

**ADMINISTRATIVE ADJUSTMENT APPLICATION Filing Fee \$330**

City of Selah Planning Department 222 S Rushmore Road, Selah WA 98942

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Portal: City of Selah Online Permit Submittal

**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:	<input type="checkbox"/> Owner	<input type="checkbox"/> Agent	<input type="checkbox"/> Purchaser	<input type="checkbox"/> 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. Legal Description of Property. (if lengthy, please attach it on a separate document)								
6. Property Address:								
7. Property's Existing Zoning:(circle all that apply)								
LDSF      R-1      R-2      R-3      B-1      B-2      M-1      M-2								
8. Type Of Application: (Check All That Apply)								
<input type="checkbox"/> Administrative Adjustment		<input type="checkbox"/> Type (1) Review		<input type="checkbox"/> Type (2) Review Transportation				
<input type="checkbox"/> Type (3) Review		<input type="checkbox"/> Environmental Checklist (SEPA Review)		<input type="checkbox"/> Concurrency				
<input type="checkbox"/> Master Application		<input type="checkbox"/> Other: _____		<input type="checkbox"/> Other: _____				

**PART II – APPLICATION INFORMATION****PART III – LAND USE DESIGNATION & REQUIRED ATTACHMENTS** (See attached page)**PART IV – WRITTEN NARRATIVE** (See attached page)**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)#****DATE FEE PAID:****RECEIVED BY:****AMOUNT PAID:****RECEIPT NO:**



Supplemental Application For:  
**ADMINISTRATIVE ADJUSTMENT**

**PART II - APPLICATION INFORMATION**

1. TYPES OF ADMINISTRATIVE ADJUSTMENTS (  $\checkmark$  at least one)

☐ SETBACKS: Front \_\_\_\_\_ Side \_\_\_\_\_ Rear \_\_\_\_\_

☐ SIGNS: Height \_\_\_\_\_ Size \_\_\_\_\_

☐ FENCES ☐ LOT COVERAGE ☐ SITE SCREENING

☐ PARKING ☐ OTHER

2. AMOUNT OF ADJUSTMENT

\_\_\_\_\_  $\pm$  \_\_\_\_\_ = \_\_\_\_\_  
Zoning Ordinance Standard Proposed Standard Adjustment

**PART III - LAND USE DESIGNATION & REQUIRED ATTACHMENTS**

1. PROPOSED USE TYPE

2. SITE PLAN REQUIRED

**PART IV - WRITTEN NARRATIVE: (Please submit a written response to the following questions)**

1. How would the strict enforcement of the current standard affect your project?

2. How is the proposal compatible with neighboring properties? Have other adjustments been granted nearby?

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

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

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

# PLAT PLAN CHECKLIST & INSTRUCTIONS

**In Order For Application To Be Determined Complete, A Plat Plan Must Be Completed And Returned.**

**A Detailed Plat Plan Is Required:** All information that is applicable to your proposal shall be checked off and clearly displayed on the plat plan. It is in the applicant's best interest to provide a carefully drawn and scaled plat 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 plat plan is submitted.

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

- 1) **Use Ink:** Use blue or black permanent ink. It may be helpful to draft the plat plan in pencil then trace over in ink. Ink is necessary for adequate duplication.
- 2) **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 plat plans are acceptable and preferred.
- 3) **Draw To Scale:** Plat plans shall be drawn to scale. The plat 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 plat plan will be 1 inch.
- 4) **Use Plat Plan Checklist:** Use the plat plan checklist and provide all applicable information on the plat plan.
- 5) **Fill In The Following Information On A Plat Plan:**

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

**Check all boxes as: ☒ Included or ☐ - Not Applicable**

<input type="checkbox"/>	The plat plan shall be legibly drawn in ink on paper of sufficient size to contain the required information, but not less than 8.5" X 11" for Class (1) projects and not larger than 11" X 17" for Class (2) and Class (3) projects.
<input type="checkbox"/>	All plat plans shall be drawn to a standard engineering scale and indicated on the plat plan. The scale selected shall best fit the paper. Planning staff recommends 1"=20'.
<input type="checkbox"/>	Site address, parcel number(s) and zoning designation of subject property.
<input type="checkbox"/>	Property and lot boundaries and dimensions.
<input type="checkbox"/>	Names and dimensions of all existing streets bounding the site.
<input type="checkbox"/>	Structure setbacks.
<input type="checkbox"/>	North Arrow.
<input type="checkbox"/>	Location and size of required site drainage facilities including on-site retention.
<input type="checkbox"/>	Location and size of existing or proposed public sidewalks that are within 200-feet of the subject property.
<input type="checkbox"/>	Location and size of existing and proposed side sewer and water service lines.
<input type="checkbox"/>	Location and size of any easements.
<input type="checkbox"/>	Name, address, phone number, and signature of the owner or person responsible for the property.
<input type="checkbox"/>	Location and size of proposed or existing signs.
<input type="checkbox"/>	Location and size of all parking spaces shown on the plat plan.
<input type="checkbox"/>	Location and dimensions of proposed or existing driveway approaches.
<input type="checkbox"/>	Vision clearance triangles at street intersections and where driveways and curb cuts intersect with streets.
<input type="checkbox"/>	Proposed improvements located within the public right-of-way.
<input type="checkbox"/>	Location and type of existing and proposed landscaping including landscaping within the public right-of-way.
<input type="checkbox"/>	Adjacent land uses and zoning designations.
<input type="checkbox"/>	Location, type, and description of required sitescreening.
<input type="checkbox"/>	Dimensions, location and use of proposed and existing structures including loading docks.
<input type="checkbox"/>	Lot coverage with calculations shown on plat plan.

**Note:** Planning Division 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.