



# CONDITIONAL USE PERMIT FORM

Yakima County Public Services  
128 North Second Street · Fourth Floor Courthouse · Yakima, Washington 98901  
(509) 574-2300 · 1-800 572-7354 · FAX (509) 574-2301 · [www.co.yakima.wa.us](http://www.co.yakima.wa.us)

FINAL  
Revised: 052819

Please answer all of the following questions as completely as possible. (If a question is not applicable, write N/A.) In your narrative, please describe your project in detail to help reviewers understand what you want to accomplish.

<p>1. What are you proposing? _____</p> <p>2. Have you had an Early Assistance Meeting? <input type="checkbox"/> Yes, Case no. _____ <input type="checkbox"/> No</p> <p>3. Are you:</p>	<p><u>Annotation by Planner</u></p>
<p>a. Proposing a <b>new</b> structure(s). <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>b. Changing the Use of an <b>existing</b> structure? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>I. If you answered yes to either a. and/or b. above, what is the structure used for? Provide details (such as: type of business, estimated customers/guests, will the new structures be pertinent to any existing structures).</p>	
<p>II. What are the dimensions (length, width, height) of new structure(s)?</p>	
<p>4. Will the project be conducted entirely within a structure? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>a. If No, describe the outdoor activities (e.g., outdoor eating, playground, park):</p> <p>What is the approximate square footage, or seating capacity of your outdoor use area(s)?</p>	

b. What type of noises will the outdoor use generate? (e.g. music, machinery, vehicles)

EMPLOYEES

5. Number of Full-time \_\_\_\_\_ Part-time \_\_\_\_\_ Seasonal \_\_\_\_\_

6. Maximum number at any given shift \_\_\_\_\_

7. What are the days & hours of operation? (List all)

Monday Hours \_\_\_\_\_

Tuesday Hours \_\_\_\_\_

Wednesday Hours \_\_\_\_\_

Thursday Hours \_\_\_\_\_

Friday Hours \_\_\_\_\_

Saturday Hours \_\_\_\_\_

Sunday Hours \_\_\_\_\_

8. Will the operation be seasonal? If so, list months

PARKING & LOADING (YCC 19.22)

9. How many **existing** parking spaces do you have? \_\_\_\_\_

a. Surface type (e.g., paved, gravel, dirt)? \_\_\_\_\_

10. How many **new** parking spaces are you proposing? \_\_\_\_\_

a. Surface type (e.g., paved, gravel, dirt)? \_\_\_\_\_

11. Does the use require loading or unloading from trucks or other large vehicles?

Yes  No (If yes, designate areas on your site plan.)

*Note: Depending on the proposed use, Americans with Disabilities Act (ADA) facilities may be required. Our Building Division can assist you.*

SIGNS (YCC 19.20)

12. Will you have signage?  Yes  No (if yes, please use the separate sign form.)

PRIVATE ROAD OR SHARED DRIVEWAY (YCC 19.23)

13. If you are on a Private Road or Shared Driveway, is there an existing Road Maintenance Agreement?

Yes  No (*If yes, please attach a copy to your application*)

14. What is the name of the private road? \_\_\_\_\_

15. Is the road paved, gravel, dirt? \_\_\_\_\_

16. What is the width of the road? \_\_\_\_\_

17. Do you have a recorded access easement?  Yes  No Width? \_\_\_\_\_

18. Have you been told you may need to do Road Improvements?  Yes  No

a) If yes, have you met with the Transportation Division?  Yes  No

Please explain

STORMWATER

19. How are you proposing to manage your stormwater runoff? If you have questions pertaining to stormwater runoff you can talk with our Water Resources Division.

20. Will the proposal disturb more than one acre of ground?  Yes  No

FENCES (YCC 19.10.040(9))

21. Is there an **existing** fence?  Yes  No (If yes, answer the following)

- a. Fence Material \_\_\_\_\_
- b. Is the fence a view obscuring fence?  Yes  No
- c. Is there barbed wire on the top of the fence?  Yes  No
- d. What is the total height of the fence (including the barbed wire)?  
\_\_\_\_\_

22. Are you proposing a **new** fence?  Yes  No (If yes, answer the following)

- a. Fence Material \_\_\_\_\_
- b. Will the fence be a view obscuring fence?  Yes  No
- c. Will you be placing barbed wire on the top of the fence?  Yes  No
- d. What is the total height of the fence (including the barbed wire if proposed)?  
\_\_\_\_\_

23. Are you proposing, or do you have a retaining wall and/or recreational screen?  
 Yes  No (If yes, please describe)

**SITESCREENING AND/OR LANDSCAPING (YCC 19.21)**

24. Does your proposed use require?

Sitescreening?  Yes  No (e.g, fences, walls)

Landscaping?  Yes  No (e.g, trees/shrubs/groundcover)

If yes, what type (E.g., trees/shrubs/groundcover/view obscuring)?

