



City of Yakima

# Planned Development

## 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.

# 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 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/>.

**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. Prior to sending this notice, the applicant must post the property with City supplied signs. This notice provides the public an opportunity to submit written comments which may be submitted up to the hearing date and at the public hearing.

**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  
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 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 _____		
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"/> Planned Development	<input type="checkbox"/> Development Agreement	<input type="checkbox"/> Admin. Adjustment	<input type="checkbox"/> Binding Site Plan
<input type="checkbox"/> Type (1) Review	<input type="checkbox"/> Type (2) Review	<input type="checkbox"/> Type (3) Review	<input type="checkbox"/> Comprehensive Plan Map or Text Amendment
<input type="checkbox"/> Critical Areas Review	<input type="checkbox"/> Easement Release	<input type="checkbox"/> Environmental Checklist (SEPA Review)	<input type="checkbox"/> Final Long Plat
<input type="checkbox"/> Final Short Plat	<input type="checkbox"/> Interpretation by Hearing Examiner	<input type="checkbox"/> Long Plat Alteration	<input type="checkbox"/> Modification
<input type="checkbox"/> Non-Conforming Use/Structure	<input type="checkbox"/> Overlay District	<input type="checkbox"/> Preliminary Long Plat	<input type="checkbox"/> Preliminary Short Plat
<input type="checkbox"/> Rezone	<input type="checkbox"/> Right-of-Way Vacation	<input type="checkbox"/> Shoreline	<input type="checkbox"/> Short Plat Amendment
<input type="checkbox"/> Short Plat Exemption	<input type="checkbox"/> Transportation Concurrency	<input type="checkbox"/> Variance	<input type="checkbox"/> Other: _____

### PART II – SUPPLEMENTAL APPLICATION & PART III – REQUIRED ATTACHMENTS

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:
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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**

1. PRELIMINARY PLAT/SITE PLAN REQUIRED (please use the attached City of Yakima Plat/Site Plan Checklist)

2. TITLE REPORT (disclosing all lien holders and owners of record):

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

4. ENVIRONMENTAL CHECKLIST

5. NARRATIVE (attached)

6. 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**



Supplemental Application For:  
**PLANNED DEVELOPMENT**  
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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 PLAN CHECKLIST

The application shall include a concept site plan which includes the elements in this checklist. Please complete this checklist and include it with your site plan

**Check all boxes as: (✓ or X) Included or ( - ) Not Applicable**

<input type="checkbox"/>	Project boundaries
<input type="checkbox"/>	Primary uses and ancillary uses
<input type="checkbox"/>	Existing and proposed structures
<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"/>	Any other development standards proposed to be modified from the underlying zoning district requirements
<input type="checkbox"/>	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"/>	The proposed location of new and/or expanded public and private utility infrastructure
<input type="checkbox"/>	Sitescreening, landscaping and street trees
<input type="checkbox"/>	A master planned development incorporating commercial or industrial facilities must provide a buffer or site design along the perimeter of the master planned development, which shall reasonably transition the master planned development to any adjacent properties zoned or used for residential purposes. If automobile parking, driveways, or machinery operation are to be provided within one hundred feet of a master planned development boundary, sitescreening shall be provided in accordance with YMC 15.07.020
<input type="checkbox"/>	Aesthetic considerations related to building bulk, architectural compatibility, light and glare, urban design, 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 this chapter
<input type="checkbox"/>	Shoreline and critical areas where applicable

**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.