



TOWN OF YARROW POINT  
 4030 - 95<sup>th</sup> Avenue NE  
 Yarrow Point, WA 98004  
 (425) 454-6994 Fax: (425) 454-7899

### Site Development Complete Application Checklist

Submittal Date: \_\_\_\_\_

Project: \_\_\_\_\_

The following items must be included with site development permit applications in the Town of Yarrow Point unless otherwise determined by staff. Only complete applications may be accepted. Forms may be obtained at Town Hall or at the Yarrow Point website: <https://yarrowpointwa.gov/permit-forms/>. If a detention system is required by the determination of the Town Engineer, the Site Development fee is: **\$1,875.00**

- If detention system is *not* required by the determination of the Town Engineer, the Site Development fee is: **\$500.00**

	Staff Use Check if Required	Staff Use Check if Accepted	No. of Copies	Description
1			1	Yarrow Point site development permit application form (YPMC 20.12.010)
2			1	Yarrow Point site development permit application checklist (YPMC 20.12.010)
3			1	Yarrow Point concrete delivery log (YPMC 20.04.030 and YPMC 20.16.020(A))
4			2	Site Plan including TESC and applicable details (1" = 20' min)
6			2	Professional topography and boundary survey (1" = 20' min)
6			2	Drainage Control Plan Checklist
7			2	Storm Water Report (per YP Stormwater Drainage Guidelines & Detention Guidelines)
8			1	Electronic CAD files for existing and proposed conditions (to be used for verifying structure area and impervious surface)
<b>For Staff Use Only</b>				
				Encroachment Agreement Application (YPMC 12.24)

- Submittal of a complete Site Development permit application as determined by Town staff does not guarantee permit issuance. Compliance with minimum requirements of all applicable state and local ordinances is required and must be confirmed through Town review
- Right of Way Use, Building, and Mechanical permits are separate applications based on the project requirements
- Actual fees are based upon Town of Yarrow Point Resolution No. 306

Site Development Permit Application Deemed Complete: \_\_\_\_\_/\_\_\_\_\_

*Preserving and enhancing Yarrow Point's environment and community*

**TOWN OF YARROW POINT  
COMMUNITY DEVELOPMENT**

PERMIT NO.

**SITE DEVELOPMENT PERMIT APPLICATION CHECKLIST (Page 1 of 3)**

This checklist is an important part of your permit application; please complete it accurately. Submitting an incomplete application may delay the issue of your permit. The checklist is used to help you and the Town's plan reviewer determine whether your project complies with local ordinances prior to permit issue.

Please describe the nature of the proposed project:

1. Is this project part of a larger project requiring other permits? If so, please list the other permits for which you have applied or will be applying, including permit numbers and issue dates, when applicable. o yes o no
  
2. Will the project require excavation or other work on public streets or rights of way? If so, a Right of Way Use permit is required. o yes o no
  
3. Does the project involve construction of a new residence or is it an addition to an existing residence? If so, a building permit is required. o yes o no
  
4. Does the project include the removal of 50% or more of the existing structure or the disconnection of utilities? If so, a demolition permit is required. o yes o no
  
5. Will the project include a fence or freestanding wall? If any part of this fence is higher than six (6) feet or located in the setback area, a building permit is required. o yes o no
  
6. If any part of the fence is located in the setback area, does that portion exceed six (6) feet in height? If so, a variance is required. o yes o no
  
7. Does the project lot meet the requirements of a legal building site? o yes o no
  
8. If the project lot is nonconforming, does it qualify as an established building site? o yes o no
  
9. Are all stormwater facilities connected to the public stormwater system? o yes o no
  
10. Is the total site impervious area less than 60% of the lot area? o yes o no
  
11. Do the plans submitted accurately show the location, size, and configuration of all structures, appurtenant structures, and off-street parking? o yes o no
  