*Indicate the locations on your site plan, E.g. parking areas, along street frontages, perimeters.*

What is the proposed source of irrigation water? \_\_\_\_\_

**OUTDOOR LIGHTING (YCC 19.10)**

25. Is any outdoor lighting proposed?  Yes  No

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*If yes, indicate type and the locations on your site plan.*

**WATER**

26. Does this project require potable water?  Yes  No

27. What is the proposed source of potable water?

a.  Public Water: Name of provider: \_\_\_\_\_

b.  Community Well: What is the well ID number? \_\_\_\_\_

i. Parcel # where the well is located? \_\_\_\_\_

ii. Is there an existing Well Maintenance Agreement?  Yes  No

*(If yes, please attach a copy with this application)*

c.  Shared Well

i. Parcel # where the well is located? \_\_\_\_\_

ii. Is there an existing Well Maintenance Agreement?  Yes  No

*(If yes, please attach a copy with this application)*

d.  Individual Well

e.  Other, explain: \_\_\_\_\_

#### SANITARY DISPOSAL

28. Does this project require sanitary disposal?  Yes  No

29. What is the proposed method of sanitary disposal?

a.  Public Sewer: Name of provider: \_\_\_\_\_

b.  Community Septic System:  
Parcel where the septic system is located \_\_\_\_\_

c.  Individual Septic System

d.  Other, explain: \_\_\_\_\_

#### COMPLETION OF PROPOSAL

30. What is your proposed timeline for completing your proposal? If phases are proposed, please describe in detail.

***Use this form to answer the questions. Use addition pages as needed.***

Yakima County will make reasonable modifications to policies and programs to ensure that people with disabilities have an equal opportunity to enjoy all of its programs, services, and activities. Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a program, service or activity of Yakima County, should contact the Yakima County ADA Coordinator at 509-574-2210 as soon as possible but no later than 48 hours before the scheduled event.

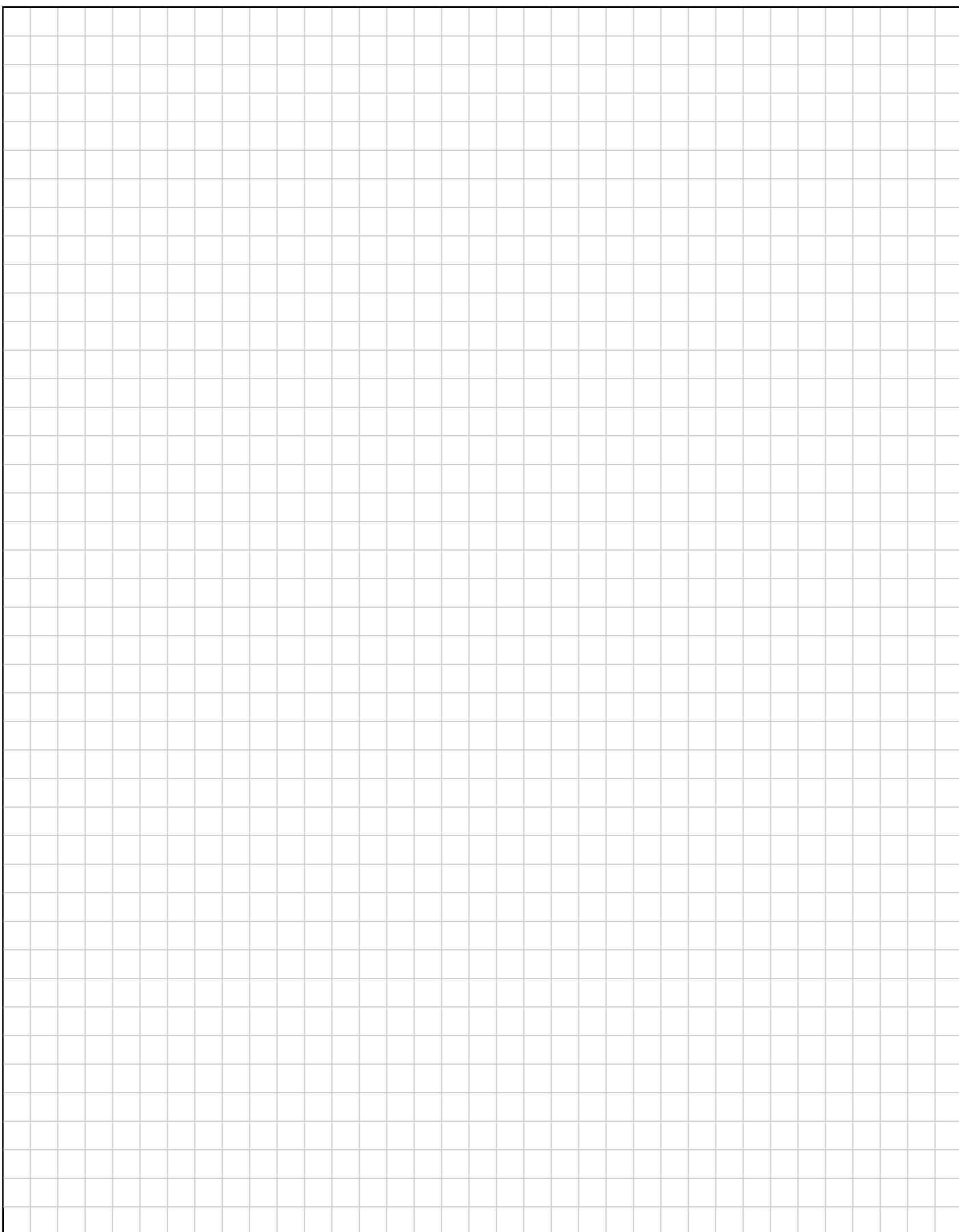


REQUIRED ATTACHMENT:

# YAKIMA COUNTY GENERAL SITE PLAN

Note: Producing the site plan from this template is preferred, however, the template can be substituted for your own drawing (computer aided is acceptable).

