



City of Selah

Class 3 Review

Application Packet

City of Selah Public Works & Community Development
222 S Rushmore Road, Selah, WA 98942
Phone: (509) 698-7365 Email: permits@selahwa.gov

**CLASS 3 APPLICATION****Filing Fee \$550**

City of Selah Public Works & Community Development

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Portal Submittal: <https://ci-selah-wa.smartgovcommunity.com/Public/Home>**INSTRUCTIONS – PLEASE READ FIRST AND ANSWER ALL QUESTIONS COMPLETELY.**

If you have any questions about this form or the application process, please ask to speak with the planner. All necessary attachments and the filing fee are required upon submittal. Filing fees are **not refundable**. This application consists of four parts. PART I - GENERAL INFORMATION AND PART V - CERTIFICATION are on this page. PART II, III, and IV contain additional information specific to your proposal and MUST be attached to this page to complete the application.

PART I – GENERAL INFORMATION

1. Applicant's Information:	Name:												
	Mailing Address:												
	City:		St:		Zip:		Phone : ()						
	E-Mail:												
2. Applicant's Interest in Property:	Check One:	☐ Owner	☐ Agent	☐ Purchaser	☐ Other _____								
3. Property Owner's Information (If other than Applicant):	Name:												
	Mailing Address:												
	City:		St:		Zip:		Phone: ()						
	E-Mail:												
4. Subject Property's Assessor's Parcel Number(s):													
5. Property Address:													
6. Property's Existing Zoning: (Circle all that apply) LDSF R-1 R-2 R-3 B-1 B-2 M-1 M-2													
7. Type Of Application: (Check All That Apply) <table border="0"><tr><td>☐ Class (3) Review</td><td>☐ Administrative Adjustment</td><td>☐ Other: _____</td></tr><tr><td>☐ Transportation Concurrency</td><td>☐ State Environmental Policy Act Review (SEPA)</td><td>☐ Other: _____</td></tr></table>								☐ Class (3) Review	☐ Administrative Adjustment	☐ Other: _____	☐ Transportation Concurrency	☐ State Environmental Policy Act Review (SEPA)	☐ Other: _____
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8. PART II – LAND USE DESIGNATION (See attached page)**PART III – NARRATIVE – PROPOSED PROJECT DESCRIPTION** (See attached page)**PART IV – SITE PLAN CHECKLIST** (See attached page)**PART V – CERTIFICATION**

9. 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)#

DATE FEE PAID:

RECEIVED BY:

AMOUNT PAID:

RECEIPT NO:



Supplemental Application For:

CLASS (3) REVIEW

PART II – LAND USE DESIGNATION

1. PROPOSED LAND USE TYPE: (As listed on SMC § 10.25.020, Table 10.25A:

PART III - ATTACHMENTS INFORMATION

2. SITE PLAN REQUIRED: (Please use the City of Selah Site Plan Checklist, attached)

3. TRAFFIC CONCURRENCY: (if required)

4. ENVIRONMENTAL CHECKLIST: (if required by the Washington State Environmental Policy Act)

PART IV - WRITTEN NARRATIVE: Please submit a written response to the following questions. Use a separate sheet of paper, if necessary.

A. Fully describe the proposed development, including number of dwelling units and parking spaces. If the proposal is for a business, describe hours of operation, days per week and all other relevant information related the business.

B. How is the proposal compatible to neighboring properties?

C. What mitigation measures are proposed to promote compatibility?

D. How is your proposal consistent with current zoning of your property?

E. How is your proposal consistent with uses and zoning of neighboring properties?

F. How is your proposal in the best interest of the community?

PART III - NARRATIVE

1. Description of proposed action:

PART IV – SITE PLAN CHECKLIST

All general site plans shall be drawn to scale and be legibly drawn, prepared, or printed on eight and one-half inches by eleven inches, unless otherwise requested. The scale of the drawing shall be a standard engineering scale and shall reasonably utilize the paper's size.

General Site Plan Checklist

- ☐ Property Address
- ☐ Legal Description
- ☐ North Arrow
- ☐ Scale
- ☐ Applicant Name
- ☐ Project Name
- ☐ Property Dimensions and Shape of Lot
- ☐ Size and Location of Existing Structures
- ☐ Size and Location of Proposed Structures
- ☐ Distance(s) of Structures to Property Line and Centerline of Right-of-Way (SMC § Ch. 10.38 Table 8-3)
- ☐ Location of Existing and Proposed Signage (SMC § Ch. 10.38)
- ☐ Size and Location of Utilities
- ☐ Parking Circulation Plan (SMC § Ch. 10.34.050)
- ☐ Proposed Landscaping (SMC § Ch. 10.34.080 & 10.08.040)
- ☐ Location of Ingress and Egress Points
- ☐ Adjacent Rights-of-Way and Existing Frontage Improvements
- ☐ Lot Coverage Calculation (SMC § Ch. 10.08.040, Table 8-1)
- ☐ Clearview Triangle – (SMC § Ch. 10.08.030 – Vision Clearance)
- ☐ Dumpster and Screening Location
- ☐ Misc

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