A notice of the application and hearing date will be published in the Northern Kittitas County Tribune. Prior to sending this notice, the applicant must post the property with City supplied signs. This notice provides the public an opportunity to submit written comments on the proposal which may be submitted up to the hearing date and at the public hearing. Additional notices will include posting on the City's website.

**Attend Public Hearing:** The Cle Elum Planning Commission will conduct a Public Hearing. Hearings are docketed prior to the generally scheduled on the second or third Tuesday of the month beginning at 6:00 p.m. in the City of Cle Elum Council Chambers. These hearings are recorded. You or your representative must attend the hearing; however, representation by an attorney is not required.

**City Council Consideration:** City Council will set a date for a public meeting to consider the Cle Elum Planning Commission's recommendation. At a joint meeting of the City Council and Kittitas County Commissioners, the two elected bodies will review the Cle Elum Planning Commission's recommendations regarding any docketed comprehensive plan amendments and hold a public hearing to provide citizens, interested parties and reviewing agencies an opportunity to comment on the recommendations.

**City Council:** At the conclusion of the hearing, the City Council will direct planning staff to prepare legislation to approve, approve with conditions, or deny each amendment under consideration and will identify findings of fact to support each decision based on the approval criteria set forth in CEMC § 17.122. At a subsequent City Council meeting, the City Council shall enact an ordinance adopting their decision reached at the joint City Council and Kittitas County Commissioner's public hearing. Following City Council action, the City Clerk and Planning Staff will notify the public and agencies.

**Appeal the Decision?:** For Comprehensive Plan Amendment Applications the City Council's decision is final unless appealed to the Growth Management Hearings Board. If you are dissatisfied with the written decision, discuss your concerns with a Planner.



**LAND USE APPLICATION**  
**CITY OF CLE ELUM, PLANNING DEVELOPMENT**

119 WEST FIRST STREET, CLE ELUM, WA 98922  
 PHONE: (509) 674-2262 EMAIL: [planning@cleelum.gov](mailto:planning@cleelum.gov)

**INSTRUCTIONS – PLEASE READ FIRST** Please type or print your answers clearly.

Answer all questions completely. If you have any questions about this form or the application process, please ask a Planner. Remember to bring all necessary attachments and the required filing fee when the application is submitted. The Planning Division cannot accept an application unless it is complete and the filing fee paid. Filing fees are not refundable.

This application consists of four parts. PART I - GENERAL INFORMATION AND PART IV – CERTIFICATION are on this page. PART II and III contain additional information specific to your proposal and MUST be attached to this page to complete the application.

**PART I – GENERAL INFORMATION**

<b>1. Applicant's Information:</b>	Name:					
	Mailing Address:					
	City:		St:		Zip:	Phone:(    )
	E-Mail:					
<b>2. Applicant's Interest in Property:</b>	Check One:	<input type="checkbox"/> Owner	<input type="checkbox"/> Agent	<input type="checkbox"/> Purchaser	<input type="checkbox"/> Other _____	
<b>3. Property Owner's Information (If other than Applicant):</b>	Name:					
	Mailing Address:					
	City:		St:		Zip:	Phone:(    )
	E-Mail:					
4. Subject Property's Assessor's Parcel Number(s):						
5. Legal Description of Property. (if lengthy, please attach it on a separate document)						
6. Property Address:						
7. Property's Existing Zoning:						
8. Type Of Application: (Check All That Apply)						
<input type="checkbox"/> Comprehensive Plan Amendment		<input type="checkbox"/> Environmental Checklist (SEPA Review)		<input type="checkbox"/> Rezone		
<input type="checkbox"/> Transportation Concurrence		<input type="checkbox"/> Master Application (select if submitting two or more applications under Title 14)		<input type="checkbox"/> Other: _____		

**PART II – SUPPLEMENTAL APPLICATION, PART III – REQUIRED ATTACHMENTS, & PART IV – NARRATIVE**

SEE ATTACHED SHEETS

**PART V – CERTIFICATION**

I certify that the information on this application and the required attachments are true and correct to the best of my knowledge.