Site plan must be drawn with blue or black ink



#### LOT COVERAGE CALCULATION

a) Dimension(s) of existing structure(s) \_\_\_\_\_ SQ FT  
b) Building addition/new structure(s) dimension(s) \_\_\_\_\_ SQ FT  
c) Existing paved area(s) (driveways, walkways, patios, etc.) TOTAL \_\_\_\_\_ SQ FT  
d) Proposed paved area(s) \_\_\_\_\_ SQ FT  
e) Total Impervious Surface (a+b+c+d = e) \_\_\_\_\_ SQ FT  
f) Lot Size (1 acre = 43,560 sq ft) \_\_\_\_\_ SQ FT  
g) Lot coverage (e/f x 100 = g) \_\_\_\_\_ %

#### MAP SCALE (check one)

Preferred Scale: 1 inch on the map = 20 ft on the ground    Custom Scale: 1 inch = \_\_\_\_\_

\*Square is 0.25" by 0.25"

#### PARKING CALCULATION (Reference Table 19.22 in YCC 19.22)

Spaces required: \_\_\_\_\_

Spaces provided: \_\_\_\_\_ Surface Type: \_\_\_\_\_

#### LOT INFORMATION

Parcel # (s): \_\_\_\_\_

Site Address: \_\_\_\_\_

#### BACKGROUND INFORMATION

Owner Name: \_\_\_\_\_

Site Plan Created by: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Phone: (\_\_\_\_\_) \_\_\_\_\_ Date Created: \_\_\_\_\_

### Required Site Plan Information:

	N/A	#	
<input type="checkbox"/>	<input type="checkbox"/>	<b>1</b>	Paper size: Minimum 8 1/2" x 11" up to Maximum size 11"x17"
<input type="checkbox"/>	<input type="checkbox"/>	<b>2</b>	Property Owner Name, Parcel Number and, Site Address
<input type="checkbox"/>	<input type="checkbox"/>	<b>3</b>	North Arrow shall be directed at top of the paper with the writing facing the same northern direction.
<input type="checkbox"/>	<input type="checkbox"/>	<b>4</b>	Drawn to scale. Example 1" = 25' or 1" = 50'
<input type="checkbox"/>	<input type="checkbox"/>	<b>5</b>	Background Information: Site Plan Created By, Address, Contact Phone #, & Date Created
<input type="checkbox"/>	<input type="checkbox"/>	<b>6</b>	Lot Coverage Calculation for all zones except AG, FW, MIN, R/ELDP-40, R-10/5 *
<input type="checkbox"/>	<input type="checkbox"/>	<b>7</b>	Aerial photos are not acceptable
<input type="checkbox"/>	<input type="checkbox"/>	<b>8</b>	Property line dimensions of all lot(s) involved in the project.
<input type="checkbox"/>	<input type="checkbox"/>	<b>9</b>	The location, width and purpose of all easements (utility, access and/or irrigation) on the site and adjacent to the site with distances to proposed structures.
<input type="checkbox"/>	<input type="checkbox"/>	<b>10</b>	The distance from existing and proposed structures to the centerline of state, county, private roads, or access easement with name, dimension, surface type (paved, gravel or dirt) of road.
<input type="checkbox"/>	<input type="checkbox"/>	<b>11</b>	Existing or proposed driveway locations, Length, and Width.
<input type="checkbox"/>	<input type="checkbox"/>	<b>12</b>	Location, shape, size, gross floor area, height and types (i.e., house, garage, well house) of all existing and proposed structures, distance "minimum building setbacks" from the property lines and other structures, and the total lot coverage.
<input type="checkbox"/>	<input type="checkbox"/>	<b>13</b>	The location, right-of-way widths, pavement widths, curbs, gutters, culverts and names of all existing or platted streets or roads, whether public or private, and other public ways within the subject property or adjacent to any affected lots;
<input type="checkbox"/>	<input type="checkbox"/>	<b>14</b>	Location of well or water systems within 100 feet of the subject property or within a 100 foot well control zone and the distance from any structures within the well control zone. Label as Individual, 2-party, Group B, Group A. If located on another parcel note location on site plan.
<input type="checkbox"/>	<input type="checkbox"/>	<b>15</b>	Location of proposed or existing septic tank, drain field area, and extension area, as well as replacement areas and distances to structures and property lines
<input type="checkbox"/>	<input type="checkbox"/>	<b>16</b>	The location and dimensions of any existing and proposed utilities, streets, railroads, irrigation and drainage canals, easements and dedication of property within the subject property or adjacent to any affected lots;
<input type="checkbox"/>	<input type="checkbox"/>	<b>17</b>	Critical Areas/Shoreline: River, streams, creek, pond, floodplain, floodway, etc. on or abutting the site (Distance from structure to the ordinary high water mark of the river, stream, creek, etc.)
<input type="checkbox"/>	<input type="checkbox"/>	<b>18</b>	Show the existing topographic contours at intervals of not more than 5' when the ground slopes exceed 10%. Extend 100' beyond the boundaries of the site.

### Building Division Application Site Plan Information:

	N/A	#	
<input type="checkbox"/>	<input type="checkbox"/>	<b>1</b>	Fire apparatus turnaround
<input type="checkbox"/>	<input type="checkbox"/>	<b>2</b>	For larger parcels, draw a simple plan showing the entire lot and indicate which area the new construction is to take place. Attach to the detailed section and submit both.
<input type="checkbox"/>	<input type="checkbox"/>	<b>3</b>	Distance of new structures from all property lines.
<input type="checkbox"/>	<input type="checkbox"/>	<b>4</b>	Location of Garage and Carport vehicle entrances.