12. Is the type, size, and amount of off-street parking provided on the project site as required? o yes o no
  
13. Does the application adhere to the Town of Yarrow Point Site Development Code? A copy can be found on our website <https://www.codepublishing.com/WA/YarrowPoint/#!/html/YarrowPoint20/YarrowPoint2012.html> o yes o no
  
14. Does the application adhere to the Town of Yarrow Point Stormwater Drainage Guidelines? A copy can be found on our website <https://yarrowpointwa.gov/wp-content/uploads/2018/02/Storm-Water-Drainage-Guidelines.pdf> o yes o no

**TOWN OF YARROW POINT  
COMMUNITY DEVELOPMENT**

PERMIT NO. \_\_\_\_\_

**SITE DEVELOPMENT PERMIT APPLICATION CHECKLIST (Page 2 of 3)**

- 15. Does the project require fill and excavation in excess of 50cy? If so, what is the estimated quantity in cy? o yes o no
- 16. Will the project clear 750sf or more of existing ground surface? If so, what is the estimated quantity? o yes o no
- 17. Will the project add more than 120sf of new impervious surface? If so, what is the estimated quantity? o yes o no
- 18. Will there be any retaining walls or rockeries constructed as part of this project? If so, please note that a building permit is required for rockeries in excess of 4 feet tall (measure from bottom of rock to top of rock). o yes o no
- 19. Does the project require grading or paving over an existing detention or water quality facility? o yes o no
- 20. Does the project extend or modify the public and/or private stormwater system o yes o no
- 21. Has a variance been granted previously to this property? If so, when?  
\_\_\_\_\_ o yes o no
- 22. Are there any conditions, covenants, or restrictions included in your title that restrict building activity on this property? If so, you must comply with these restrictions in addition to Town regulations. o yes o no

I certify under penalty of perjury that I am the owner or the duly authorized agent of the owner of the property for which this permit application is made and that all information furnished in support of this application is true and correct.

Name (type or print): \_\_\_\_\_ Address: \_\_\_\_\_

Signature \_\_\_\_\_ Owner  Agent  Date \_\_\_\_\_

**HOLD HARMLESS AGREEMENT:**

I certify that I or my authorized agent have reviewed and do understand all federal, state, county, and town of yarrow point laws, codes, regulations, and requirements pertinent and applicable to construction of the proposed project and that the project described in the permit application documents complies with these laws, regulations, codes, and requirements in all particulars.

I hereby agree as a condition of permit issue to hold harmless the Town of Yarrow Point, its officers, agents, and employees and to indemnify them from all liability, loss, and expense, including reasonable attorney's fees, that the town, its officers, agents, or employees may incur by reason of the issue of such permit and all other acts taken by the Town of Yarrow Point relating to the work described under the permit documents, including but not limited to plans examination, issue of permit(s), inspections, and approval of construction and issuance of certificates of occupancy.

**TOWN OF YARROW POINT  
COMMUNITY DEVELOPMENT**

PERMIT NO.

**SITE DEVELOPMENT PERMIT APPLICATION CHECKLIST (Page 3 of 3)**

Signature \_\_\_\_\_ Date \_\_\_\_\_

**CONCRETE DELIVERY LOG (Page 1 of 1)**

The Town of Yarrow Point's stormwater system is compromised by contractors and their suppliers who use the public catch basins as a concrete wash out area. Per YPMC 20.04.030 and YPMC 20.16.020(A), it is illegal to discharge pollutants, including concrete, into the Town's storm and surface water system. To monitor and ensure that contractors and their suppliers do not use the Town's storm and surface water systems as concrete washout areas, we are requiring all contractors working in Yarrow Point to log all concrete deliveries to your project and specify the method of concrete disposal.

DATE	TIME	QUANTITY (CY)	CONCRETE SUPPLIER NAME / ADDRESS	CONCRETE SUPPLIER DRIVER NAME	CONCRETE SUPPLIER PHONE NUMBER	METHOD OF DISPOSAL	CONTRACTOR SUPPLIER NAME	CONTRACTOR SUPPLIER PHONE NUMBER

The concrete Delivery Log is a part of your permit package and will be required to achieve final permit approval pursuant to YPMC 20.12.010(B).