\_\_\_\_\_  
**Property Owner's Signature** \_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Applicant's Signature** \_\_\_\_\_  
**Date**

**FILE/APPLICATION(S)#**

<b>DATE FEE PAID:</b>	<b>RECEIVED BY:</b>	<b>AMOUNT PAID:</b>	<b>RECEIPT NO:</b>



Supplemental Application For:  
**COMPREHENSIVE PLAN  
 AMENDMENT**

**CLE ELUM MUNICIPAL CODE, CHAPTER 17.122  
 ADMINISTRATION OF DEVELOPMENT PERMIT REGULATIONS**

**7.1 PART II - APPLICATION INFORMATION**

1. TYPE OF APPLICATION:  Comprehensive Plan Text Amendment  Future Land Use Map Amendment

2. EXISTING ZONING OF SUBJECT PROPERTY:

3. DESIRED ZONING OF SUBJECT PROPERTY:

4. EXISTING FUTURE LAND USE DESIGNATION:

- Residential                       Industrial                       Public Use                       Planned Mixed Use
- Commercial

5. DESIRED FUTURE LAND USE DESIGNATION:

- Residential                       Industrial                       Public Use                       Planned Mixed Use
- Commercial

6. PUBLIC FACILITIES AND SERVICES AVAILABLE:

- Transportation     Rights-Of-Way     Police And Fire Protection     Parks And Trails     Schools
- Water     Sewer     Storm Drainage     Electricity     Natural Gas     Telephone     Cable TV

**PART III - REQUIRED ATTACHMENTS**

1. **MAPS:** Maps of the subject property indicating roads, any area designated as critical areas, the future land use designation of adjacent properties, and current & proposed future land use designations. Maps are to be provided in both an 8-1/2" by 11" and 11" by 17" format and to a standard engineering scale (e.g. 1:20).

2. **SUBMITTAL FOR POLICY/REGULATORY AMENDMENTS:** Identification of the proposed amendment indicating the section and paragraph location for the current Comprehensive Plan provision sought to be changed, if any, and including, for text amendments, the specific text sought to be added or amended. (attach)

3. **WRITTEN NARRATIVE** (required. see attached): (stating the reasons for the request for the amendment and explaining how the proposed amendment meets the criteria in CEMC § 17.122)

4. **TRAFFIC CONCURRENCY** (may be required)

5. **ENVIRONMENTAL CHECKLIST** (required)

6. **SITE PLAN**

7. **AUTHORIZATION:**

I hereby authorize the submittal of this Comprehensive Plan Amendment Application to the City of Cle Elum for review.

\_\_\_\_\_  
**Property Owner Signature (required)**

\_\_\_\_\_  
**Date**

**Note:** if you have any questions about this process, please contact us City of Cle Elum, Planning Division, 119 W First St., Cle Elum, WA or 509-674-2262



Supplemental Application For:  
**COMPREHENSIVE PLAN AMENDMENT**  
CLE ELUM MUNICIPAL CODE CHAPTER 17.122

**PART IV – NARRATIVE (SUBMIT ANSWERS ON SEPARATE SHEET OF PAPER IF NEEDED)**

1. Does your proposal address circumstances that have changed since the last time the relevant comprehensive plan map or text was considered? If so, how?
2. Does your proposal better implement applicable comprehensive plan policies than the current relevant comprehensive plan map or text? If so, how?
3. Does your proposal correct an obvious mapping error? If so, what is the error?
4. Does your proposal address an identified deficiency in the Comprehensive Plan? If so, what is the deficiency?
5. Is the proposed Comprehensive Plan Amendment coordinated with, and take into consideration, the comprehensive plans adopted by Kittitas County or cities with which the City of Cle Elum has, in part, common borders or related regional issues as may be required by RCW 36.70A.100? If so, how?
6. Is the proposed Comprehensive Plan Amendment consistent with the Growth Management Act (GMA), RCW Ch. 36.70A? If so, how?
7. Have the cumulative impacts of all comprehensive plan amendments been considered in the evaluation of the proposed amendment? If so, how?
8. For Future Land Use Map changes please provide descriptive information regarding the property, including the status of existing land use, access to sewer and water, as well as the availability of public facilities such as schools, fire and police services.