### Planning Division Application Site Plan Information:

	N/A	#	
<input type="checkbox"/>	<input type="checkbox"/>	<b>1</b>	Location and dimensions of all proposed exterior land uses.
<input type="checkbox"/>	<input type="checkbox"/>	<b>2</b>	Location of new and/or expanded public and private utility infrastructure.
<input type="checkbox"/>	<input type="checkbox"/>	<b>3</b>	Location of pedestrian and vehicular circulation patterns, sidewalks, trails and bicycle paths.
<input type="checkbox"/>	<input type="checkbox"/>	<b>4</b>	Location of structures on the adjoining lots, which may cause compatibility issues.
<input type="checkbox"/>	<input type="checkbox"/>	<b>5</b>	Proposed location and dimensions of community and other open space.
<input type="checkbox"/>	<input type="checkbox"/>	<b>6</b>	Existing and proposed landscaping, site screening, street trees and storm water drainage facilities.
<input type="checkbox"/>	<input type="checkbox"/>	<b>7</b>	The existing on-site sewage system components and reserve areas and the proposed location for on-site sewage systems and soil test pits for all affected lots not served by an on-site sewage system or other approved wastewater treatment system. The location of structures on the adjoining lots when within 100 feet of a well or on-site sewage disposal system;
<input type="checkbox"/>	<input type="checkbox"/>	<b>8</b>	Proposed contours and grading as they affect lot layout, streets, and drainage ways.
<input type="checkbox"/>	<input type="checkbox"/>	<b>9</b>	Location of adjacent public water, sewer main, fire protection systems and other underground facilities within or adjacent to the development.
<b>Floodplain development:</b>			
<input type="checkbox"/>	<input type="checkbox"/>	<b>10</b>	Description of the extent to which any watercourse will be altered or relocated as a result of the proposed development.
<input type="checkbox"/>	<input type="checkbox"/>	<b>11</b>	The boundaries of the 100-year floodplain, the boundaries of floodways where floodways have been established, and the 100-year base flood elevations where base flood elevations have been established.
<input type="checkbox"/>	<input type="checkbox"/>	<b>12</b>	The boundaries of the 10 and 25-year floodplain using the flood risk maps provided by Yakima County as part the mandatory pre-application conference.
<input type="checkbox"/>	<input type="checkbox"/>	<b>13</b>	Other information as may be required by YCC Titles 13, 16A, 16C or 16D.

\*Lot Coverage is not specified within these zoning districts; however site screening may be required under Subsection 19.21.030(2)(f) and (g)



# GENERAL APPLICATION FORM

Yakima County Public Services

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FINAL  
Revised 4/30/20

*(Staff Use Only – Fill In / Circle As Applicable)*

Zoning District: \_\_\_\_\_

Reviewed By: \_\_\_\_\_

Proposed Land Use: \_\_\_\_\_

Case #(s): \_\_\_\_\_

Overlay: Airport / Greenway / Floodplain \_\_\_\_\_

Date Submitted: \_\_\_\_\_

UGA: \_\_\_\_\_ CAO/Shoreline: \_\_\_\_\_

Sewer: Septic Clearance / As Built \_\_\_\_\_

Potable Water: N/A or Exempt \_\_\_\_\_

Purveyor: \_\_\_\_\_ YCWRS Well: \_\_\_\_\_

FAAR: \_\_\_\_\_ WUI-FD: \_\_\_\_\_ M / H / E \_\_\_\_\_

Occupancy: A B E F H I M R R1 R2 R3 S U \_\_\_\_\_

Type of Construction: IA IIA IIIA IB IIB IIIB IVA IVB VA VB \_\_\_\_\_

Name of Short Plat, Subdivision or Manufactured Home Park: \_\_\_\_\_ Lot or Space # \_\_\_\_\_

**Please Tell Us About Your Proposal:** (If you need assistance call us at (509) 574-2300 or in person during office hours)

Parcel Numbers(s): A. \_\_\_\_\_ B. \_\_\_\_\_ C. \_\_\_\_\_

Property Owner's Name: \_\_\_\_\_

Day Phone: \_\_\_\_\_ Company (if any): \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Subject Property Address: (if Different) \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Scope of Work: \_\_\_\_\_

Are you requesting the Optional Consolidated Permit Review Process as provided under YCC 16B.03.060? Yes  No

**Applying For A Building Permit? Please Fill Out The Following:**

Number of \_\_\_\_\_

Bedrooms: Existing: \_\_\_\_\_ New: \_\_\_\_\_ Total: \_\_\_\_\_

Total Number of  
Bathrooms: \_\_\_\_\_

New  Addition Size/Dimensions: \_\_\_\_\_

Square  
Footage: \_\_\_\_\_

**Construction Valuation (Contractor Estimate) \$**

**How will you provide legal domestic water for your project? Please check one below:**

- Water right permit** from Department of Ecology (Please attach a copy to this application), or
- Letter from an approved water purveyor** stating the ability to provide water, or
- A Yakima County Water Resource System (YCWRS) domestic well** within the Agriculture zoning district, or
- A Yakima County Water Resource System (YCWRS) domestic well** outside of the Agriculture zoning district, or
- Other adequate evidence** of interest in a suitable water right held for mitigation proposed by an existing water bank, or
- Yakama Nation Water Code permit** for properties located within the exterior boundaries of the Yakama Nation, or
- Documentation that the well site is located outside the Yakima River watershed.**

*Please note that evidence of an adequate water supply must be submitted to Yakima County prior to the issuance of the permit.*

**By signing this form, I agree to the following:**

- 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).
- I hereby give Yakima County permission to enter my property during this review to inspect my property as needed.
- I hereby agree to pay all additional fees associated with the processing of this application including but not limited to the Hearing Examiner fees, Transportation fees or any other fees that may be associated with the proposed project.

