



City of Yakima

Planned Development

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 2nd Street, 2nd Floor, Yakima, WA 98901
Phone#: (509) 575-6183 Fax#: (509) 575-6105

PLANNED DEVELOPMENT

A Master Planned Development (PD) is a comprehensive development plan intended to provide flexibility in design and building placement, promote attractive, and efficient environments that incorporate a variety of uses, densities, and/or dwelling types, provide for economy of shared services and facilities, and economically utilize the land, resources, and amenities.

Talk to a City Planner: Before submitting your application, you are required to have a pre-application conference with the City to review your proposal. Preliminary conferences are free and give you a better understanding of the review process.

Submit Your Application: A completed application on forms provided by the Planning Division is required along with an application fee and a preliminary plat plan/site plan. The preliminary plat/site plan should be prepared by a surveyor or engineer due to the level of detail required for review. A SEPA Environmental Review is required. Once you have submitted the application, a Planner will be assigned to process your application.

You are encouraged to discuss your proposal with your neighbors prior to submitting your application. Often, neighbors will respond more openly with the applicant on a preliminary and private basis outside of the formal review process. While this is not a requirement, it is very helpful to address any of the neighbor's concerns.

Development Service Team (DST): Representatives from City departments, State agencies, and private utility companies will review your proposal. Should significant concerns arise during the DST meeting, a conference may be scheduled between you and the appropriate agency in order to discuss possible application modifications. After the DST meeting, you may have an opportunity to change aspects of your proposal to address any concerns raised. To do this, submit your modifications to your Planner. Based on the information provided, a staff report will be prepared for the Hearing Examiner who will make a recommendation to approve, approve with conditions, or deny the request.

Additional Information: During the review process, additional/more detailed information may be requested. The Hearing Examiner may defer his decision until the requested information is provided.

Notice of Application and Public Hearing: A copy of your application, the preliminary plat plan/site plan, and other pertinent information will be mailed to the applicant/owner and all property owners within 300 feet of the subject property. A notice of the application and hearing date will be published in the Yakima Herald Republic. The applicant must post the property with City supplied signs at least 20 days prior to the hearing. This notice provides the public an opportunity to submit written comments on the proposal during a 20-day comment period.

Attend Public Hearing: The Hearing Examiner will conduct the Public Hearing. Hearings are scheduled on the second and fourth Thursday of the month beginning at 9:00 AM in the City of Yakima Council Chambers. Yakima Public Access Channel (YPAC) televises the hearings. You or your representative must attend the hearing; however, attorney representation is not required. Within ten working days after the close of the public hearing, the Hearing Examiner will send his written recommendation of approval, approval with conditions, or denial to City Council for review.

City Council Consideration: City Council will set a date for a public meeting to consider the Hearing Examiner's recommendation. City Council at the following City Council meeting will then review the proposed Planned Development and recommendation from the Hearing Examiner. If the City Council determines that the standards of the Zoning Ordinance are satisfied, they will approve the Planned Development.

Appeal the Decision?: For Planned Development applications, the City Council's decision is final unless appealed to Superior Court. If you are dissatisfied with the written decision, discuss your concerns with a Planner. The Zoning Ordinance allows for appeals of the decision, which may include part or all of the written decision.

Conditions of Approval: Approval of your Planned Development Decision may contain specific requirements that must be met prior to the City signing and you recording your Development Agreement. These requirements may include frontage improvements to the street such as the construction of new curb, gutter, sidewalks, right-of-way dedication, and street lights, which must be installed *or* financially secured (City Engineer approval required).