Supplemental Application For:  
**REZONES**  
 CLE ELUM MUNICIPAL CODE CHAPTER  
 17.120

**PART II - APPLICATION INFORMATION**

1. EXISTING ZONING OF SUBJECT PROPERTY:

2. DESIRED ZONING OF SUBJECT PROPERTY:

3. ZONING OF ADJOINING PROPERTY (include all that apply):

4. EXISTING FUTURE LAND USE DESIGNATION:

- Residential                       Industrial                       Public Use                       Planned Mixed-Use  
 Commercial

5. PROPOSED FUTURE LAND USE DESIGNATION:

Is there a proposed change to the Future Land Use Map?

If so what is the proposed future land use designation?

- Residential                       Industrial                       Public Use                       Planned Mixed-Use  
 Commercial

6. PUBLIC FACILITIES AND SERVICES AVAILABLE:

- Transportation     Rights-Of-Way     Police And Fire Protection     Parks And Trails     Schools     Water  
 Sewer                       Storm Drainage     Electricity                       Natural Gas                       Telephone     Cable TV

**PART III - REQUIRED ATTACHMENTS**

1. **WRITTEN NARRATIVE** (required): (stating the reason for the request for the rezone, explaining how the proposed amendment meets the proposed rezone request)

2. **ENVIRONMENTAL CHECKLIST** (required)

3. **TRAFFIC CONCURRENCY** (may be required)

4 **SITE PLAN** (required if the rezone is associated with land use development)

5 **AUTHORIZATION:**

I hereby authorize the submittal of this Rezone or Text Amendment Application to the City of Cle Elum for review.

\_\_\_\_\_  
**Property Owner Signature (required)**

\_\_\_\_\_  
**Date**



Supplemental Application For:  
**REZONES**  
CLE ELUM MUNICIPAL CODE CHAPTER  
17.120

**PART IV – NARRATIVE (SUBMIT ANSWERS ON SEPARATE SHEET OF PAPER IF NEEDED)**

1. How is the subject property suitable for uses permitted under the proposed zoning?

What is the status of existing land use?

2. How is the rezone request in compliance with and/or how does the request deviate from the Cle Elum Urban Area Comprehensive Plan?

3. Are there adequate public facilities, such as traffic capacity, sewer services, potable water, stormwater drainage, schools, fire and police services, and other public services and infrastructure existing on and around the subject property?

Are the existing public facilities capable of supporting the most intensive use of the new (requested) zone? If not, what mitigating measures are going to be implemented to address any short falls in public services that may exist?

4. How is the proposed zone change compatible with the existing neighboring uses?

What mitigating measures are planned to address incompatibility, such as sitedcreening, buffering building design, open space traffic flow alteration, etc.?

5. What is the public need for the proposed change?



# ENVIRONMENTAL CHECKLIST

STATE ENVIRONMENTAL POLICY ACT (SEPA)

(AS TAKEN FROM WAC 197-11-960)

CLE ELUM MUNICIPAL CODE CHAPTER 14.40

## PURPOSE OF CHECKLIST

Governmental agencies use this checklist to help determine whether the environmental impacts of your proposal are significant. This information is also helpful to determine if available avoidance, minimization or compensatory mitigation measures will address the probable significant impacts or if an environmental impact statement will be prepared to further analyze the proposal.

## INSTRUCTIONS FOR APPLICANTS

This environmental checklist asks you to describe some basic information about your proposal. Please answer each question accurately and carefully, to the best of your knowledge. You may need to consult with an agency specialist or private consultant for some questions. You may use “not applicable” or “does not apply” only when you can explain why it does not apply and not when the answer is unknown. You may also attach or incorporate by reference additional studies reports. Complete and accurate answers to these questions often avoid delays with the SEPA process as well as later in the decision-making process.

The checklist questions apply to all parts of your proposal, even if you plan to do them over a period of time or on different parcels of land. Attach any additional information that will help you describe your proposal or its environmental effects. The agency to which you submit this checklist may ask you to explain your answers or provide additional information reasonably related to determining if there may be significant adverse impact.

