



# City of Yakima

# **Modification**

# 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**

## MODIFICATION

Occasionally, a site may have a non-conforming use or structure on it or the property owner/lessee may wish to expand an existing Class (1), (2), or (3) land use. Due to its unique nature, it may not meet all of the minimum development standards of the zoning ordinance. In order to provide flexibility, certain development standards may be administratively modified in some cases. Commonly modifications include additions to garages or houses, or the expansion of an existing business. Modifications usually take less than two weeks to process and can be done at the same time your building plans are being reviewed.

**How do I get started?:** The initial step is to determine if your project will need to go through the Modification process. You may talk to a Planner to determine if Type (2) Review is necessary.

**Submit Your Application:** A completed application on forms provided by the Planning Department is required along with an application fee, a written narrative or explanation, and a general site plan. Once you have submitted an application, a Planner be assigned to process your application. To expedite the process, be sure that all parts of the application package are 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 items that are not applicable should be so noted. And, please don't forget to sign your application and site plan.

**Additional Information:** During the review process, the Administrative Official may request additional/more detailed information.

**Appeal the Decision?:** Decisions for Modifications are final unless appealed. If you are unsatisfied with the written decision, discuss your views with the planner. The zoning ordinance allows for appeals of the decision, which may include part or all of the written decision. Appeals of Administrative Official decisions must be filed on forms provided by the City along with an appeal fee within 14 days of the date of mailing of the decision.

**Non-Conforming Use or Structure:** The Modification provisions of YMC Ch. 15.17 may be used to alter or expand a non-conforming use or structure; provided, a structure that is nonconforming only by reason of excessive building height or substandard setbacks, or is a nonconforming single-family dwelling when the alteration or expansion:

- A. Does not increase the degree of nonconformity of the structure;
- B. Complies with development standards of the district in which it is located;
- C. The nonconforming structure is occupied by a Class (1) or Class (2) use or is a single-family dwelling or duplex; and,
- D. In the case of expanding a nonconforming single-family dwelling or duplex, the proposed expansion is fifty percent or less of the existing building area. The provisions of YMC 15.17.020 shall also be used for the reconstruction of a nonconforming single-family.



## 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 IV – CERTIFICATION are on this page. PART II and III contain additional information specific to your proposal and MUST be attached to this page to complete the application.

### PART I – GENERAL INFORMATION

<b>1. Applicant's Information:</b>	Name:						
	Mailing Address:						
	City:		St:		Zip:		Phone: (    )
	E-Mail:						
<b>2. Applicant's Interest in Property:</b>	Check One:	<input type="checkbox"/> Owner	<input type="checkbox"/> Agent	<input type="checkbox"/> Purchaser	<input type="checkbox"/> Other _____		
<b>3. Property Owner's Information (If other than Applicant):</b>	Name:						
	Mailing Address:						
	City:		St:		Zip:		Phone: (    )
	E-Mail:						
<b>4. Subject Property's Assessor's Parcel Number(s):</b>							
<b>5. Legal Description of Property. (if lengthy, please attach it on a separate document)</b>							
<b>6. Property Address:</b>							
<b>7. Property's Existing Zoning:</b>							
<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							
<b>8. Type Of Application: (Check All That Apply)</b>							
<input type="checkbox"/> Administrative Adjustment		<input type="checkbox"/> Environmental Checklist (SEPA Review)			<input type="checkbox"/> Easement Release		
<input type="checkbox"/> Type (1) Review		<input type="checkbox"/> Right-of-Way Vacation			<input type="checkbox"/> Rezone		
<input type="checkbox"/> Type (2) Review		<input type="checkbox"/> Transportation Concurrency			<input type="checkbox"/> Shoreline		
<input type="checkbox"/> Type (3) Review		<input type="checkbox"/> Non-Conforming Use/Structure			<input type="checkbox"/> Critical Areas Review		
<input type="checkbox"/> Preliminary Short Plat		<input type="checkbox"/> Appeal to HE / City Council			<input type="checkbox"/> Variance		
<input type="checkbox"/> Final Short Plat		<input type="checkbox"/> Interpretation by Hearing Examiner			<input type="checkbox"/> Temporary Use Permit		
<input type="checkbox"/> Short Plat Amendment		<input type="checkbox"/> Modification			<input type="checkbox"/> Overlay District		
<input type="checkbox"/> Preliminary Long Plat		<input type="checkbox"/> Home Occupation			<input type="checkbox"/> Binding Site Plan		
<input type="checkbox"/> Final Long Plat		<input type="checkbox"/> Comprehensive Plan Text or Map Amendment			<input type="checkbox"/> Planned Development		
<input type="checkbox"/> Plat Alteration –Long Plat		<input type="checkbox"/> Short Plat Exemption: _____			<input type="checkbox"/> Other: _____		

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

**9. SEE ATTACHED SHEETS**

### PART V – CERTIFICATION

**10. 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>
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**Supplemental Application For:  
MODIFICATION  
YAKIMA URBAN AREA ZONING ORDINANCE, CHAPTER 15.10**

**PART II - APPLICATION INFORMATION**

1. TYPE OF MODIFICATION:

2. INCREASE IN USE/STRUCTURE:

3. EXISTING USE: (*Important: Must Be Taken From YMC Ch. 15.04, Table 4-1*)

- CLASS (1)       CLASS (2)       CLASS (3)       NOT PERMITTED

4. WILL THE PROPOSED CHANGE:

- Yes     No    Increase residential density?
- Yes     No    Increase the amount of required parking by more than 10% or 20 spaces?
- Yes     No    Increase/decrease use/structure by more than 50% (includes previous modifications) of the existing use or structure?
- Yes     No    Change or modify any special condition previously imposed under Class (1), (2), or (3) Review?
- Yes     No    Increase the height of any structure?
- Yes     No    Adversely reduce the amount of existing landscaping or the amount or location of required landscaping?
- Yes     No    Add a drive-thru or include hazardous materials?
- Yes     No    Expand an existing non-conforming use (except provided for in YMC § 15.19.080) or render a structure non-conforming?
- Yes     No    Increase the degree of nonconformity of the structure?
- Yes     No    Comply with all other development standards of the district in which it is located?
- Yes     No    Create or materially increase any adverse impacts or undesirable effects?

5. IS THE NEW USE OR CHANGE IN USE PROPOSED

- Yes     No    A nonconforming structure occupied by a Class (1) or Class (2) use or a single-family dwelling or duplex?
- Yes     No    A Class (1) or (2) use in that particular district?
- Yes     No    Similar in character and hours to the operation and the use approved or existing?

**PART III - REQUIRED ATTACHMENTS**

6. SITE PLAN: (Please use the City of Yakima Site Plan Checklist, attached)

7. DESCRIPTION: A description of the location, size, and type of modification is required.

8. NARRATIVE: An explanation of the need for the proposed modification is required.

9. FOR PREVIOUSLY APPROVED USES AND STRUCTURES: A copy of the Final Site Plan previously approved with proposed modification is required.

**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

# 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 my 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. The site plan must contain all pertinent information. Items not applicable to the proposed project shall be noted.

- 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.
- 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. <b>SEE 15.05.040 – Vision Clearance attached with Sample Site Plan</b>
<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.