**Project Owner / Agent:** \_\_\_\_\_

**Project Address:** \_\_\_\_\_

**Contractor Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Town Representative:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

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

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COMMUNITY DEVELOPMENT**



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**PERMIT NO.**

ACCEPTED \_\_\_\_\_ DATE \_\_\_\_\_  
APPROVED \_\_\_\_\_ DATE \_\_\_\_\_  
ISSUED \_\_\_\_\_ DATE \_\_\_\_\_

**APPLICATION FOR SITE DEVELOPMENT PERMIT**

To be completed by owner or owner's agent:

PROPERTY ADDRESS \_\_\_\_\_ PARCEL NO. \_\_\_\_\_  
PROPERTY OWNER \_\_\_\_\_ PHONE \_\_\_\_\_  
ADDRESS \_\_\_\_\_ EMAIL \_\_\_\_\_  
OWNER'S AGENT \_\_\_\_\_ PHONE \_\_\_\_\_  
ADDRESS \_\_\_\_\_ EMAIL \_\_\_\_\_  
ARCHITECT/DESIGNER \_\_\_\_\_ PHONE \_\_\_\_\_  
ADDRESS \_\_\_\_\_ EMAIL \_\_\_\_\_  
CONTRACTOR NAME \_\_\_\_\_ PHONE \_\_\_\_\_  
ADDRESS \_\_\_\_\_ EMAIL \_\_\_\_\_  
REGISTR. NO. \_\_\_\_\_ EXPIRES \_\_\_\_\_ TAX NO. \_\_\_\_\_  
LENDER OR BOND ISSUER NAME \_\_\_\_\_ PHONE \_\_\_\_\_  
ADDRESS \_\_\_\_\_ EMAIL \_\_\_\_\_  
PROJECT DESCRIPTION \_\_\_\_\_

(Attach separate legal description, if necessary)

USE TYPE	IMPROVEMENT TYPE	PERMIT TYPE
<input type="checkbox"/> FILL/EXCAVATION >50CY	<input type="checkbox"/> NEW CONSTRUCTION	<input type="checkbox"/> SITE DEVELOPMENT
<input type="checkbox"/> CLEARING >750SF	<input type="checkbox"/> ADDITION	<input type="checkbox"/> BUILDING (NO. _____)
<input type="checkbox"/> ADDING >120SF IMPERVIOUS SURFACE	<input type="checkbox"/> REMODEL	<input type="checkbox"/> DEMOLITION (NO. _____)
<input type="checkbox"/> RETAINING WALL/ROCKERY >4'	<input type="checkbox"/> REPAIR / RECONSTRUCTION	<input type="checkbox"/> _____
<input type="checkbox"/> GRADING OVER EX SD FACILITY	<input type="checkbox"/> _____	<input type="checkbox"/> _____
<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____

ARE YOU PROPOSING A DETENTION SYSTEM?  YES  NO

IS WORK WITHIN 200 FEET OF LAKE WASHINGTON HIGH WATER LINE?  YES  NO

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 in support of this permit application 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 \_\_\_\_\_

RCPT NO. _____	PERMIT FEE \$ _____
REC'D BY: _____	TECHNOLOGY FEE \$ _____
AMOUNT: _____	CONSTRUCTION CONTACT SIGN \$ _____
PLAN REVIEW COMPLETE / APPROVED FOR ISSUE:	PARKING/STREET DEPOSIT \$ _____
_____	CONSTRUCTION VEHICLE FEE \$ _____
Town Engineer _____	LESS FEE PAID AT SUBMITTAL \$ (_____)
Date _____	ADDITIONAL REVIEW & INSPECTIONS \$ _____
RCPT NO. _____	OTHER FEES \$ _____
REC'D BY: _____	TOTAL DUE AT ISSUANCE \$ _____
AMOUNT: _____	

General Permit Conditions:

