



**City of Yelm**  
EST. 1924  
**WASHINGTON**

## **Administrative Site Plan Review Permit**

When Required. Administrative site plan review approval is required prior to:

1. The use of property for new commercial, industrial, institutional, or public purposes.
2. The construction of any new commercial, industrial, institutional, or public building.
3. The construction of any new residential building with 10 or more dwelling units.
4. Manufactured housing community.
5. The expansion of a commercial, industrial, institutional, or public building which is greater than 25 percent of the building footprint at the time it was originally permitted.
6. The use of property for freestanding wireless communication facilities listed as a permitted use.

Apply for this permit online [here](#). When entering your application information under Administrative Permits choose the following:

Permit type: Administrative Site Plan Review

### **Required Documents**

The documents listed below are the minimum necessary to proceed with the application process.

- Site plan drawing or drawings at a scale of not less than one inch for each 50 feet
- Mailing labels for all property owners within 300 ft of the site
- Potential requirements
  - Pocket gopher report
  - Critical areas report
  - Trip generation report (if generating over 25 new pm peak hour trips)
  - Architectural renderings showing building façades
  - Preliminary stormwater report
  - Wetland delineation (if wetlands are on the property)
  - SEPA checklist
- Additional information on required documents can be found [here](#)

For assistance with electronic plan submittals, refer to [requirements](#) for electronic plans

### **Fees and Timelines**

\$750

6-8 weeks (If more information is required, more time may be needed)