



City of Yakima

# Type II Review

## 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.

## TYPE (2) REVIEWS

Class (2) uses are uses that are "generally permitted;" however, a public review and comment period is required to assure compatibility. These reviews allow the public to submit written comments on the proposal. A public hearing is not held for a Type (2) review, except when the Administrative Official refers it to the Hearing Examiner or the Decision is appealed.

**How do I get started?** First you need to determine if your project will need to go through the Type (2) review. The Yakima Urban Area Zoning Ordinance (Table 4-1, Permitted Land Uses) defines the type of developments requiring a Type 2 Review. You may call the Planning Division (575-6183) to determine if a Type 2 Review is necessary.

You are encouraged to discuss your application plans 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.

**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, written narrative, and general site plan. Once you have submitted an application, a Planner will become your contact person and will assist you in the review. 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. If you have any questions about your application please ask to speak with a Planner.

**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; a staff report will be prepared based upon the information provided. A staff report will be prepared for the Administrative Official who has the ability to approve, approve with conditions, or deny the request.

**Additional Information:** During the review process, the Administrative Official may request additional information. The Administrative Official may defer making a decision until the requested information is provided.

**Notice of Application:** A copy of your application, written narrative, the preliminary site plan, and other pertinent information will be mailed to you and all property owners within 300 feet of the subject property. This notice provides opportunity for the public to submit written comments on the proposal during a 14-day comment period.

**Notice of Decision:** After reviewing any requested additional information and considering any comments received from adjoining property owners, other agencies, or jurisdictions, the Administrative Official shall make a final decision. Notice of the Administrative Official's decision will be mailed to you and all parties of record.

**Appeal the Decision:** For Type (2) Decisions, the Administrative Official's Decision is final unless appealed to the Hearing Examiner. If you are not satisfied with the decision, discuss your concerns with a Planner. YMC Ch. 16.08 allows for appeals of all or part of the Decision. Appeals of Administrative Official's Decision must be filed within 14 days of the date of mailing of the Decision on forms provided by the City of Yakima along with the appeal fee.



## 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 AND ANSWER ALL QUESTIONS COMPLETELY.

If you have any questions about this form or the application process, please ask to speak with a planner. All necessary attachments and the filing fee are required upon submittal. 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:  
 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"/> Type (2) Review	<input type="checkbox"/> Administrative Adjustment	<input type="checkbox"/> Environmental Checklist (SEPA Review)
<input type="checkbox"/> Transportation Concurrency	<input type="checkbox"/> Critical Areas Review	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Master Application (select if submitting two or more applications under Title 15)		

**PART II – LAND USE DESIGNATION** (See attached page)  
**PART III – ATTACHMENTS INFORMATION** (See attached page)  
**PART IV – WRITTEN NARRATIVE** (See attached page)

### 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)#**

<b>DATE FEE PAID:</b>	<b>RECEIVED BY:</b>	<b>AMOUNT PAID:</b>	<b>RECEIPT NO:</b>
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Supplemental Application For:  
**TYPE (2) REVIEW**  
YAKIMA URBAN AREA ZONING ORDINANCE, CHAPTER 15.14

**PART II – LAND USE DESIGNATION AS LISTED ON TABLE 4-1 PERMITTED LAND USES**

1. PROPOSED LAND USE TYPE: (See YMC § 15.04.030)

**PART III - ATTACHMENTS INFORMATION**

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

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

4. ENVIRONMENTAL CHECKLIST (if required by the Washington State Environmental Policy Act)

**PART IV - WRITTEN NARRATIVE: (Please submit a written response to the following questions)**

A. Fully describe the proposed development, including number of dwelling units and parking spaces. If the proposal is for a business, describe hours of operation, days per week and all other relevant information related the business.

B. How is the proposal compatible to neighboring properties?

C. What mitigation measures are proposed to promote compatibility?

D. How is your proposal consistent with current zoning of your property?

E. How is your proposal consistent with uses and zoning of neighboring properties?

F. How is your proposal in the best interest of the community?

# SITE PLAN INSTRUCTIONS

**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. 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.

## GENERAL SITE PLAN CHECKLIST

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

<input type="checkbox"/>	Property Address
<input type="checkbox"/>	Legal Description
<input type="checkbox"/>	North Arrow
<input type="checkbox"/>	Scale
<input type="checkbox"/>	Applicant Name
<input type="checkbox"/>	Project Name
<input type="checkbox"/>	Property Dimensions and Shape of Lot
<input type="checkbox"/>	Size and Location of Existing Structures
<input type="checkbox"/>	Size and Location of Proposed Structures
<input type="checkbox"/>	Distance(s) of Structures to Property Line and Centerline of Right-of-Way (YMC § Ch. 15.05, Table 5-1)
<input type="checkbox"/>	Location of Existing and Proposed Signage (YMC § Ch. 15.08)
<input type="checkbox"/>	Size and Location of Utilities
<input type="checkbox"/>	Parking Circulation Plan (YMC § Ch. 15.06.030)
<input type="checkbox"/>	Proposed Landscaping (YMC § Ch. 15.06.090)
<input type="checkbox"/>	Proposed SITESCREENING (YMC § Ch. 15.07)
<input type="checkbox"/>	Location of Ingress and Egress Points
<input type="checkbox"/>	Adjacent Rights-of-Way and Existing Frontage Improvements
<input type="checkbox"/>	Lot Coverage Calculation (YMC § Ch. 15.05.020(C))
<input type="checkbox"/>	Clearview Triangle – YMC § Ch. 15.05.040 – Vision Clearance
<input type="checkbox"/>	Dumpster and Screening Location

Note: Planning Division or Reviewing Official may require additional information to clarify the proposal, assess its impacts, or determine compliance with the Yakima Municipal Code and other laws and regulations.