1. The owner or the owner's agent may apply for a project permit by submitting this form with the necessary additional documentation and permit deposit fees to Yarrow Point Town Hall.
2. The Yarrow Point Building Department issues the following project permits:
  - **Building Permits** are required to construct buildings, garages, carports, porches, decks, piers, boat lifts, bulkheads, retaining walls over 4 feet in height, swimming pools, fences, large antennas, and substantial recreational facilities. There may be other situations in which the Building Official determines that a building permit is required.
  - **Mechanical Permits** are required for the installation, replacement, or repair of mechanical systems and appliances in new or existing residences.
  - **Demolition Permits** are required to remove 50% or more of an existing structure or if utilities must be disconnected during a project.
  - **Fire Sprinkler Permits** must have a design approval that is required through review of your fire sprinkler plans by the Bellevue Fire Dept. located in the Bellevue City Hall. The Town of Yarrow Point will also provide a review of approval and will then issue your permit.
  - **Right of Way Use Permits** must be obtained for work altering public streets or right of ways. Private roads are exempt.
  - **Right of Way Encroachment Permits** are required for landscaping or installation of anything other than gravel or grass in the Town right of way.
  - **Site Development Permits** must be obtained for projects involving fill or excavation totaling 50 cubic yards or more, clearing 750 square feet or more, adding 120 square feet or more of new impervious surface, retaining walls or rockeries over four feet in height, grading or paving of an area used for storm water facility, or connection, extension and/or modification of the public and/or private storm and surface water drainage systems including, but limited to, detention and other runoff control facilities.
3. Permits from other authorities may be required and include, but are not limited to:
  - **Electrical Permits** are issued by the Washington State Dept. of Labor & Industries.
  - **Plumbing Permits** are issued by the King County Department of Health.
4. All construction must conform to the requirements of the current edition of the Washington State Building Code, the Uniform Building Code, the Uniform Mechanical Code, the Yarrow Point Building and Zoning Codes and other state and local codes that may apply.
5. The permit card, approved plans, and other permit documents must be posted or available at the project site at all times when authorized work is in progress. Work must start within 180 days of the permit issue date. Permits are valid for 18 months from the date of issue.
6. Any changes to the construction or location of this project must be submitted to Town Hall for review prior to the actual work taking place. Additional fees may be due before final approval of revisions is granted.
7. The height of all new structures or remodeled roof lines must be verified to conform to the height restrictions of the Yarrow Point Zoning Code by a licensed professional surveyor prior to your framing inspection.
8. During construction, work must not proceed until the Town Building Inspector has approved each stage of construction. Inspections other than the final must be scheduled 24 hours in advance. A final inspection for new construction must be scheduled three days in advance. In addition, the Town building inspector may require special inspections by the engineer of record or a previously approved inspector.

Construction hours are as follows. These hours are STRICTLY enforced. Violation will result in a STOP-WORK ORDER.

<b>Monday through Friday</b>	<b>7 AM – 6 PM</b>
<b>Saturday</b>	<b>9 AM – 5 PM</b>
<b>Sunday and Holidays</b>	<b>No Work Allowed</b>

9. Contractors must comply with the Town's parking regulations and he/she must file a traffic control and parking plan with the Town. The Building Official will review this plan and forward a copy of it to the Clyde Hill Police Department. The Building Official will place a Stop Work Notice with possible deposit forfeiture for repeated violations.

10. Contractors are responsible for removing dirt and construction debris from the roadway and for protecting neighboring properties from runoff or other damage from construction.
11. Contractors should code sales tax on job-related costs to **State Revenue Code 1730**.
12. The permit conditions listed here are general conditions only. Additional permit conditions may be imposed and will be listed on the actual permit card.
13. \*Fees will be reassessed if the Building Official determines that the market value estimate was inaccurate.

**I certify that I have read the general permit conditions listed above and that I understand that failure to comply with these and any other permit conditions listed on the permit card or imposed during construction may result in a Stop Work Order.**

Signature \_\_\_\_\_ Owner  Agent  Date \_\_\_\_\_