



# Site Development Application Form

**PA-09**  
APPLICATION

**Community Development Department**  
501 N. Anderson, Ellensburg, WA 98926 (509) 962-7239 (Building) (509) 962-7231 (Planning) commdev@ci.ellensburg.wa.us

Applicants are encouraged to request a pre-application meeting with the city. Pre-application meetings with staff provide an opportunity to discuss the proposal in general terms, identify the applicable city requirements and the permit review process including the permits required by the action, timing of the permits and the approval process. A pre-application meeting is required prior to submitting an application for any Type III or IV permit, major design review project (Type II review) permit, and for an application for a permit located within a critical area or its buffer, pursuant to ECC Article 6. Application

Application Fee: \$75

The Planning Division will be unable to accept your Site Development Application Form if you fail to provide ALL of the following required material.

OFFICIAL USE ONLY:	
Staff Person:	
Date Submitted:	
Fee Total:	
FILE #:	
Associated Permit File #:	

**PROPERTY OWNER:** (Note: If the Applicant is not the Owner, attach written authorization from the legal owner(s).)

Legal Owner Name(s):		Day Phone:	
Mailing Address:			
E-mail:		Cell Phone:	

**\*APPLICANT:**  Owner  Contractor  Tenant  Other \_\_\_\_\_

Name:		Day Phone:	
Mailing Address:			
E-mail:		Cell Phone:	

**CONTACT PERSON:**  Owner  Contractor  Tenant  Other \_\_\_\_\_

Name:		Day Phone:	
Mailing Address:			
E-mail:		Cell Phone:	

**PROJECT INFORMATION:**

Parcel Number(s) of Site:	
Site Address (if any):	
City Zoning Designation:	

**PROJECT INFORMATION:**

Ellensburg City Code 15.250.020 A site development permit that complies with all applicable development regulations as provided in this title shall be approved.

**Operating conditions and standards of performance:**

1. A completed SEPA Checklist and payment of the SEPA application fee (if applicable)
2. Any activity that will clear, grade, fill or otherwise disturb the site, whether requiring a clearing, grading, or fill permit or not, shall provide erosion and sediment control (ESC) that prevents, to the maximum extent possible, the transport of sediment from the site to drainage facilities, water resources, and adjacent properties. Erosion and sediment controls shall be applied as specified by the temporary ESC measures and performance criteria and implementation requirements in the city's erosion and sediment control standards.
3. Cuts and fills shall conform to the following provisions unless otherwise approved by the director:
  - a. Slope. No slope of cut and fill surfaces shall be steeper than is safe for the intended use and shall not exceed 2 horizontal to one vertical, unless otherwise approved by the director;
  - b. Erosion control. All disturbed areas including faces of cuts and fill slopes shall be prepared and maintained to control erosion in compliance with subsection (1) of this section;
  - c. Preparation of ground. The ground surface shall be prepared to receive fill by removing unsuitable material such as concrete slabs, tree stumps, brush, and car bodies;
  - d. Fill material. Except in an approved sanitary landfill, only earth materials that have no rock or similar irreducible material with a maximum dimension greater than 18 inches shall be used;
  - e. Drainage. Provisions shall be made to:
    - i. Prevent any surface water or seepage from damaging the cut face of any excavations or the sloping face of a fill; and
    - ii. Carry any surface waters that are or might be concentrated as a result of a fill or excavation to a natural watercourse, or by other means approved by the city engineer;
  - e. Bench/Terrace. Benches, if required, at least 10 feet in width shall be back-sloped and shall be established at not more than 25 feet vertical intervals to control surface drainage and debris. Swales or ditches on benches shall have a maximum gradient of 5 percent;
  - f. Access roads – Maintenance. Access roads to grading sites shall be maintained and located to the satisfaction of the city engineer to minimize problems of dust, mud, and traffic circulation;
  - g. Access roads – Gate. Access roads to grading sites shall be controlled by a gate when required by the director;
  - h. Warning signs. Signs warning of hazardous conditions, if such exist, shall be affixed at locations as required by the director;
  - i. Fencing. Fencing, where required by the director, to protect life, limb, and property, shall be installed with lockable gates that must be closed and locked when not working the site. The fence must be no less than 5 feet in height and the fence material shall have no horizontal opening larger than 2 inches;
  - j. Setbacks. The tops and the toes of cut and fill slopes shall be set back from property boundaries and from structures as far as necessary for safety of the adjacent properties and structures and to prevent damage resulting from water runoff or erosion of the slopes;  
Slopes and setbacks shall be determined by the director; and
  - l. Hours of operation. Hours of operation, unless otherwise authorized by the director, shall be between 7:00 a.m. and 7:00 p.m.

**SIGNATURE OF LEGAL OWNER or REPRESENTATIVE AS AUTHORIZED BY THE LEGAL OWNER:**

I, \_\_\_\_\_, (print name) affirm that the above responses are made truthfully and to the best of my knowledge. I hereby apply for this permit application and acknowledge that I have read this application and state that the information is correct and that I agree to comply with all city ordinances pertaining to this permit if granted.

I further affirm that I am the owner of record of the area proposed for the above-identified land use action or, if not the owner, attached herewithin is written permission from the owner(s) authorizing my actions on his/her/their behalf.

<b>Signature of Legal Owner:</b> (or Authorized Agent)		<b>Date:</b>	
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