

119 West First Street
 Cle Elum, WA 98922
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Stamp & initial

TYPE 1, 2, 3 PERMIT APPLICATION

Class 1, 2, and 3 uses are identified in CEMC 17.14.020. Proposed uses will be processed in accordance with CEMC 14.30.050, 14.30.060, or 14.30.070, as applicable. Level of review may be increased in accordance with CEMC 14.30.040.

OFFICIAL USE ONLY	
Permit #:	
Staff Person:	
Fee Total:	
Associated Permits:	

Applicant	
Name:	
Mailing Address:	
Email:	Phone Number:
Property Owner	
Same as applicant ☐	
Name:	
Mailing Address:	
Email:	Phone Number:
Property Information	
Project Name:	
Address:	
Assessor's Parcel No.:	Zoning:
Description of project:	

Application Criteria ¹	
1.	Legal description of the subject property supplied by Kittitas County, a title company or survey licensed in the state of Washington.
2.	Two hard copies and one electronic copy (PDF) of a site plan drawn to a minimum scale of one inch equals 20-feet on a sheet no larger than twenty-four inches by thirty-six inches and including one reduced size copy no larger than legal size. The site plan shall contain the following information.
a.	The subject property boundaries.
b.	Dimensions and size.
c.	Location, dimensions and height of all existing and proposed structures.
d.	Location of building accesses.
e.	Proposed setbacks. CEMC 17
f.	Proposed phasing (if applicable).
g.	Proposed landscaping. CEMC 17.64 .
h.	Location and dimensions of vehicle and pedestrian access points and circulation routes. CEMC 17.56
i.	The location of all proposed on-site parking including provisions for handicap parking, if required.
j.	Any existing or proposed easements.
k.	The location of any proposed outdoor lighting.
l.	Any other proposed site improvements.
3.	If the applicant is not the legal owner a signed authorization from the legal owner is required. ²
4.	Written narrative description of uses, types of structures proposed, hours of operation, abutting properties, proposed access, and frequency of deliveries, construction schedule, and how the proposed use complies with the decision criteria established by CEMC 14.30.150
5.	Payment of a fee that is consistent with the City of Cle Elum's fee schedule.

1. The application will be deemed incomplete if all required criteria is not attached to application on the day of submission. The Planner may choose to wave some of the required criteria, based on the type of application.
2. The owner can sign in allotted space provided under the authorization section of the application or send the City Planner a letter/email with authorization.

Authorization	
The undersigned hereby certifies, under penalty of perjury, that this application has been made with the consent of the lawful property owner(s) and that all information submitted with this application is complete and correct. Furthermore, false statements, errors, and/or omissions may be sufficient for denial of request. The applicant further agrees to reimburse the city for all expenses associated with reviewing the application. This application gives consent to the City to enter the properties listed above for the purposes of inspecting and verifying information presented in this application.	
Applicant Signature:	Date:
Owner Signature:	Date: