



# User's Guide To The Land Use Permit Process Modification

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**"Modification (of use or development)"** means any change or alteration in the occupancy, arrangement, placement or construction of any existing use, structure or associated site improvement, and any change or alteration of land.

The Reviewing Official may consider changes or modifications to lawfully established Type 2 or Type 3 uses and developments which were approved under Title 19, and existing Type 2 and 3 uses. An Existing Use is defined by a use or development legally existing or legally established prior to the effective date of Title 19 that has been or would be classified under Title 19 as a permitted, administrative or conditional use in the appropriate zoning district.

Modifications are subject to a Type 1 review, provided the modification meets the criteria as outlined under YCC 19.35.030(3). Any proposed modification which doesn't meet these criteria will be subject to the same level of review for the use as indicated on Table 19.14-1 Allowable Land Uses.

In order to obtain permits for a modification of a previously approved use, an applicant must submit the following:

- A Modification Application Form
- General Application Form
- Narrative Form
- Site plan indicating clearly what is proposed to be modified and a site plan checklist.
- Application Fee

## Frequently Asked Questions about Modifications

### Q: What is a modification?

A: A modification is a minor change to a legally established or approved Type 2 or 3 land use. Examples of a modification are expanding an existing land use or adding additional parking to a commercial or industrial facility.

### Q: What is the difference between a Modification and an Administrative Adjustment?

A: A modification is a minor change to a legally existing or approved land use, whereas an administrative adjustment is a change to a development standard.

### Q: Can I change my land use with a Modification?

A: No. To change a land use that is not a permitted use in the designated Zoning District, an amendment to the Comprehensive Plan must be made. To change to a different land use that is permitted within the designated Zoning District, a permit for the new land use is required.

### Q: Is a change of use considered a modification?

A: No. A modification deals primarily with structures on a property, whereas a change of use deals primarily with the what takes place inside those structures.

*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).*