CONTINUE ON BACK



- I hereby acknowledge that the application with the Yakima County Permit Services Department has been filled out completely.
- I hereby acknowledge that verification of an approved potable water supply is a requirement and part of the procedure to obtain a permit from Yakima County.
- I shall provide Yakima County with proof of an adequate water source as indicated in Ordinance 13-2017 or obtain a YCWRS domestic well permit.
- I understand that Yakima County shall be held harmless for misinterpretation or misrepresentation of documents to obtain my permits.
- I am aware my Permit WILL NOT be issued until I provide proof of an approved source of potable water and associated documentation.

*(If the property is owned by a corporation or LLC please attach documentation showing that the person signing has the authority to sign on behalf of the corporation or LLC.)*

**Please Fill Out This Section In Blue or Black Ink. (Please check the box to indicate the primary contact person)**

**Property Owner Signature:** \_\_\_\_\_ **(required)** Date: \_\_\_\_\_

**Check If You Are Acting As Your Own Contractor – (Signature required at declaration at bottom of page)**

**Applicant/Agent:** \_\_\_\_\_

Day Phone: ( ) \_\_\_\_\_ Company (if any) \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

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

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

Day Phone: ( ) \_\_\_\_\_ Company (if any) \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Contractor License Number: \_\_\_\_\_

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

*If there are additional owners, provide an attachment in the same format and with the same declarations*

**This Section To Be Completed For Construction Permits Only**

**Pursuant to RCW 19.27.095 (2)(i-ii) The requirement for a fully completed construction application shall include:**

- i. The name, address, and phone number of the office of the lender administering the interim construction financing, if any: OR
- ii. The name and address of the firm that has issued a payment bond, if any, on behalf of the prime contractor for the protection of the owner, if the bond is for an amount not less than 50% of the total amount of the construction permit.

If for any reason the information requested below is not available at the time of application, the applicant shall provide the information as soon as it can be reasonably obtained.

Lending Agency Name: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

I acknowledge by checking this box that this project has no lending agency for construction financing.

Bonding Agency Name: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

I acknowledge by checking this box that this project has no bonding agency.

**If you are the Property Owner and Acting as Your Own Contractor, Please Complete the Following Declaration:**

- I acknowledge that I am applying for a permit thru the Yakima County Public Services Department.
- I also acknowledge that I am not a licensed contractor, specialty or general, or that I am not acting as a contractor and wish to be exempt from the requirements of the Washington State Contractor's Act, per RCW 18.27.090, and will abide by all provisions and conditions of the exemption as stated.
- I agree that if I use the assistance of any person(s) to provide labor and/or assistance, I will retain only contractors registered and currently licensed as required under the laws of the State of Washington.

I (print name) \_\_\_\_\_ certify under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct.

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



# User's Guide To The Land Use Permit Process

## Type - 1

Yakima County Planning Division ◆ 128 N. 2nd Street 4th Floor Courthouse - Yakima, Washington 98901 ◆ Phone (509) 574-2300

**“Type 1”** - is a land use level of review that is generally permitted in a zoning district. This is the lowest review of a 4 tier review process.

### **Step 1. The Review Process and Timelines for Type 1**

Submit a complete application. If there are any questions about your application, or if an item is missing, staff will contact you within a few days after it is submitted.

### **Step 2.**

After staff reviews your proposal based on applicability with existing codes and ordinances a decision is drafted by staff for the Administrative Official’s review and final decision approval.

### **Step 3.**

The Decision is mailed to you. Review the decision carefully, as there are usually conditions attached to the permit that must be completed within specified timelines. Any appeal of this decision must be filed within 14-days of the date of the decision.

### **Step 4.**

After receiving a Decision for Approval; submit the necessary applications for building and/or fire permits, water and sewage disposal approvals, etc....as applicable. Building, Fire and Health District permit applications can be submitted prior to receiving the zoning decision at your own risk, but they will not be issued until and unless the zoning permit is approved. For more information on building and health permits, contact Yakima County Public Services (509) 574-2300 and/or the Yakima Health District (509) 575-4040.

See Table 19.14.-1 Allowable Land Uses for a complete listing of the types of uses that may be allowed for each zoning district. Check with County staff for more information or review the applicable Zoning Ordinance for your particular proposal.

For questions pertaining to your property zoning please visit [www.yakimap.com](http://www.yakimap.com)

*For specific application submittal requirements and timelines please refer to Title 19 (Unified Land Development Code) and Title 16B (Yakima County Project Permit Administration Ordinance).*



# User's Guide To The Land Use Permit Process

## Type -1

Yakima County Planning Division ◆ 128 N. 2nd Street 4th Floor Courthouse - Yakima, Washington 98901 ◆ Phone (509) 574-2300

### Frequently Asked Questions

**Q: What is a Type 1 Use?**

**A:** A Type 1 land use is generally permitted outright if consistent with the development standards as outlined under YCC 19.10.04 which includes, but are not limited to setbacks, lot coverage, building heights, landscaping, site screening, parking and signs.

**Q: When is a Type 1 review required?**

**A:** A Type 1 review is required for all development permit applications, however some Type 1 reviews consist of just a building permit and some will require a land use review through planning. Please contact the Planning Division to determine if a land use permit will be required.

**Q: What information do I need to apply for a Type 1 review?**

**A:** A complete application for a development permit.

A site plan meeting the requirements outlined in the *Minimum Site Plan Requirements Handout*.

A General Application for Land Use form.