Final Decision: Once the conditions of approval have been completed, the applicant must submit proof that all conditions have been met, including letters of completion from various interested governmental and quasi-governmental agencies. Once City Council approves the Planned Development, you may record the Development Agreement with the Yakima County Auditor's Office



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

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 _____
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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:

- SR
 R-1
 R-2
 R-3
 B-1
 B-2
 HB
 SCC
 LCC
 CBD
 GC
 AS
 RD
 M-1
 M-2

8. Type Of Application: (Check All That Apply)

- | | | |
|---|---|--|
| <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

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)#

DATE FEE PAID:	RECEIVED BY:	AMOUNT PAID:	RECEIPT NO:
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Supplemental Application For:
PLANNED DEVELOPMENT
 YAKIMA MUNICIPAL CODE CHAPTER 15.28

PART II - APPLICATION INFORMATION

1. PROPERTY OWNERS (attach if long): List all parties and financial institutions having an interest in the property.
2. SURVEYOR AND/OR CONTACT PERSON WITH THEIR CONTACT INFORMATION:
3. NAME OF PLANNED DEVELOPMENT:
4. ZONING OF SUBJECT PROPERTY: (check all that apply)
 SR R-1 R-2 R-3 B-1 B-2 HB SCC LCC CBD GC AS RD M-1 M-2
5. SITE FEATURES:
 - A. General Description: Flat Gentle Slopes Steepened Slopes
 - B. Describe any indication of hazards associated with unstable soils in the area, i.e. slides or slipping?
 - C. Is the property in a 100-Year Floodplain or other critical area as mapped by any local, state, or national maps or as defined by the Washington State Growth Management Act or the Yakima Municipal Code?
6. UTILITY AND SERVICES: (Check all that are available)
 Electricity Telephone Natural Gas Sewer Cable TV Water _____ Irrigation _____
7. OTHER INFORMATION:
 - A. Distance to Closest Fire Hydrant:
 - B. Distance to Nearest School (and name of school):
 - C. Distance to Nearest Park (and name of park):
 - D. Method of Handling Stormwater Drainage:
 - E. Type of Planned Development: Residential Commercial Industrial Mixed Use

PART III - REQUIRED ATTACHMENTS

8. PRELIMINARY PLAT/SITE PLAN REQUIRED: (Please use the attached City of Yakima Plat/Site Plan Checklist)
9. TITLE REPORT (disclosing all lien holders and owners of record):
10. TRAFFIC CONCURRENCY (if required, see YMC Ch. 12.08, Traffic Capacity Test):
11. ENVIRONMENTAL CHECKLIST (required):
12. NARRATIVE: (attached, required)
13. DRAFT DEVELOPMENT AGREEMENT: *(which shall include: Narrative Description of Project and Objectives; Summary of Development Standards; Site Plan Elements; Development Phasing, including times of performance to preserve vesting (YMC 15.28.070); Public Meeting Summaries; Performance Standards and Conditions addressing the items above; Criteria for Determining Major vs. Minor Modifications and amendments; and, Signatures by each owner of property within the Master Development Plan area acknowledging that all owners will agree to be bound by conditions of approval, including use, design and layout, and development standards contained within the approved Plan and Development Agreement.)*

I hereby authorize the submittal of the planned development application to the City of Yakima for review. I understand that conditions of approval such as dedication of right-of-way, easements, restrictions on the type of buildings that may be constructed, and access restrictions from public roads may be imposed as a part of approval and that failure to meet these conditions may result in denial of the development.

 Property Owner Signature (required) _____
 Date

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



Supplemental Application For:
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PART IV – NARRATIVE (The following information should be addressed in the land use application)

1. What land uses are proposed?

2. Will the land be subdivided? If so, what type of subdivision? (Long Plat, Short Plat, Binding Site Plan, etc)

3. How does the proposed Planned Development allow flexibility in development standards and permitted uses while ensuring compatibility with neighboring uses?

4. Describe how the proposed Planned Development facilitates the efficient use of the land.

5. Describe how the proposed Planned Development increases economic feasibility. (i.e. fostering efficient arrangement of land use, buildings, transportation systems, open space, and utilities)

6. How does the proposed Planned Development preserve or enhance natural amenities, features, shorelines and critical areas in the development of the site?