## USE OF CHECKLIST FOR NONPROJECT PROPOSALS

For non-project proposals (such as ordinances, regulations, plans and programs), complete the applicable parts of sections A and B plus the SUPPLEMENTAL SHEET FOR NONPROJECT ACTIONS (part D). Please completely answer all questions that apply and note that the words “project”, “applicant”, and “property or site” should be read as “proposal,” “proponent,” and “affected geographic area,” respectively. The lead agency may exclude (for non-projects) questions in Part B – Environmental Elements – that do not contribute meaningfully to the analysis of the proposal.

## A. BACKGROUND INFORMATION (To be completed by the applicant.)

1. Name Of Proposed Project (If Applicable):

2. Applicant's Name & Phone:

3. Applicant's Address:

4. Contact Person & Phone:

5. Agency Requesting Checklist: City of Cle Elum

6. Proposed Timing Or Schedule (Including Phasing, If Applicable):

7. Do you have any plans for future additions, expansion, or further activity related to or connected with this proposal? If yes, explain:

8. List any environmental information you know about that has been prepared, or will be prepared, directly related to this proposal:



**A. BACKGROUND INFORMATION (To be completed by the applicant.)**

**9. Do you know whether applications are pending for governmental approvals of other proposals directly affecting the property covered by your proposal? If yes, explain:**

**10. List any government approvals or permits that will be needed for your proposal, if known:**

**11. Give a brief, but complete description of your proposal, including the proposed uses and the size of the project and site. There are several questions later in this checklist that ask you to describe certain aspects of your proposal. You do not need to repeat those answers on this page. (Lead agencies may modify this form to include additional specific information on project description.):**

**12. Location of the proposal. Give sufficient information for a person to understand the precise location of your proposed project, including a street address, if any, and section, township, and range, if known. If a proposal would occur over a range of area, provide the range or boundaries of the site(s). Provide a legal description, site plan, vicinity map, and topographic map, if reasonably available. While you should submit any plans required by the agency, you are not required to duplicate maps or detailed plans submitted with any permit applications related to this checklist:**

**B. ENVIRONMENTAL ELEMENTS (To be completed by the applicant)**

**EARTH**

1. **General description of the site (✓ one):**

flat  rolling  hilly  steep slopes  mountainous  other: \_\_\_\_\_

2. **What is the steepest slope on the site (approximate percent slope)?**

3. **What general types of soils are found on the site (for example, clay, sand, gravel, peat, muck)? If you know the classification of agricultural soils, specify them and note any agricultural land of long-term commercial significance and whether the proposal results in removing any of these soils.**

4. **Are there surface indications or history of unstable soils in the immediate vicinity? If so, describe.**

5. **Describe the purpose, type, total area, and approximate quantities and total affected area of any filling, excavation, and grading proposed. Indicate source of fill.**

6. **Could erosion occur as a result of clearing, construction, or use? If so, generally describe.**

7. **About what percent of the site will be covered with impervious surfaces after project construction (for example, asphalt or buildings)?**

8. **Proposed measures to reduce or control erosion, or other impacts to the earth, if any:**

**AIR**

1. **What types of emissions to the air would result from the proposal during construction, operation, and maintenance when the project is completed? If any, generally describe and give approximate quantities if known.**

2. **Are there any off-site sources of emissions or odor that may affect your proposal? If so, generally describe.**

3. **Proposed measures to reduce or control emissions or other impacts to air, if any:**

**B. ENVIRONMENTAL ELEMENTS (To be completed by the applicant)**

**SURFACE WATER**

1. Is there any surface water body on or in the immediate vicinity of the site (including year-round and seasonal streams, saltwater, lakes, ponds, wetlands)? If yes, describe type and provide names. If appropriate, state what stream or river it flows into.
2. Will the project require any work over, in, or adjacent to (within 200 feet) the described waters? If yes, please describe and attach available plans.
3. Estimate the amount of fill and dredge material that would be placed in or removed from surface water or wetlands and indicate the area of the site that would be affected. Indicate the source of fill material.
4. Will the proposal require surface water withdrawals or diversions? Give general description, purpose, and approximate quantities if known.
5. Does the proposal lie within a 100-year floodplain? If so, note location on the site plan.
6. Does the proposal involve any discharges of waste materials to surface waters? If so, describe the type of waste and anticipated volume of discharge.