**Q: What happens after I apply for the Type 1?**

**A:** After submitting your application staff reviews the materials for completeness. If complete, staff will then review the proposal and issue a decision. The timeline for this decision may depend on information requested from other agencies. Generally the process will be complete within 30 days.

**Q: Does a Type 1 Review have a notice?**

**A:** Typically Type 1 reviews do not require notice. In some instances interested agencies may be notified for comment. Surrounding property owners are not notified.

**Q: Are any other permits required for a Type 1 Review?**

**A:** Yes. A Type 1 review is not a separate permit. This review is a zoning review of an associated development permit application conducted on all applications for projects.

**Q: Can a Type 1 Review be denied?**

**A:** Yes. A Type 1 review is a verification that a development project meets the zoning district. If the proposed development does not meet these criteria, the Type 1 review will be denied. If the associated permit applications are incomplete or missing information, the Type 1 review will be denied. In either case, a letter outlining the reasons for denial will be sent to the applicant or other designated contact. This letter may also make recommendations for the next possible steps to take to complete your proposed development project.

*For specific application submittal requirements and timelines please refer to Title 19 (Unified Land Development Code) and Title 16B (Yakima County Project Permit Administration Ordinance).*



# User's Guide To The Land Use Permit Process

## Type - 2

Yakima County Planning Division ◆ 128 N. 2nd Street 4th Floor Courthouse - Yakima, Washington 98901 ◆ Phone (509) 574-2300

**"Type 2"** - is the second tier level of land use review which is generally permitted provided that the development standards are met and compatibility with neighboring uses and consistency with the County Code can be met. This type of review is an Administrative Review which requires a public notice.

### The Review Process and Timelines for Type 2

#### **Step 1.**

Submit a complete application. If there are any questions about your application, or if an item is missing, staff will contact you within a few days after it is submitted.

#### **Step 2.**

After your application is determined complete, Yakima County mails a postcard notification of your application to you, your representative (if you have one), neighboring property owners and other review agencies for comments. All comments must be submitted within 14-days. Generally, a site visit by staff is done during the comment period or soon thereafter if required.

#### **Step 3.**

After all of the comments have been received and considered a decision is drafted by staff for the Administrative Official's review and final approval. This decision will include a findings section which examines the proposal and its consistency with the applicable codes and ordinances.

#### **Step 4.**

A copy of the decision is mailed to you and your agent (if you have one). A Notice of Decision postcard will be mailed to your neighboring property owners and review agencies which will direct them to a location of our website where they may view the decision. Review the decision carefully, as there are usually conditions attached that must be completed within a specified timeframe. Any appeal of this decision must be filed within 14-days of the date of the decision.

#### **Step 5.**

After receiving a Decision for Approval; submit the necessary applications for building and/or fire permits, water and sewage disposal approvals, etc...as applicable. Building, Fire and Health District permit applications can be submitted prior to receiving the zoning decision at your own risk, but they will not be issued until and unless the zoning permit is approved. For more information on building and health permits, contact Yakima County Public Services (509) 574-2300 and/or the Yakima Health District (509) 575-4040.

See Table 19.14.-1 Allowable Land Uses for a complete listing of the types of uses that may be allowed for each zoning district. Check with County staff for more information or review the applicable Zoning Ordinance for your particular proposal.

For questions pertaining to your property zoning please visit [www.yakimap.com](http://www.yakimap.com)

*For specific application submittal requirements and timelines please refer to Title 19 (Unified Land Development Code) and Title 16B (Yakima County Project Permit Administration Ordinance).*



# User's Guide To The Land Use Permit Process

## Type -2

Yakima County Planning Division ◆ 128 N. 2nd Street 4th Floor Courthouse - Yakima, Washington 98901 ◆ Phone (509) 574-2300

### Frequently Asked Questions

**Q: What is a Type 2 Review?**

**A:** A Type 2 land use is generally permitted provided that the development standards are met and compatibility with neighboring uses and consistency with the County Code can be met. Because compatibility often cannot be determined in advance, review by the Administrative Official is required. As part of this review, public notice is provided. However, no public hearing is required.

**Q: How do I know if I need a Type 2 approval?**

**A:** If you are unsure whether you need a permit, call (509) 574-2300 or visit our office at 128 N. 2nd Street-4th Floor Yakima County Courthouse. Our staff will give you information and can schedule a pre-application meeting to discuss your project.

**Q: Where can I get application forms?**

**A:** Application forms are available at the Public Services Office located at 128 N. 2nd Street-4th Floor Yakima County Courthouse. Forms are also available on the Yakima County Planning Division Website at:  
<http://www.yakimacounty.us/planning/applications-forms.php>

**Q: What type of public notice is required?**

**A:** Public notice is mailed to area property owners and agencies concerning the proposed development. The public notice specifies a 14-day comment period in which the public and interested agencies may submit written comments to county staff. Staff will take these comments into consideration as they develop their staff report and make their decision.

**Q: What is a staff report and when will the decision be made?**

**A:** Staff's role is to prepare a Staff Report that summarizes their review of the proposal and determine its consistency with the requirements of the Zoning Ordinance. In this report, staff will make a decision to approve, approve with conditions or deny the application.

**Q: When can I expect a decision?**

**A:** Decision timelines vary depending on the complexity of a proposal. Yakima County Planning Division is committed to processing your project in a timely manner ensuring accuracy and completeness.

**Q: Can I appeal a decision?**

**A:** Yes. Appeals must be submitted in writing, together with the appeal fee, within 14 calendar days of mailing the decision. There are separate forms for appeals which must be filled out and submitted. These forms outline the grounds in which an appeal can be filed.