7. Identify environmental impacts and appropriate mitigation measures.

8. How does the proposed Planned Development encourage environmentally sustainable development?

9. What services and facilities are available to serve the subject property? Are those services adequate?
10. Will the proposed development promote economic development, job creation, diversification, or affordable housing?
11. How does the proposed development create vibrant mixed-use neighborhoods, with a balance of housing, employment, commercial, and recreational opportunities?
12. How is the proposed development consistent with goals, policies, and objectives of the Yakima Urban Area Comprehensive Plan?
13. How does the proposed Planned Development utilize unique and innovative facilities that encourage the efficient and economical use of the land?
14. Does the proposed Planned Development promote a sound system for traffic and pedestrian circulation? Describe.
15. How does the proposed Planned Development promote open space and use of natural and/or developed amenities?
16. Will the proposed Planned Development provide an architecturally attractive, durable, and energy efficient development?
17. Please provide a summary of all previous known land use decisions affecting the applicant's property and all outstanding conditions of approval with respect to such prior land use decisions.
18. Any other development standards proposed to be modified from the underlying zoning districts requirements.
19. What are the aesthetic considerations related to building bulk, architectural compatibility, light and glare, urban design, solar access and shadow impacts.
20. Please provide an inventory of any on-site cultural, historic, and/or archaeological resources.
Note: if you have any questions about this process, please contact us City of Yakima, Planning Division, 129 N. 2nd St., Yakima, WA or 575-6183

SITE/PLAT PLAN CHECKLIST & INSTRUCTIONS

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

A Detailed Site/Plat Plan Is Required: On August 8, 1996, the City Council passed a resolution (No. R-96-91) adopting a requirement that all site/plat 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 of your proposal’s applicable information shall be checked off and clearly displayed on the site/plat plan. 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/plat plan is submitted. The site/plat 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/plat 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. Computer drafted site/plat plans are acceptable and preferred.
- 3) **Draw To Scale:** Site/plat plans shall be drawn to scale. The site/plat plan template has a suggested map scale of one inch equaling twenty feet (1”=20’). For example, if the distance from a structure to a property line is 20 ft, the distance on the site/plat plan will be an inch.
- 4) **Use Site/Plat Plan Checklist:** Use the checklist and provide all applicable information on the site/plat plan.
- 5) **Fill In The Following Information On A Site/Plat Plan:**

Check all boxes as: \checkmark 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”, drawn to scale
<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"/>	Vicinity and zoning maps identifying the base and overlay zoning designations for the subject site and surrounding property land uses within 500 feet.
<input type="checkbox"/>	Topography and natural resources including: 100-year floodplain; wetlands, rivers, streams, or other critical areas; and natural hazards such as steep slopes greater than 15%, and unstable, impermeable, or weak soils.
<input type="checkbox"/>	Proposed and existing buildings, if any, including use, location, size, and date of construction with the gross floor area of development as well as a breakdown in the uses.
<input type="checkbox"/>	Proposed and existing on-site transportation systems including streets, sidewalks, and bike paths within 200 ft. The proposed circulation system of arterial and collector streets, including if known, the approximate general location of local streets, private streets, off-street parking, service and loading areas, and major points of access to public rights-of-way, with notations of proposed public or private ownership as appropriate.
<input type="checkbox"/>	Location and size of proposed and existing public and private easements and utilities nearby, including: water, sanitary sewer, stormwater retention/treatment facilities, and electrical, telephone, and data transmission lines.
<input type="checkbox"/>	A description of the type, design, and characteristics of the surrounding properties for purposes of assessing the proposed Master Planned Development effects.
<input type="checkbox"/>	Project boundaries with dimensions.
<input type="checkbox"/>	Proposed building and fence heights.
<input type="checkbox"/>	Minimum building setbacks.
<input type="checkbox"/>	Maximum lot coverage.
<input type="checkbox"/>	Sitescreening, landscaping, and trees.
<input type="checkbox"/>	Site features as appropriate to mitigate traffic, environmental, geotechnical, and other impacts as identified in technical studies.
<input type="checkbox"/>	Aesthetic considerations related to building bulk, architectural compatibility, light and glare, urban design, solar access and shadow impacts.
<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"/>	Site address, parcel number(s) and zoning designation of subject property.
<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.	