**GROUND WATER**

1. Will groundwater be withdrawn from a well for drinking water or other purposes? If so, give a general description of the well, proposed uses and approximate quantities withdrawn from the well. Will water be discharged to groundwater? Give general description, purpose, and approximate quantities if known.
2. Describe waste material that will be discharged into the ground from septic tanks or other sources, if any (for example: Domestic sewage; industrial, containing the following chemicals...; agricultural; etc.). Describe the general size of the system, the number of such systems, the number of houses to be served (if applicable), or the number of animals or humans the system(s) are expected to serve.

**B. ENVIRONMENTAL ELEMENTS (To be completed by the applicant)**

**WATER RUNOFF (INCLUDING STORM WATER)**

1. Describe the source of runoff (including storm water) and method of collection and disposal, if any (include quantities, if known). Where will this water flow? Will this water flow into other waters? If so, describe.

2. Could waste materials enter ground or surface waters? If so, generally describe.

3. Does the proposal alter or otherwise affect drainage patterns in the vicinity of the site? If so, describe.

4. Proposed measures to reduce or control surface, ground, and runoff water, and drainage pattern impacts, if any:

**PLANTS**

1. Check (✓) types of vegetation found on the site:

- | Deciduous Trees:               | Evergreen Trees:               | Wet Soil Plants:                       | Water Plants:                       | Other:   |
|--------------------------------|--------------------------------|--|-------------------------------------|--|
| <input type="checkbox"/> Alder | <input type="checkbox"/> Fir   | <input type="checkbox"/> Cattail       | <input type="checkbox"/> Milfoil    | <input type="checkbox"/> Shrubs  |
| <input type="checkbox"/> Maple | <input type="checkbox"/> Cedar | <input type="checkbox"/> Buttercup     | <input type="checkbox"/> Eelgrass   | <input type="checkbox"/> Grass   |
| <input type="checkbox"/> Aspen | <input type="checkbox"/> Pine  | <input type="checkbox"/> Bullrush      | <input type="checkbox"/> Water Lily | <input type="checkbox"/> Pasture                                       |
| <input type="checkbox"/> Other | <input type="checkbox"/> Other | <input type="checkbox"/> Skunk Cabbage | <input type="checkbox"/> Other      | <input type="checkbox"/> Crop Or Grain                                 |
|                                |                                | <input type="checkbox"/> Other         |                                     | <input type="checkbox"/> Orchards, vineyards, or other permanent crops |
|                                |                                |  |                                     | <input type="checkbox"/> Other types of vegetation                     |

2. What kind and amount of vegetation will be removed or altered?

3. List threatened or endangered species known to be on or near the site.

4. Proposed landscaping, use of native plants, or other measures to preserve or enhance vegetation on the site, if any:

5. List all noxious weeds and invasive species known to be on or near the site.

**B. ENVIRONMENTAL ELEMENTS (To be completed by the applicant)**

**ANIMALS**

1. List any birds or other animals which have been observed on or near the site or are known to be on or near the site.

*Examples include:*

*birds: hawk, heron, eagle, songbirds, other:*

*mammals: deer, bear, elk, beaver, other:*

*fish: bass, salmon, trout, herring, shellfish, other:*

2. List any threatened or endangered species known to be on or near the site.

3. Is the site part of a migration route? If so, explain.

4. Proposed measures to preserve or enhance wildlife, if any:

5. List any invasive animal species known to be on or near the site.

**ENERGY AND NATURAL RESOURCES**

1. What kinds of energy (electric, natural gas, oil, wood stove, solar) will be used to meet the completed project's energy needs? Describe whether it will be used for heating, manufacturing, etc.