*For specific application submittal requirements and timelines please refer to Title 19 (Unified Land Development Code) and Title 16B (Yakima County Project Permit Administration Ordinance).*



# User's Guide To The Land Use Permit Process

## Type - 3

Yakima County Planning Division ◆ 128 N. 2nd Street 4th Floor Courthouse - Yakima, Washington 98901 ◆ Phone (509) 574-2300

**Type 3** - is the third tier level of land use review which generally is not allowed but could be permitted, provided that applicable development standards are met, compatibility with neighboring uses can be achieved, and consistency with Title 19 and Comprehensive Plan can be shown. Review by the Hearing Examiner is required through the public hearing process.

### **Step 1.**

Request an Pre Application Conference to discuss your proposal with staff. For more information see the Pre Application Conference Form and/or speak with Planning Division staff.

### **Step 2.**

Submit a complete application. If there are any questions about your application, or if an items are missing, staff will contact you within a few days after it is submitted.

### **Step 3.**

After your application is determined complete, Yakima County mails a notice of your application to you, your representative (if you have one), neighboring property owners and other review agencies for comments. All comments must be submitted with 14-days. Generally, a site visit by staff is done during the comment period or soon thereafter if required.

### **Step 4.**

After all comments are received and reviewed staff with review the proposal to determine applicability with existing codes and ordinances. A hearing is set and notification made of such hearing to property owners and interested agencies through a postcard notice, a notice in the Yakima Herald Republic and the posting of the property. A recommendation is drafted by staff and forwarded to the Hearing Examiner, the applicant and the applicant's representative. The recommendation will also be posted on the county website for public review.

### **Step 5.**

At the hearing staff will summarize your proposal and staff's recommendation to the Hearing Examiner. Testimony will be taken from the applicant, staff and interested persons. Within 10 calendar days of the final hearing the Examiner will issue the decision.

### **Step 6.**

After receiving the decision review it carefully, as there are usually conditions attached to the decision that must be completed within specified timelines. Any appeal of this decision must be filed within 14-days of the date of the decision.

See Table 19.14.-1 Allowable Land Uses for a complete listing of the types of uses that may be allowed for each zoning district. Check with County staff for more information or review the applicable Zoning Ordinance for your particular proposal.

For questions pertaining to your property zoning please visit [www.yakimap.com](http://www.yakimap.com)

*For specific application submittal requirements and timelines please refer to Title 19 (Unified Land Development Code) and Title 16B (Yakima County Project Permit Administration Ordinance).*



# User's Guide To The Land Use Permit Process

## Type -3

Yakima County Planning Division ◆ 128 N. 2nd Street 4th Floor Courthouse - Yakima, Washington 98901 ◆ Phone (509) 574-2300

### Frequently Asked Questions

**Q: What is a Type 3 Use?**

**A:** By definition, a Type 3 use is generally not permitted. However, Type 3 uses can be proposed and allowed, provided that applicable development standards are met, compatibility with neighboring uses can be achieved, and consistency with the County Code and Comprehensive Plan can be shown. Review by the Hearing Examiner is required through the public hearing process.

**Q: How do I know if I need a type 3 approval?**

**A:** If you are unsure whether you need a permit, call (509) 574-2300 or visit our office at 128 N. 2nd Street, 4th Floor Yakima County Courthouse. Our staff will give you information and can schedule a pre-application conference to discuss your project.

**Q: Where can I get application forms?**

**A:** Application forms are available at the Public Services Office located at 128 N. 2nd Street Yakima. Forms are also available on the Yakima County Planning Division Website at: <http://www.yakimacounty.us/781/Applications-Forms>

**Q: What type of public notice is required?**

**A:** Public notice is mailed to area property owners and interested agencies concerning the proposed development. The public notice specifies a comment period in which the public and interested agencies may submit written comments to county staff. Staff will take these comments into consideration, conduct a site visit of the property and will develop their staff report. The public hearing is set and a Notice of the Hearing is mailed to adjoining property owners and is published in the Yakima Herald Republic. The staff report is forwarded to the Hearing Examiner. Signs for the public hearing must be posted at the site declaring the type, date and time of hearing at least 15 days prior to the hearing.

**Q: What happens at the public hearing?**

**A:** The Hearing Examiner holds the public hearing as scheduled. During the hearing staff summarizes the recommendation to the Hearing Examiner and testimony is taken regarding the proposal from both the applicant and interested parties.

**Q: When can I expect a decision?**

**A:** Generally within 10 business days after the close of the hearing the Hearing Examiner will issue a written decision. Please review the decision carefully as there are generally conditions attached that must be completed within certain time periods.

**Q: Can I appeal a decision made by the Hearing Examiner?**

**A:** Yes. Appeals must be submitted in writing, together with the appeal fee within 14 calendar days of the decision.



## NARRATIVE FORM

Yakima County Public Services  
128 North Second Street · Fourth Floor Courthouse · Yakima, Washington 98901  
(509) 574-2300 · 1-800 572-7354 · FAX (509) 574-2301 · [www.co.yakima.wa.us](http://www.co.yakima.wa.us)

FINAL  
Revised 10/01/15

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The Narrative Form is designed to help you, the application review, interested agencies, and adjacent property owners to the proposal understand the scope of your project and how your project meets the legal requirements in the Yakima County Codes. You should refer to the appropriate sections of the ordinance when describing your proposal if applicable. You can obtain a copy of the ordinance in our office or access it on the internet at:

<http://codepublishing.com/wa/yakimacounty/>

**Narrative Content:** Please tell us the “who”, “what”, “where”, and “why” of your proposal. A list of typical content is provided below. **Please do not limit your project’s description to just these items.** In order for us to conduct a timely review of your project please **be as detailed as possible**. Any missing/confusing information could result in the delay of our review.

