



# City of Yakima

# Temporary Use Permit

# Application Packet

It is important to your land use review that all parts of this application packet be completed. All narratives, when requested, must be completed with each question being answered separately. All items requested on the site plan checklist must be shown on the site plan and the completed checklist submitted with your application. Any item not applicable should be so noted.

Don't forget to sign your application and site plan.

If you have any questions about your application, please ask to speak with a Planner.

**City of Yakima, Planning Division**  
**129 North 2<sup>nd</sup> Street, 2<sup>nd</sup> Floor, Yakima, WA 98901**  
**Phone#: (509) 575-6183 Fax#: (509) 575-6105**



**LAND USE APPLICATION**

**CITY OF YAKIMA, DEPARTMENT OF COMMUNITY DEVELOPMENT**

**129 NORTH SECOND STREET, 2ND FLOOR, YAKIMA, WA 98901**

**VOICE: (509) 575-6183 FAX: (509) 575-6105**

**INSTRUCTIONS – PLEASE READ FIRST** Please type or print your answers clearly.

Answer all questions completely. If you have any questions about this form or the application process, please ask a Planner. Remember to bring all necessary attachments and the required filing fee when the application is submitted. The Planning Division cannot accept an application unless it is complete and the filing fee paid. Filing fees are not refundable. This application consists of four parts. PART I - GENERAL INFORMATION AND PART V – CERTIFICATION are on this page. PART II, III, and IV contain additional information specific to your proposal and MUST be attached to this page to complete the application.

**PART I – GENERAL INFORMATION**

1. Applicant's Information:	Name:						
	Mailing Address:						
	City:		St:		Zip:		Phone: ( )
	E-Mail:						
2. Applicant's Interest in Property:	Check One:	<input type="checkbox"/> Owner	<input type="checkbox"/> Agent	<input type="checkbox"/> Purchaser	<input type="checkbox"/> Other _____		
3. Property Owner's Information (If other than Applicant):	Name:						
	Mailing Address:						
	City:		St:		Zip:		Phone: ( )
	E-Mail:						
4. Subject Property's Assessor's Parcel Number(s):							
5. Legal Description of Property. (if lengthy, please attach it on a separate document)							
6. Property Address:							
7. Property's Existing Zoning:							
<input type="checkbox"/> SR <input type="checkbox"/> R-1 <input type="checkbox"/> R-2 <input type="checkbox"/> R-3 <input type="checkbox"/> B-1 <input type="checkbox"/> B-2 <input type="checkbox"/> HB <input type="checkbox"/> SCC <input type="checkbox"/> LCC <input type="checkbox"/> CBD <input type="checkbox"/> GC <input type="checkbox"/> AS <input type="checkbox"/> RD <input type="checkbox"/> M-1 <input type="checkbox"/> M-2							

**PART II – SUPPLEMENTAL APPLICATION, PART III – REQUIRED ATTACHMENTS, & PART IV – NARRATIVE**

8. SEE ATTACHED SHEETS

**PART V – CERTIFICATION**

9. I certify that the information on this application and the required attachments are true and correct to the best of my knowledge.

\_\_\_\_\_  
**Property Owner's Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Applicant's Signature**

\_\_\_\_\_  
**Date**

**FILE/APPLICATION(S)#**

<b>DATE FEE PAID:</b>	<b>RECEIVED BY:</b>	<b>AMOUNT PAID:</b>	<b>RECEIPT NO:</b>



Supplemental Application For:  
**TEMPORARY USE PERMIT**  
 YAKIMA MUNICIPAL CODE CHAPTER 5.98

**PART II - APPLICATION INFORMATION**

1. Business Name:

2. Contact Person:

3. Address:

4. Phone Number (Day):

5. Location Of Facilities:  Permanent  Portable Number Of Facilities: \_\_\_\_\_

6. Date & Time Of Sale/Event Begins:

7. Date & Time Of Sale/Event Ends:

8. Operating Hours Each Day Of The Event:

9. Sanitary Facilities Provided?:  Yes  No

10. Will The Sale/Event Use Existing Off-Street Parking?  Yes  No If So, How Many? \_\_\_\_\_

11. Will Adequate Off-Street Parking Be Available For Existing Land Uses During The Sale/Event?  Yes  No

12. Certification:

If granted a Temporary Use Permit, I agree to comply with the requirements established for Temporary Use Permits as outlined in Ordinance No. 99.37, Yakima Municipal Code Chapter 5.98. I hereby swear and affirm that the issuance of a Temporary Use Permit for this special event will not be detrimental to neighboring properties and the public health, safety, and general welfare. I further agree to comply with all Building, Plumbing, Mechanical, and any other City of Yakima Code in connection with the structures utilized for the Temporary Use Permit.

