

City of Zillah Land Use Application Process Procedures

So you want to submit a basic Land Use Application? Here is a general idea of process to expect. (**Disclaimer:** Each application is unique and processing procedures and fees will vary.)

Once you have determined what you would like to accomplish, you should discuss it with the city planner and staff. The Zillah Planning Department will help to determine if the project/ request is permitted by city code. (**Note:** Not all requests can be accommodated if the city code does not allow for it.)

If the project/ request is permitted under city code, you can expect the following based on classification:

Determining which type of classification

Your application is:

Class 1- Class 1 permit applications involve administrative action by the Planning Official without a prior open record public hearing. **Avg. Time:** 15-45 days

<ul style="list-style-type: none"> ➤ Building Permits ➤ Administrative Interpretation Decisions ➤ Fence Permits ➤ Roofing Permits ➤ Boundary line adjustments ➤ Minor amendments to approved project plans 	<ul style="list-style-type: none"> ➤ SEPA Actions ➤ Stop Work Orders ➤ Utility Easement Release ➤ Special Use Permits ➤ Time extensions ➤ Qualified Exemption/Elimination ➤ Other Permits as required
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Class 2- The Planning Commission shall conduct and open record public hearing before making a decision on Class 2 permit applications. **Avg. Time:** 45- 60 days

<ul style="list-style-type: none"> ➤ Commercial Site Development ➤ Conditional Uses 	<ul style="list-style-type: none"> ➤ Short Plats (9 lots or less) ➤ Zoning Variances
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Class 3- Decisions on all Class 3 permit applications shall be made by the City Council following an open record public hearing conducted by the Planning Commission. **Avg. Time:** 45- 90 days

<ul style="list-style-type: none"> ➤ Comprehensive Plan Amendments/Text ➤ Planned Unit Developments ➤ Street – Alley Vacation 	<ul style="list-style-type: none"> ➤ Annexation ➤ Rezones ➤ Long Plat (10 or more lots) ➤ Telecommunication facilities
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Class 1

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| 1. Review your application for Completeness. | Yes: Letter of Completeness
No: Request for further information |
| 2. Issuance of a Determination of Consistency; and | |
| 3. Notification to the Applicant of approval or denial of the application. | |
| Approval: | Letter of approval and Permit is issued |
| Denial: | Letter stating denial and the process for appeal |

Class 2 Procedures

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| 1. Review your application for Completeness. | Yes: Letter of Completeness
No: Request for further information |
| 2. Distribution of a Notice of Application; | Newspaper, adjoining property owners, and agencies (i.e. DoE, Fire, Police, DoT, F&W, FEMA) |
| 3. Issuance of a SEPA Threshold Determination, if required; | |
| 4. Preparation of a staff report containing all information known on the application and a Determination of Consistency to be distributed to the Planning Commission before the open record public hearing; | |
| 5. An open record public hearing conducted by the Planning Commission. Applicant shall be given the opportunity to present the proposed project and interested parties shall be allowed to make comments and submit written testimony; and | |
| 6. Planning Commission review and issuance of a Notice of Decision. | |
| Approval: | Letter of approval for project and Permit(s) can be issued |
| Denial: | Letter stating denial and the process for appeal |

Class 3 Procedures

What is Infrastructure?

Streets: Sidewalks, Curbs & gutters, Stormwater drainage, hard surface paving, Striping, Signage, Lighting, and Signals

Water: Pipe installation and Water flow pressure (psi) capable of providing adequate fire flow to the development

Sewer: Pipe installation and adequate hook-up to current system (**Lift station issues depending on location.**)

Other Utilities: Gas, Phone, Electric (All utilities are to be placed underground)

Development Issues:

(State Environmental Policy Act)

If the development triggers a SEPA review then surrounding property owners and affected agencies have a chance to comment on issues that affect them or make recommendations on issues the city should consider.

These comment(s) come to the city and after reviewing them, some or all of the input may be incorporated into the final determination issued by city staff.

List of things that may be required through SEPA Process:

1. Traffic Impact Analysis
2. Road improvements (Only related to your project)
3. Stormwater drainage mitigation (On-site)
4. Floodplain mitigation (If located on property)
5. Critical Area Mitigation(If located on property)

Traffic Impact Studies

The purpose of the City's Traffic Impact Analysis section is to perform and/or oversee the traffic impact studies for development projects, assists in roadway design, and help implement transportation master plans including special transportation studies covering wider areas of the City.

What is a Traffic Study and Why Do We Need It?

A traffic study is needed if a project has a potential to create a significant transportation-related environmental impact or a detriment to public safety. A study is needed to provide the following information:

- Identification of potentially significant traffic impacts as part of the project's environmental document
- Identification of possible mitigation measures for those impacts.
- Identify and evaluate any changes to the circulation network proposed by a development.
- Evaluation of how the project elements will affect traffic operations, in context of site design, driveway locations, turn movements permitted to and from the project site, locations of nearby traffic signals, and potential to create unsafe traffic conditions.
- Traffic study results are also used to identify and assist in the design of specific transportation improvements like roadway and intersection design required with a project. These improvement requirements are incorporated into the conditions of project approval.

When is a Traffic Study Required?

A traffic study is required if a project has a potential to create a significant transportation-related environmental impact or a detriment to public safety. The following guidelines have been established to determine if a traffic study is required:

- The project will generate more than 100 new trips during the peak traffic hours of the adjacent roadways (AM, PM, or Midday).
- The project will generate more than 50 new peak hour trips, and if a transportation facility (roadway and/or intersection) located on a main access route to the site is currently operating at an unacceptable Level of Service.

Note: Level of Service (LOS) ranges from A (excellent) to F (poor). The City's Comprehensive Plan established LOS C as acceptable.

- The project may have a potential to create a hazard to public safety.
- The project could substantially change the off-site transportation system (including facilities for vehicles, school buses, pedestrians, bikes, etc.) or connections to it.

The final determination regarding the need for a traffic study is based on the potential for creating significant traffic and circulation related impacts together with the above-mentioned aspects.