



City of Yakima

# Type III 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 (3) REVIEW

**Class (3) uses** are uses that are generally considered “incompatible” with adjacent and abutting properties because of their size, emissions, traffic generation, neighborhood’s character, or for other reasons. However, they may be compatible with other uses if they are properly sited and designed. The review time period is approximately three months.

**How do I get started?:** The initial step is to determine if your project will need to go through the Type (3) review process. The Yakima Urban Area Zoning Ordinance (Table 4-1, Permitted Land Uses) defines those land uses that require a Type (3) Review.

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.

**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, a written narrative, and a general site plan. Once you have submitted an application, a Planner be assigned as 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 Hearing Examiner who has the ability to approve, approve with conditions, or deny the request.

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

**Notice of Application and Public Hearing:** A copy of your application, written narrative, the preliminary 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 prior to the City sending the Notice of Application. 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 generally scheduled on the second and fourth Thursday of the month beginning at 9:00 AM in the City of Yakima Council Chambers. These hearings are televised on the Yakima Public Access Channel (YPAC). You or your representative must attend the hearing; however, representation by an attorney is not required.

**Notice of Decision:** Within ten working days after the close of the public hearing, the Examiner will issue a written decision. Notice of the Hearing Examiner’s decision will be mailed to you and all parties of record.

**Appeal the Decision?:** For Type (3) Decisions, the Hearing Examiner’s Decision is final unless appealed to City Council. 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 Hearing Examiner 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:<br><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"/> Type (3) 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<br>(select if submitting two or more applications under Title 15)   |                  |  |                                |                                    |  |                    |               |
| <b>PART II – LAND USE DESIGNATION</b> (See attached page)   |                  |  |                                |                                    |  |                    |               |
| <b>PART III – ATTACHMENTS INFORMATION</b> (See attached page)   |                  |  |                                |                                    |  |                    |               |
| <b>PART IV – WRITTEN NARRATIVE</b> (See attached page)  |                  |  |                                |                                    |  |                    |               |
| <b>PART V – CERTIFICATION</b>   |                  |  |                                |                                    |  |                    |               |
| I certify that the information on this application and the required attachments are true and correct to the best of my knowledge.   |                  |  |                                |                                    |  |                    |               |
| _____<br>Property Owner's Signature   |                  |  |                                | _____<br>Date                      |  |                    |               |
| _____<br>Applicant's Signature  |                  |  |                                | _____<br>Date                      |  |                    |               |
| <b>FILE/APPLICATION(S)#</b>   |                  |  |                                |                                    |  |                    |               |
| <b>DATE FEE PAID:</b>   |                  | <b>RECEIVED BY:</b>                                |                                | <b>AMOUNT PAID:</b>                |  | <b>RECEIPT NO:</b> |               |



Supplemental Application For:  
**TYPE (3) REVIEW**  
YAKIMA URBAN AREA ZONING ORDINANCE, YMC CHAPTER 15.15

**PART II – LAND USE DESIGNATION**

1. PROPOSED LAND USE TYPE: (As listed on YMC § 15.04.030 Table 4-1 Permitted Uses)

**PART III - ATTACHMENTS INFORMATION**

1. SITE PLAN REQUIRED (Please use the attached City of Yakima Site Plan Checklist)
2. TRAFFIC CONCURRENCY (if required, see YMC Ch. 12.08, Traffic Capacity Test)
3. ENVIRONMENTAL CHECKLIST (if required by the Washington State Environmental Policy Act)

**PART IV - WRITTEN NARRATIVE: Please submit a written response to the following questions. Use a separate sheet of paper if necessary.**

1. 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.
2. How is the proposal compatible to neighboring properties?
3. What mitigation measures are proposed to promote compatibility?
4. How is your proposal consistent with current zoning of your property?
5. How is your proposal consistent with uses and zoning of neighboring properties?
6. How is your proposal in the best interest of the community?

**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 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.yakima.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.

## DETAILED SITE PLAN CHECKLIST

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

|                          |   |
|--------------------------|---|
| <input type="checkbox"/> | Name, address, phone number, and signature of the owner or person responsible for the property.               |
| <input type="checkbox"/> | Site address, parcel number(s), and zoning designation  |
| <input type="checkbox"/> | Property boundaries and dimensions  |
| <input type="checkbox"/> | Names and dimensions of all existing streets bounding or touching the site                                    |
| <input type="checkbox"/> | Dimensions, location and use of proposed and existing structures  |
| <input type="checkbox"/> | Structure setbacks  |
| <input type="checkbox"/> | North Arrow   |
| <input type="checkbox"/> | Lot coverage with calculations shown on site plan. (YMC § Ch. 15.05.020(C))                                   |
| <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 with the parking calculations 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 at driveways. Clearview Triangle – YMC § Ch. 15.05.040 |
| <input type="checkbox"/> | Curb cuts intersecting with streets   |
| <input type="checkbox"/> | Location and size of new or existing loading spaces and docks   |
| <input type="checkbox"/> | Location and size of proposed or existing signs (YMC § Ch. 15.08)   |
| <input type="checkbox"/> | Location, type, and description of required sitiescreening (YMC § Ch. 15.07)                                  |
| <input type="checkbox"/> | Location and size of required site drainage facilities including on-site retention.                           |
| <input type="checkbox"/> | Location, size and surfacing of refuse container area   |
| <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"/> | Calculation of land use density (YMC § 15.05.030 (B))   |

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.