2. Would your project affect the potential use of solar energy by adjacent properties? If so, generally describe.

3. What kinds of energy conservation features are included in the plans of this proposal? List other proposed measures to reduce or control energy impacts, if any:

**B. ENVIRONMENTAL ELEMENTS (To be completed by the applicant)**

**ENVIRONMENTAL HEALTH**

1. Are there any environmental health hazards, including exposure to toxic chemicals, risk of fire and explosion, spill, or hazardous waste that could occur as a result of this proposal? If so, describe.

2. Describe any known or possible contamination at the site from present or past uses.

3. Describe existing hazardous chemicals/conditions that might affect project development and design. This includes underground hazardous liquid and gas transmission pipelines located within the project area and in the vicinity.

4. Describe any toxic or hazardous chemicals that might be stored, used, or produced during the project's development or construction, or at any time during the operating life of the project.

5. Describe special emergency services that might be required.

6. Proposed measures to reduce or control environmental health hazards, if any:

**NOISE**

1. What types of noise exist in the area, which may affect your project (for example: traffic, equipment, operation, other)?

2. What types and levels of noise would be created by or associated with the project on a short-term or a long-term basis (for example: traffic, construction, operation, other)? Indicate what hours noise would come from the site.

3. Proposed measures to reduce or control noise impacts, if any:

**B. ENVIRONMENTAL ELEMENTS (To be completed by the applicant)**

**LAND AND SHORELINE USE**

1. **What is the current use of the site and adjacent properties? Will the proposal affect current land uses on nearby or adjacent properties? If so, describe.**
2. **Has the project site been used as working farmlands or working forest lands? If so, describe. How much agricultural or forest land of long-term commercial significance will be converted to other uses as a result of the proposal, if any? If resource lands have not been designated, how many acres in farmland or forest land tax status will be converted to nonfarm or nonforest use?**
3. **Will the proposal affect or be affected by surrounding working farm or forest land normal business operations, such as oversized equipment access, the application of pesticides, tilling, and harvesting? If so, how:**
4. **Describe any structures on the site.**
5. **Will any structures be demolished? If so, what?**
6. **What is the current zoning classification of the site?**
7. **What is the current comprehensive plan designation of the site?**
8. **If applicable, what is the current shoreline master program designation of the site?**
9. **Has any part of the site been classified as a critical area by the city or county? If so, specify.**
10. **Approximately how many people would reside or work in the completed project?**
11. **Approximately how many people would the completed project displace?**

**B. ENVIRONMENTAL ELEMENTS (To be completed by the applicant)**

**LAND AND SHORELINE USE**

12. Proposed measures to avoid or reduce displacement impacts, if any.

13. Proposed measures to ensure the proposal is compatible with existing and projected land uses and plans, if any:

14. Proposed measures to ensure the proposal is compatible with nearby agricultural and forest lands of long-term commercial significance, if any:

**HOUSING**

1. Approximately how many units would be provided, if any? Indicate whether high, middle, or low-income housing.

2. Approximately how many units, if any, would be eliminated? Indicate whether high, middle, or low-income housing.

3. Proposed measures to reduce or control housing impacts, if any:

**AESTHETICS**

1. What is the tallest height of any proposed structure(s), not including antennas; what is the principal exterior building material(s) proposed?

2. What views in the immediate vicinity would be altered or obstructed?

3. Proposed measures to reduce or control aesthetic impacts, if any:



**B. ENVIRONMENTAL ELEMENTS (To be completed by the applicant)**

**LIGHT AND GLARE**

1. What type of light or glare will the proposal produce? What time of day would it mainly occur?

2. Could light or glare from the finished project be a safety hazard or interfere with views?

3. What existing off-site sources of light or glare may affect your proposal?

4. Proposed measures to reduce or control light and glare impacts, if any:

**RECREATION**

1. What designated and informal recreational opportunities are in the immediate vicinity?

2. Would the proposed project displace any existing recreational uses? If so, describe.

3. Proposed measures to reduce or control impacts on recreation, including recreation opportunities to be provided by the project or applicant, if any:

**HISTORIC AND CULTURAL PRESERVATION**

1. Are there any buildings, structures, or sites, located on or near the site that are over 45 years old listed in or eligible for listing in national, state, or local preservation registers located on or near the site? If so, specifically describe.