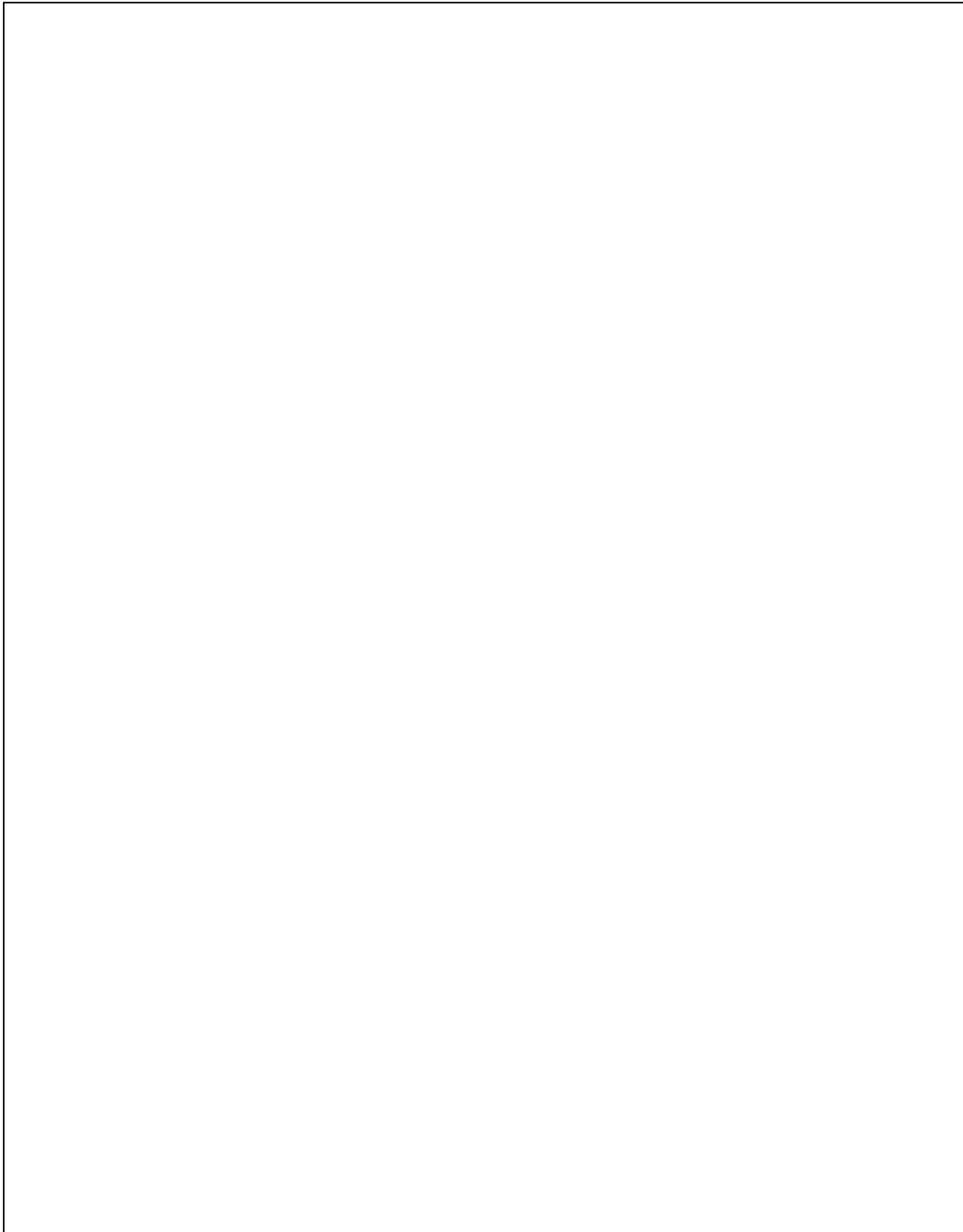
Note: Not all content listed below will be pertinent to your proposal. These items are suggestions in order to help you draft your narrative.

**Suggested Content:**

- Describe the current use of the site including all existing structures with their dimensions, square footage, and usage.
- Describe the proposed use in detail (including but not limited to the type of business and/or use, hours and days of operation, number of employees, number of people living on-site, maximum number of customers and/or guests, changes or additions to the driveways or other access points, the type of mitigation or adjustment requested).
- Describe which standards are proposed to be adjusted and justify why the standard needs to be adjusted.
- Describe any new or existing structures to be used as part of this proposal.
- Describe how the proposed use will be pertinent to the proposed/existing structures.
- Describe any parking facilities (number of spaces and surface type), landscaping, signage, and lighting that will be associated with your proposal.
- Describe your access to the property and the route of travel to the site.
- For commercial operations describe the travel ways that will be located onsite.
- Describe the timelines for completion of your proposal.

**Please remember that your narrative must explain in detail the specifics of your proposal and any missing information may result in the need for future reviews.** Your narrative can be typed and printed on a separate sheet of paper with “See Attached” written below, or you may print out legibly your narrative provided.

## Project Narrative

A large, empty rectangular box with a thin black border, occupying most of the page below the section header. It is intended for the applicant to provide a detailed narrative about their project.

*Please use additional pages as needed*