



Project Applicant:

The Town of Yarrow Point offers a Pre-Application Conference to acquaint you with the Town’s rules and regulations. The conference is required for all new residential construction and for all remodeling projects over \$50,000 in value, and is voluntary for all other construction projects. In addition to acquainting you with the Town’s regulations, the conference allows Town staff to become familiar with your project for the purpose of determining the appropriate permit and review process, with the goal of facilitating the review once your application is submitted. At the conclusion of the conference, you will be given a copy of applicable Town codes and a list of permits that will be required for your project.

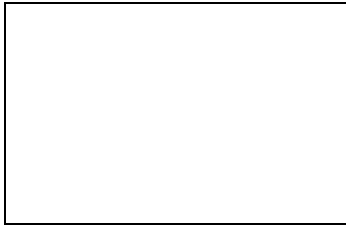
Please submit the following information along with the application form for a Pre-Application Conference:

- Site plan, drawn to scale, depicting existing and proposed improvements on the property. Indicate existing and proposed structure area. (3 copies)
- **Level 1- Full Review: \$1,250.00**
- **Level 2- Partial Review: \$500.00**  
*Fee applied to projects requiring a single reviewer as determined by the Clerk-Treasurer.*
- Written narrative describing the proposed development. (3 copies)
- Other information that has been developed for the project, which may include a topographic and boundary survey and elevation drawings. (3 copies)
- Please indicate the items you wish to discuss. Note that you will not be limited to those items checked; this assists the Town in determining appropriate staff to attend the conference. The conference may be attended by the Town Planner, the Town Engineer, the Town Building Official and the Town Clerk.

<input type="checkbox"/> Setbacks	<input type="checkbox"/> Height
<input type="checkbox"/> Structure Area	<input type="checkbox"/> Variance
<input type="checkbox"/> SEPA Checklist	<input type="checkbox"/> Impervious Area
<input type="checkbox"/> Shoreline Permit/Shoreline Exemption	<input type="checkbox"/> Parking
<input type="checkbox"/> Original Grade Determination	<input type="checkbox"/> Encroachments
<input type="checkbox"/> Drainage/Civil Engineering	<input type="checkbox"/> Covenants
<input type="checkbox"/> Energy Code	<input type="checkbox"/> Building Code
<input type="checkbox"/> Fire Sprinkler	<input type="checkbox"/> Structural
<input type="checkbox"/> Boundary Line Adjustment/Short Plat/Plat	
<input type="checkbox"/> Other: _____	

Pre-Application Conferences are scheduled by the Town Planner following the receipt of the application and fee. The Town Planner will contact you to arrange a convenient date and time for your meeting.

**TOWN OF YARROW POINT  
COMMUNITY DEVELOPMENT**



**PRE-APPLICATION NO.**

ACCEPTED \_\_\_\_\_

CONFERENCE DATE &  
TIME SCHEDULED  
\_\_\_\_\_ at \_\_\_\_\_

4030 -95<sup>th</sup> Ave NE  
Yarrow Point, WA 98004  
(425) 454-6994 Fax: (425) 454-7899

**APPLICATION FOR PRE-APPLICATION CONFERENCE**

To be completed by owner or owner's agent:

PROPERTY ADDRESS _____	ZONING _____
PROPERTY OWNER _____	PHONE _____
ADDRESS _____	E-MAIL _____
OWNER'S AGENT _____	PHONE _____
ADDRESS _____	E-MAIL _____
ARCHITECT/DESIGNER _____	PHONE _____
ADDRESS _____	E-MAIL _____
CONTRACTOR NAME _____	PHONE _____
ADDRESS _____	E-MAIL _____
PROPERTY LEGAL DESCRIPTION _____	
_____	
_____	ASSESSOR'S PARCEL NO. _____ - _____

(Attach separate legal description, if necessary)

**PROJECT DESCRIPTION** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PROJECT VALUATION** \_\_\_\_\_

I certify under penalty of perjury that I am the owner of the above described property or the duly authorized agent of the owner(s) acting on behalf of the owner(s) and that all information furnished is true and correct. I further certify that all applicable federal, state, county, and local requirements for the work authorized by this permit will be met.