**B. ENVIRONMENTAL ELEMENTS (To be completed by the applicant)**

**HISTORIC AND CULTURAL PRESERVATION**

2. Are there any landmarks, features, or other evidence of Indian or historic use or occupation? This may include human burials or old cemeteries. Are there any material evidence, artifacts, or areas of cultural importance on or near the site? Please list any professional studies conducted at the site to identify such resources.

3. Proposed measures to avoid, minimize, or compensate for loss, changes to, and disturbance to resources. Please include plans for the above and any permits that may be required.

**TRANSPORTATION**

1. Identify public streets and highways serving the site or affected geographic area and describe proposed access to the existing street system. Show on site plans, if any.

2. Is the site or affected geographic area currently served by public transit? If so, generally describe. If not, what is the approximate distance to the nearest transit stop?

3. How many parking spaces would the completed project or non-project proposal have? How many would the project or proposal eliminate?

4. Will the proposal require any new or improvements to existing roads, streets, pedestrian bicycle or state transportation facilities, not including driveways? If so, generally describe (indicate whether public or private).

5. Will the project or proposal use (or occur in the immediate vicinity of) water, rail, or air transportation? If so, generally describe.

6. How many vehicular trips per day would be generated by the completed project or proposal? If known, indicate when peak volumes would occur and what percentage of the volume would be trucks (such as commercial and non-passenger vehicles). What data or transportation models were used to make these estimates?

**B. ENVIRONMENTAL ELEMENTS (To be completed by the applicant)**

**TRANSPORTATION**

7. Will the proposal interfere with, affect or be affected by the movement of agricultural and forest products on roads or streets in the area? If so, generally describe:

8. Proposed measures to reduce or control transportation impacts, if any:

**PUBLIC SERVICES**

1. Would the project result in an increased need for public services (for example: fire protection, police protection, public transit, health care, schools, other)? If so, generally describe:

2. Proposed measures to reduce or control direct impacts on public services, if any.

**UTILITIES**

1. Check (✓) utilities currently available at the site:

- electricity    natural gas    water    refuse service    telephone  
 sanitary sewer    septic system    other \_\_\_\_\_

2. Describe the utilities that are proposed for the project, the utility providing the service, and the general construction activities on the site or in the immediate vicinity which might be needed.

**C. SIGNATURE (To be completed by the applicant.)**

The above answers are true and complete to the best of my knowledge. I understand that the lead agency is relying on them to make its decision.

Property Owner or Agent Signature

Date Submitted

Name of Signee

Position and Agency/Organization

**PLEASE COMPLETE SECTION "D" ON THE NEXT PAGES  
IF THERE IS NO PROJECT RELATED TO THIS ENVIRONMENTAL REVIEW**

**D. SUPPLEMENTAL SECTION FOR NONPROJECT ACTIONS ONLY (to be completed by the applicant)**

Because these questions are very general, it may be helpful to read them in conjunction with the list of the elements of the environment. When answering these questions, be aware of the extent the proposal, or the types of activities that would likely result from the proposal, would affect the item at a greater intensity or at a faster rate than if the proposal were not implemented. Respond briefly and in general terms.

1. **How would the proposal be likely to increase discharge to water; emissions to air; production, storage, or release of toxic or hazardous substances; or production of noise?**

**Proposed measures to avoid or reduce such increases are:**

2. **How would the proposal be likely to affect plants, animals, fish, or marine life?**

**Proposed measures to protect or conserve plants, animals, fish, or marine life are:**

3. **How would the proposal be likely to deplete energy or natural resources?**

**Proposed measures to protect or conserve energy and natural resources are:**

4. **How would the proposal be likely to use or affect environmentally sensitive areas or areas designated (or eligible or under study) for governmental protection; such as parks, wilderness, wild and scenic rivers, threatened or endangered species habitat, historic or cultural sites, wetlands, floodplains, or prime farmlands?**

