



City of Yakima

# **Institutional Overlay**

## **Application Packet**

**City of Yakima, Planning Division  
129 North 2<sup>nd</sup> Street, 2<sup>nd</sup> Floor, Yakima, WA 98901  
Phone#: (509) 575-6183 Email: [ask.planning@yakimawa.gov](mailto:ask.planning@yakimawa.gov)**

Check <https://www.yakimawa.gov/services/planning/land-use-application-forms/>  
for the most current version of this application form.

# Institutional Overlay

The purpose of the institutional overlay zone is to allow for large-scale institutional facilities with special locational needs and impacts which must be designed and perform in a manner that is compatible with surrounding land uses. Through a master plan review process (YMC [15.31.030](#)) the public is involved in the development of performance standards. A development agreement and site master plan assure predictability for the owner, the appropriate jurisdiction and the citizen. The process balances the need for large-scale institutional facilities to grow while minimizing adverse environmental impacts associated with such development on the adjacent community.

**Talk to a City Planner:** Before preparing your application, you may wish to have a City Planner review your proposal. The City offers “Pre-Application” meetings in which you can gain a better understanding of the review process and potential requirements for your project from various City departments before you formally submit your land use application and pay the application fee. More information and instructions for applying for a Pre-Application meeting can be found online: <https://www.yakimawa.gov/services/planning/pre-application/>.

**Public Meetings Required Prior to Application Submittal:**

Prior to filing a formal application for an institutional overlay zone, the sponsoring institution or the city/county, whichever initiated the establishment of the institutional overlay zone, shall hold at least two public meetings to discuss the proposal and identify concerns of the affected area residents and property owners as identified in YMC § 15.31.026.

**Submit Your Application:** A completed Institutional Overlay application on forms provided by the Planning Division is required. Applications for an Institutional Overlay also require submittal of a completed Rezone, Development Agreement and SEPA State Environmental Policy Act Checklist application and site master plan, along with all applicable fees. The site master plan should be prepared by a surveyor or engineer due to the level of detail required for review. 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.

**Additional Information:** During the review process, additional/more detailed information may be requested.

**Notice of Application and Public Hearing:** A copy of your application 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 in conformity with YMC § 15.23.030. Hearings as 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 Institutional Overlay, other associated applications and recommendation from the Hearing Examiner. If the City Council determines that the standards of the Zoning Ordinance are satisfied, they will approve the Institutional Overlay.

**Appeal the Decision?:** For Institutional Overlay applications, the City Council’s decision is final unless appealed to Superior Court.

**Conditions of Approval:** Approval of your Institutional Overlay decision may contain specific requirements that must be met prior to the City signing and you recording your associated Development Agreement.

**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 Institutional Overlay and development agreement, you may record the associated 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**

**PHONE: (509) 575-6183 EMAIL: ask.planning@yakimawa.gov**

**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					
8. Type Of Application: (Check All That Apply)					
<input type="checkbox"/> Overlay District		<input type="checkbox"/> Rezone		<input type="checkbox"/> Environmental Checklist (SEPA Review)	
<input type="checkbox"/> Transportation Concurrency		<input type="checkbox"/> Planned Development		<input type="checkbox"/> Development Agreement	
<input type="checkbox"/> Master Application (select if submitting two or more applications under Title 15)					

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

SEE ATTACHED SHEETS

**PART V – CERTIFICATION**

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:



**Supplemental Application For:**  
**Institutional Overlay**  
**YAKIMA MUNICIPAL CODE CHAPTER 15.31**

**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 INSTITUTIONAL OVERLAY:
4. TYPE OF INSTITUTIONAL OVERLAY: (check all that apply)  Hospital  College
5. NAME OF SPONSORING INSTITUTION:
6. IS THE PROPOSED OVERLAY SPONSORED BY THE CITY OR COUNTY?  Yes  No
7. DOES THE PROPOSED OVERLAY INCLUDE A PLANNED DEVELOPMENT?  Yes  No

