

**APPLICATION FOR  
ADMINISTRATIVE SITE PLAN REVIEW  
(Pursuant to ZMC Chapter 17)  
CITY OF ZILLAH, WASHINGTON**

**FILE NUMBER:** \_\_\_\_\_

**1) FEES:**

**Date paid:** \_\_\_\_\_

<p><b>Administrative Site Plan Review</b>  <b>Fee: \$100.00 plus Staff, Consultant &amp; Professional Fee's if over the initial fee.</b>  <b>Staff, Consultant and Professional Fees.</b> 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:  <b>(a) Staff Review and Charges.</b> 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>(b) Consultant and Professional Review.</b> 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 contracted 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.  <b>(c) Deposit.</b> 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.</p>
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**2) OWNER INFORMATION:**

Owner Name:	Mailing Address:
Property Address, if any:	Phone # 1 <span style="float: right;">Phone #2</span>

**3) PROPERTY DESCRIPTION:**

Address:
Proposal:
Zoning:
Assessor Parcel Number(s):
Do you own this property? If no, submit letter of approval from the property owner.
Specific Use and Ordinance provision under which application is sought:
How close is the closest fire hydrant? Must be measured by vehicular access.
Will this project require <input type="checkbox"/> water and/or <input type="checkbox"/> sewer main extensions to the lot(s)?
Will this project require ROW street cut or curb or sidewalk cuts to provide public services?
Types of easements needed: <input type="checkbox"/> sewer <input type="checkbox"/> water <input type="checkbox"/> egress/ingress <input type="checkbox"/> other utility

**4) CONCURRENCY REVIEW:** If your project requires that other land use permits (Re-zone, variance, etc.) are obtained for approval for your project do you want them to be processed along with this application.

Yes  No

**5) JUSTIFICATION –COMPATIBILITY:** Attach a statement of your reasons why the proposed 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 proposed 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.

**6) 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) off-street parking, and proposed driveways (if any); (C) lot dimensions (D) location of existing or other proposed building on the lot; and (E) all adjacent streets, alleys and other right-of-ways.

**7) 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 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.

**8) DECLARATION:** *I/WE DECLARE UNDER PENALTY OF THE PERJURY LAWS THAT THE INFORMATION I/WE HAVE PROVIDED ON THIS ADMINISTRATIVE SITE PLAN REVIEW 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 Completeness on: _____
Date Fee Paid: _____	Receipt Number: _____
Application: <input type="checkbox"/> Approved <input type="checkbox"/> Approved w/conditions <input type="checkbox"/> Disapproved	Date: _____
Public Hearing before the Hearing Examiner (if required) held on: _____	