**Proposed measures to protect such resources or to avoid or reduce impacts are:**

**D. SUPPLEMENTAL SECTION FOR NONPROJECT ACTIONS ONLY (to be completed by the applicant)**

**5. How would the proposal be likely to affect land and shoreline use, including whether it would allow or encourage land or shoreline uses incompatible with existing plans?**

**Proposed measures to avoid or reduce shoreline and land use impacts are:**

**6. How would the proposal be likely to increase demands on transportation or public services and utilities?**

**Proposed measures to reduce or respond to such demand(s) are:**

**7. Identify, if possible, whether the proposal may conflict with local, state, or federal laws or requirements for the protection of the environment.**

## SITE PLAN CHECKLIST & INSTRUCTIONS

**A Detailed Site Plan Is Required:** All information that is applicable to your proposal shall be checked off and clearly displayed on the site plan. It is in the applicant's best interest to provide a carefully drawn and scaled site plan with all required information. The decision on whether or not to grant approval of your development proposal is largely based on the information you provide. **An application cannot be processed until an adequate site plan is submitted.**

**FOR NON-PROJECT REZONES:** A conceptual site plan is required. The conceptual site plan is non-binding and shall show potential future use of the property.

Please complete this checklist and include it with your site plan. The site plan must contain all pertinent information. Items not applicable to the proposed project shall be noted.

- 6) **Use Ink:** Use blue or black permanent ink. It may be helpful to draft the site plan in pencil then trace over in ink. Ink is necessary for adequate duplication.
- 7) **Use A Straight Edge:** All lines must be straight and done with the aid of a ruler or other straight edge. Use a compass when delineating circular drawings such as cul-de-sacs. Computer drafted site plans are acceptable.
- 8) **Draw To Scale:** Site plans shall be drawn to scale. The site plan template has a suggested map scale of one inch equaling twenty feet (1"=20'). Distances on the map must be as representative of reality as possible. For example, if the distance from a structure to a property line is 20 feet, the distance on the site plan will be 1 inch.
- 9) **Use Site Plan Checklist:** Use the site plan checklist and provide all applicable information on the site plan.

**Note:** You may benefit from the aid of a professional in the preparation of a site plan

### Check all boxes as: (✓ or X) Included or (-) Not Applicable

<input type="checkbox"/>	Name, address, phone number, and signature of the owner or person responsible for the property.
<input type="checkbox"/>	Site address, parcel number(s), and zoning designation
<input type="checkbox"/>	Property boundaries and dimensions
<input type="checkbox"/>	Names and dimensions of all existing streets bounding or touching the site
<input type="checkbox"/>	Dimensions, location and use of proposed and existing structures
<input type="checkbox"/>	Structure setbacks
<input type="checkbox"/>	North Arrow
<input type="checkbox"/>	Lot coverage with calculations shown on site plan.
<input type="checkbox"/>	Location and size of any easements
<input type="checkbox"/>	Location and type of existing and proposed landscaping including landscaping within the public right-of-way
<input type="checkbox"/>	Location and size of existing and proposed side sewer and water service lines
<input type="checkbox"/>	Adjacent land uses and zoning designations
<input type="checkbox"/>	Location and size of all parking spaces with the parking calculations shown on the site plan
<input type="checkbox"/>	Location and dimensions of proposed or existing driveway approaches.
<input type="checkbox"/>	Vision clearance triangles at street intersections and at driveways. Clearview Triangle
<input type="checkbox"/>	Curb cuts intersecting with streets
<input type="checkbox"/>	Location and size of new or existing loading spaces and docks
<input type="checkbox"/>	Location and size of proposed or existing signs
<input type="checkbox"/>	Location, type, and description of required sitescreening
<input type="checkbox"/>	Location and size of required site drainage facilities including on-site retention.
<input type="checkbox"/>	Location, size and surfacing of refuse container area
<input type="checkbox"/>	Location and size of existing or proposed public sidewalks that are within 200-feet of the subject property.
<input type="checkbox"/>	Proposed improvements located within the public right-of-way.
<input type="checkbox"/>	Calculation of land use density

**Note:** Planning Division or reviewing official may require additional information to clarify the proposal, assess its impacts, or determine compliance with the CEMC and other laws and regulations.