



City of Moxee

255 W Seattle ave, PO Box 249 Moxee, Wa 98936
Phone 509-575-8851 Fax 509-575-8852

GENERAL APPLICATION FORM

For Land Use Actions

CHECK ALL THAT APPLY AND ATTACH THE APPROPRIATE SUPPLEMENTAL FORM(S)

- | <u>Zoning</u> | | <u>Subdivision</u> | <u>Other</u> |
|---|---|---|---|
| <input checked="" type="checkbox"/> Level 1 Use | <input type="checkbox"/> Admin. Adjustment | <input type="checkbox"/> Exemption (SSE) | <input type="checkbox"/> Environmental Checklist |
| <input type="checkbox"/> Level 2 Use | <input type="checkbox"/> Variance | <input type="checkbox"/> Short Subdivision | <input type="checkbox"/> Appeal __HE __City Council |
| <input type="checkbox"/> Level 3 Use | <input type="checkbox"/> Non-Conforming Use | <input type="checkbox"/> Binding Site Plan | <input type="checkbox"/> Critical Areas |
| <input type="checkbox"/> Rezone | <input type="checkbox"/> Interpretation | <input type="checkbox"/> Alteration/Vacation | <input type="checkbox"/> Plan/Dev Reg Map Ad |
| | | <input type="checkbox"/> Subdivision Variance | <input type="checkbox"/> Plan/Dev Reg Text Ad |
| | | | <input type="checkbox"/> Develop. Agreement |
| | | | <input type="checkbox"/> Other _____ |

SUBJECT PROPERTY INFORMATION

Parcel Number(s): _____ Property Address: _____
 A. _____
 B. _____ Zoning District: _____
 C. _____
 D. _____

Applicant Information: (Please Check Contact Person)

By signing this form, I hereby state as true that all ownership interests of the property have reviewed the proposal as presented in the application materials and support the proposed change(s) in land use.

- Property Owner:** _____
 Day Phone: _____ Company (if any): _____
 Owner of Parcel(s): _____
 Address: _____ State: _____ Zip: _____
 Email: _____
 Signature: _____
- Agent/Contact Person (If different):** _____
 Day Phone: _____ Company (if any): _____
 Owner of Parcel(s): _____
 Address: _____ State: _____ Zip: _____
 E-mail: _____
 Signature: _____ Date: _____

If there are additional property owners, provide an attachment in the same format and with the same declaration

(Staff Use Only)

Date: _____ Receipt #: _____ Reviewed By: _____ Project # _____



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LEVEL 1 APPLICATION

Please Answer All the Following Questions:

1. What is the proposal in detail? Please complete on the attached narrative form.

Please include the following information:

- a. Describe the type of proposed business and/or use.
 - b. Describe the current size and use of the site.
 - c. Describe the proposed size and use of the site and where the new use will occur.
 - d. Describe the size and use any new or existing structures, or portions of structures to be used as part of the proposal and what uses will occur in each portion of the structure.
 - e. Describe any mechanical processes that are used in the existing and/or proposed project.
 - f. Describe the timeline for completion of the project including any phasing and its estimated time of completion.
 - g. Any other information that will help clarify this project to the City.
2. What other permits and approvals will be required prior to issuing a building permit?

3. Will the project be conducted entirely within a structure? Yes No

If no, explain what outdoor activities would occur: _____

4. How many employees? Please indicate full or part-time: _____

5. How many customers do you anticipate would visit the property per day? _____

6. Describe the types of deliveries to and from the property. Include the frequency and type of vehicles. _____

7. Describe loading zone location: _____

8. What signs are planned to be installed on the site and where will they be located? _____

9. What is the estimated number of vehicle trips for the project(s)? _____

10. How many parking spaces? Number existing _____ + Number proposed: _____ = Total Number: _____

11. What road(s) is the proposed /existing access to the property? City Street State Hwy. Other
Road name(s): _____

12. How will storm water runoff be managed? _____

13. What type of fencing, screening or landscaping is proposed? _____

14. Describe any outdoor lighting proposed, the type of lighting and its location _____

15. What is the proposed source of irrigation water? _____

16. What is the proposed source of domestic water? _____

17. What is the proposed method of sewage disposal? _____

By signing this form you are certifying that the above information is accurate.

Signature: _____ Date: _____



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SITE PLAN MINIMUM REQUIREMENTS

The minimum site plan information on this page is required. If you need information or assistance please contact the City at 509-575-8851. Check a box beside those items you have included on your site plan. Check the N/A box if you think it does not apply.

Required Site Plan Information

- | | Yes | No | N/A | |
|----|--------------------------|--------------------------|--------------------------|--|
| 1 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Provide one site plan on standard 8.5 x 11 or 11 x 17 paper formats. Grid paper or picture backgrounds are not acceptable. |
| 2 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Blue or Black ink, in order that they may be photocopied. The map must be reproducible. |
| 3 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | North Arrow (north shall be pointing to the top of the page) |
| 4 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Legend to include:
<input type="checkbox"/> Owner/Applicant Name
<input type="checkbox"/> Name, address and telephone number of the person preparing the site plan
<input type="checkbox"/> Tax Parcel Number |
| | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | The scale of the drawing (example: 1" = 200 ft.) |
| 5 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Property line dimensions of lot(s). You can find accurate dimensions in the legal description of your deed or a boundary line survey. |
| 6 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | The location width and purpose of all easements on the site and adjacent to the site. Examples include utility, access, and/or irrigation easements. |
| 7 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Streets and access easements, with the name(s), dimensions, type (public or private) and road surface (paved, gravel, dirt). |
| 8 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Proposed and existing approaches to state, city or private access roads. |
| 9 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | The size, use and location of all existing and proposed structures on the site (show distance between structures and to property lines) |
| 10 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | The distance from existing and proposed structures to the centerline of state, city, or private access roads. |
| 11 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | All major man-made and natural physical features such as railroads, canals, streams, creeks, drainage ditches, hills, depressions, steep slopes, lakes, shorelines etc. On-site or adjacent to the site. |
| 12 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Locations of well or water system with 100 foot control zone and the distance from any structures within the well zone. |
| 13 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Location of adjacent wells or water systems within 100 feet of subject parcel. |
| 14 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Location of proposed or existing drain field area, extension area, and tank area as well as replacement areas and distances to structures and property lines. |
| 15 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Location of adjacent water and sewer main (if applicable). |

By signing this form you are certifying that the above information is attached and accurate.

Signature: _____ Date: _____