SIGNATURE \_\_\_\_\_ OWNER  AGENT  DATE \_\_\_\_\_

Level 1- Full Review: \$1,250.00

Level 2- Partial Review: \$500.00  
Fee applied to projects requiring a single reviewer as determined by the Clerk-Treasurer.

NOTES: \_\_\_\_\_

RCPT NO. \_\_\_\_\_

REC'D BY: \_\_\_\_\_



**TOWN OF YARROW POINT ZONING/LAND USE CHECKLIST**

<b>PERMIT NUMBER</b>	
<b>PROPERTY ADDRESS</b>	
<b>PROPERTY OWNER</b>	
<b>PROJECT DESCRIPTION</b>	
<b>ZONING DESIGNATION</b>	
<b>PRE-APP NUMBER &amp; DATE</b>	
<b>REVIEW DATE</b>	

**SETBACKS**

<b>Standard</b>	<b>Code Reference</b>	<b>Comment</b>
<i>The setback from the shoreline of Lake Washington is 50 feet</i>	<i>YPMC 17.16.040B</i>	
<i>The setback from a public right of way is 25 feet</i>	<i>YPMC 17.16.040C</i>	
<i>The setback from a private lane provided to serve the lot or provided on the lot to serve other building sites is 25 feet</i>	<i>YPMC 17.16.040D</i>	
<i>The setback from a property line dividing private property is 10 feet</i>	<i>YPMC 17.16.040E</i>	
<i>The setback from a private lane on adjacent property which does not include rights of use by the lot in question is 10 feet</i>	<i>YPMC 17.16.040F</i>	
<i>The setback from a panhandle driveway is 10 feet</i>	<i>YPMC 17.16.040G</i>	
<i>Allowed setback encroachments</i>	<i>YPMC 17.16.040A</i>	

**STRUCTURE AREA**

<b>Standard</b>	<b>Code Reference</b>	<b>Comment</b>
<i>The total structure area shall not exceed 30% of the lot area</i>	<i>YPMC 17.16.020</i>	

**IMPERVIOUS AREA**

<b>Standard</b>	<b>Code Reference</b>	<b>Comment</b>
<i>The total percentage of a lot that can be covered by impervious surface, including buildings, is 60%</i>	<i>YPMC 17.16.045A</i>	
<i>Improvements exempt to the extent allowed, from calculation of the maximum impervious surface limits</i>	<i>YPMC 17.16.045B</i>	

**STRUCTURE HEIGHT**

<b>Standard</b>	<b>Code Reference</b>	<b>Comment</b>
<i>Structure height shall not exceed 25 feet above original grade or 31 feet above finished grade, whichever is less</i>	<i>YPMC 17.16.030A</i>	
<i>Original grade documentation required</i>	<i>Original Grade Determination Guide</i>	

**ENCROACHMENTS**

<b>Standard</b>	<b>Code Reference</b>	<b>Comment</b>
<i>No encroachments are allowed in the right of way without an encroachment agreement</i>	<i>YPMC 12.24.010B</i>	
<i>Gravel or grass are not considered encroachments and are allowed in the right of way</i>	<i>YPMC 12.24.010A</i>	

**SEPA**

<b>Standard</b>	<b>Code Reference</b>	<b>Comment</b>
<i>SEPA required if grading more than 100 CY</i>	<i>YPMC 19.04</i>	

**SHORELINE**

<b>Standard</b>	<b>Code Reference</b>	<b>Comment</b>
<i>Qualifies for Shoreline Exemption Permit</i>	<i>WAC 173-27-040</i>	
<i>Shoreline Substantial Development Permit required</i>	<i>WAC 173-27-040</i>	

**ADDITIONAL COMMENTS:**