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

\_\_\_\_\_  
**Date**

**PART III - REQUIRED ATTACHMENTS**

13. Site Plan: (Please use the City of Yakima Site Plan Checklist, attached)

14. Narrative (See attached):

**Note:** if you have any questions about this process, please contact us City of Yakima, Planning Division, 129 N. 2nd St., Yakima, WA or 509-575-6183



Supplemental Application For:  
**TEMPORARY USE PERMITS**  
YAKIMA MUNICIPAL CODE CHAPTER 5.98

**PART IV - NARRATIVE**

a. Description of proposed use:

b. Is there adequate and sufficient parking available for the anticipated occupancy and the proposed temporary use that do not cause the number of available parking spaces for existing onsite uses to fall below the minimum required. How many off-street parking spaces are currently provided? How many off-street parking spaces are required?

c. Is the current public street and transportation system adequate and sufficient to handle the movement of vehicles and persons to and from the proposed temporary use?

d. Is there adequate access for police, fire, and emergency services to be maintained?

e. Is there adequate and sufficient public sanitary facilities available to serve the anticipated occupancy?

f. Will police, fire, and emergency services be adequate and sufficient to meet the needs of the temporary use?

g. Is the proposed temporary use compatible in terms of location, access, traffic, noise, nuisance, dust, and hours of operation with existing land uses in the immediate vicinity of the temporary use?

**PART IV – NARRATIVE (CON'T)**

h. Will the impacts of the temporary use disrupt normal residential living patterns and activities in the vicinity?

i. Will the activity or event be materially detrimental to the public health, safety, or welfare; or injurious to property or improvements in the immediate vicinity of the proposed temporary use?

**Note:** if you have any questions about this process, please contact us City of Yakima, Planning Division, 129 N. 2nd St., Yakima, WA or 509-575-6183

### **5.98.010 Temporary use permits.**

1. The administrative official may authorize special short-term temporary uses including, but not limited to, public assemblies, special exhibitions, community activities, public sales, and seasonal events; provided, that such temporary use occurs entirely on private property and does not affect or impact the normal use by the general public of public property or public rights-of-way within the vicinity of such event. Any temporary use that is to be held in whole or in part upon publicly owned property or public rights-of-way, or if held wholly upon private property, will nevertheless affect or impact the ordinary and normal use by the general public of public property or public rights-of-way within the vicinity of such event, may be a “special event” subject to the provisions of Chapter [9.70](#) YMC. Authorized temporary uses, regardless of land use classification, may occur in any zoning district for up to seventy-two consecutive hours, except that seasonal events may exceed the seventy-two-hour limit as approved by administrative official to reflect the customary duration and/or celebratory period of the event. Seasonal events include non-sale events associated with calendared holidays (e.g., Christmas light shows, haunted houses) and other non-sale seasonal entertainment activities (e.g., circuses, carnivals, traveling shows). Except in cases of emergency arising from unforeseeable circumstances, an application for a temporary use permit under this section must be submitted at least two weeks prior to the proposed temporary use period. To be complete, an application for temporary use under this section shall address the following criteria in detail and show they are and/or shall be satisfied by the proposed temporary use:

- a. Adequate and sufficient parking will be available for the anticipated occupancy and the proposed temporary use shall not cause the number of available parking spaces for existing on-site uses to fall below the minimum required by this chapter;
- b. Public streets and transportation systems will be adequate and sufficient to handle the movement of vehicles and persons to and from the proposed temporary use;
- c. Adequate access for police, fire, and emergency services will be maintained;
- d. Adequate and sufficient public sanitary facilities will be available to serve the anticipated occupancy;
- e. Police, fire and emergency services will be adequate and sufficient to meet the needs of the temporary use;
- f. The proposed temporary use is compatible in terms of location, access, traffic, noise, nuisance, dust, and hours of operation with existing land uses in the immediate vicinity of the temporary use;
- g. The impacts of the temporary use will not disrupt normal residential living patterns and activities in the vicinity;
- h. The activity or event will not be materially detrimental to the public health, safety, or welfare, nor injurious to property or improvements in the immediate vicinity of the proposed temporary use.

2. The administrative official may request additional information if in his/her judgment, such additional information is necessary to properly consider a proposed temporary use.

3. The administrative official may, based on special circumstances or need, waive any of the requirements of this section, except he/she may not waive the requirements of subsections (1)(c) and (e) of this section.
4. The administrative official shall consult with the police chief, fire chief, public works director, and community development director in the review of the application for temporary use.
5. Upon a finding that the criteria of subsection (1) of this section will be satisfied, the administrative official may, at his/her sole discretion, issue a temporary use permit for an event or activity lasting no more than seventy-two consecutive hours, or for a longer time for seasonal events as authorized by the administrative official. No more than one temporary permit may be issued for the same site in a two-month period.
6. The administrative official shall cause public notice to be posted in conspicuous locations at the site which is subject to the temporary use permit at least seven days prior to the activity or event. The public notice shall state the date, time, hours, location, and nature of the temporary use and provide an address and phone number where the public may contact the administrative official regarding the temporary use.
7. The administrative official may, for good cause, cancel the temporary use permit prior to or during any event or activity and cause the site to be returned to or otherwise maintained in a neat and orderly condition.
8. The administrative official shall apply special conditions to a temporary use permit to assure compliance with this chapter and to ensure that such temporary use is not detrimental to neighboring properties and the public health, safety and general welfare. Further, the administrative official may require a cash bond to be posted by the applicant to defray the costs of cleanup and repair of property should the permittee fail to do so.
9. An application fee of twenty-five dollars shall be submitted with each temporary use permit application.
10. Any person can appeal a decision of the administrative official under this section directly to the city council. (Ord. 2014-004 § 1, 2014: Ord. 99-37 § 1, 1999).