**PART III – REQUIRED ATTACHMENTS**

1. APPLICATION SUBMITTAL REQUIREMENTS:  
 Applications for an institutional overlay shall, in addition to the requirements of YMC Chapter 15.23, submit a master development plan to include the following:
  - A. Technical studies, including:
    1. A traffic impact analysis sufficient to assess access to the site and within the site, on-street parking impacts and limitations and necessary traffic-related improvements;
    2. Drainage study;
    3. Geotechnical analysis;
    4. Noise analysis; and
    5. Other analysis of potentially significant issues as identified by the SEPA environmental checklist.
  - B. Master site plan which includes the following elements:
    1. Boundaries of the institution;
    2. Primary uses and ancillary uses;
    3. Gross floor area of development;
    4. Maximum building heights;
    5. Minimum building setbacks;
    6. Maximum lot coverage;
    7. Minimum and maximum number of off-street parking spaces;
    8. Sitescreening;
    9. Aesthetic considerations related to building bulk, architectural compatibility, light and glare, urban design, landscaping, street trees, solar access, and shadow impacts; and
    10. Site features as appropriate to mitigate traffic, environmental, geotechnical, and other impacts as identified in technical studies required by this chapter.
2. INSTITUTIONAL OVERLAY DEVELOPMENT AGREEMENT APPLICATION SUBMITTAL REQUIREMENTS:  
 Draft master development agreement shall including the following elements:
  1. Narrative description of project and objectives;
  2. Restatement of the development standards of YMC 15.31.040(B);
  3. Site plan elements;
  4. Development phasing;
  5. Public meeting summary (YMC 15.31.026);
  6. Performance standards and conditions addressing subsections (C)(1) through (5) of this section; and
  7. Criteria for determining major versus minor modifications.
3. SITE PLAN (Please use the attached City of Yakima Plat/Site Plan Checklist)
4. TITLE REPORT (disclosing all lien holders and owners of record)

**PART III – REQUIRED ATTACHMENTS (CONTINUED)**

12. TRAFFIC CONCURRENCY (if required, see YMC Ch. 12.08, Traffic Capacity Test):

13. ENVIRONMENTAL CHECKLIST

14. NARRATIVE (form attached)

I hereby authorize the submittal of the Institutional Overlay 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 a recommendation of denial of the application.

\_\_\_\_\_

**Property Owner Signature (required)**

\_\_\_\_\_

**Date**

**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. What development standards are proposed for the Institutional Overlay? Please identify the proposed development standard for the following:

1. Maximum gross floor area of development:

2. Maximum building height:

3. Minimum building setbacks:

4. Maximum lot coverage:

5. Minimum and maximum off-street parking:

6. Landscaping:

7. Signage:

8. Exterior lighting, shadows, and glare reduction:

9. Other standards determined by the city to be necessary to ensure land use compatibility with other uses in the surrounding area:

**PART IV – NARRATIVE (The following information should be addressed in the land use application)**

4. How is the Institutional Overlay compatible with surrounding uses in relation to:

A. Public safety:

B. Site access, on-site vehicular and pedestrian circulation, and on-and-off-street parking:

C. Landscaping and buffering of buildings, parking, loading and storage areas:

D. Light and shadow impacts:

E. Potential environmental impacts, such as noise vibration, smoke, dust, odors, light/glare, or other undesirable impacts:

F. Number, size and location of signage:

G. The character of the neighboring properties compared to the adjacent institutional uses and activities:

5. Describe the unique characteristics of the proposed uses, activities, and characteristics of the subject property that make the Institutional Overlay appropriate and compatible with its surroundings.

6. Describe the arrangement of buildings and open spaces as they relate to each other within the institutional campus.

7. Describe the visual impacts of the institution on the surrounding area.

**PART IV – NARRATIVE (The following information should be addressed in the land use application)**

8. Describe all public improvements proposed in connection with the institution's master plan.

9. Describe the public benefit provided by the institution.

10. Describe the institution's criteria for determining the difference between a minor modification or major modification to the established Institutional Overlay?

11. How is the proposed Institutional Overlay consistent with goals, policies, and objectives of the Yakima Urban Area Comprehensive Plan?

12. 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.

13. 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 PLAN CHECKLIST & INSTRUCTIONS

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.** The template is available online on the Planning Division webpage (<https://www.yakimawa.gov/services/planning/>) in the "application forms and fees" section, and also at the permits counter on the 2<sup>nd</sup> floor of City Hall. If you choose not to use the city's site plan template, please provide the information listed on the site plan template (background info, lot coverage, parking, etc.) on your site plan.

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

<input type="checkbox"/>	Boundaries of the institution
<input type="checkbox"/>	Primary uses and ancillary uses
<input type="checkbox"/>	Gross floor area of development
<input type="checkbox"/>	Maximum building heights
<input type="checkbox"/>	Minimum building setbacks
<input type="checkbox"/>	Maximum lot coverage
<input type="checkbox"/>	Minimum and maximum number of off-street parking spaces
<input type="checkbox"/>	Sitescreening
<input type="checkbox"/>	Aesthetic considerations related to building bulk, architectural compatibility, light and glare, urban design, landscaping, street trees, solar access, and shadow impacts
<input type="checkbox"/>	Site features as appropriate to mitigate traffic, environmental, geotechnical, and other impacts as identified in technical studies required by YMC Chapter 15.31.

**Note:** The 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.