# SITE PLAN CHECKLIST & INSTRUCTIONS

**In Order For Application To Be Determined Complete, A Site Plan Must Be Completed And Returned.**

**A Detailed Site Plan Is Required:** On August 8, 1996, the City Council passed a resolution (No. R-96-91) adopting a requirement that all site plans submitted in conjunction with any building permit application, land use application, and environmental application shall contain certain information and be approved by the appropriate Division Manager. All information that is applicable to your proposal shall be checked off and clearly displayed on the site plan. It is in the applicant's best interest to provide a carefully drawn and scaled site plan with all required information. The decision on whether or not to grant approval of your development proposal is largely based on the information you provide. An application cannot be processed until an adequate site plan is submitted. Please complete this checklist and include it with your site plan.

- 1) **Use Ink:** Use blue or black permanent ink. It may be helpful to draft the site plan in pencil then trace over in ink. Ink is necessary for adequate duplication.
- 2) **Use A Straight Edge:** All lines must be straight and done with the aid of a ruler or other straight edge. Use a compass when delineating circular drawings such as cul-de-sacs. Computer drafted site plans are acceptable.
- 3) **Draw To Scale:** Site plans shall be drawn to scale. The site plan template has a suggested map scale of one inch equaling twenty feet (1"=20'). Distances on the map must be as representative of reality as possible. For example, if the distance from a structure to a property line is 20 feet, the distance on the site plan will be 1 inch.
- 4) **Use Site Plan Checklist:** Use the site plan checklist and provide all applicable information on the site plan. The site plan must contain all pertinent information. Items not applicable to the proposed project shall be noted.
- 5) **Fill In Information On The Site Plan Template Available At The City Of Yakima Or Attach The Information Below To Your Site Plan:** Complete all information requested on the bottom of the site plan template. If you use a different medium, provide the requested information on the alternative paper.

**Note: You may benefit from the aid of a professional in the preparation of a site plan.**

**Check all boxes as:  Included or  - Not Applicable**

<input type="checkbox"/>	The site plan shall be legibly drawn in ink on paper of sufficient size to contain the required information, but not less than 8.5" X 11" for Class (1) projects and 11" X 17" for Class (2) and Class (3) projects.
<input type="checkbox"/>	All site plans shall be drawn to a standard engineering scale and indicated on the site plan. The scale selected shall best fit the paper. Planning staff recommends 1"=20'.
<input type="checkbox"/>	Site address, parcel number(s) and zoning designation of subject property.
<input type="checkbox"/>	Property boundaries and dimensions.
<input type="checkbox"/>	Names and dimensions of all existing streets bounding the site.
<input type="checkbox"/>	Dimensions, location and use of proposed and existing structures including loading docks.
<input type="checkbox"/>	Structure setbacks.
<input type="checkbox"/>	North Arrow.
<input type="checkbox"/>	Lot coverage with calculations shown on site plan.
<input type="checkbox"/>	Location and size of any easements.
<input type="checkbox"/>	Location and type of existing and proposed landscaping including landscaping within the public right-of-way.
<input type="checkbox"/>	Location and size of existing and proposed side sewer and water service lines.
<input type="checkbox"/>	Adjacent land uses and zoning designations.
<input type="checkbox"/>	Location and size of all parking spaces shown on the site plan.
<input type="checkbox"/>	Location and dimensions of proposed or existing driveway approaches.
<input type="checkbox"/>	Vision clearance triangles at street intersections and where driveways and curb cuts intersect with streets.
<input type="checkbox"/>	Location and size of proposed or existing signs.
<input type="checkbox"/>	Location and size of required site drainage facilities including on-site retention.
<input type="checkbox"/>	Location, type, and description of required sitescreening.
<input type="checkbox"/>	Location and size of existing or proposed public sidewalks that are within 200-feet of the subject property.
<input type="checkbox"/>	Proposed improvements located within the public right-of-way.
<input type="checkbox"/>	Name, address, phone number, and signature of the owner or person responsible for the property.

**Note:** Planning Division or reviewing official may require additional information to clarify the proposal, assess its impacts, or determine compliance with the YMC and other laws and regulations.