



City of Yakima

**Administrative
Adjustment**

Application Packet

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

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

ADMINISTRATIVE ADJUSTMENT

Occasionally, a proposed project, due to its unique nature, may not meet all of the minimum development standards of the zoning ordinance. In order to provide flexible design, certain development standards may be modified in some cases. Commonly requested adjustments to the standard include: building setbacks, lot coverage, fence heights, parking standards, and sign standards. The Administrative Adjustment process provides that some standards may be reduced or modified, so long as the adjustment is consistent with the public purpose of the Zoning Ordinance. Adjustments are not allowed for minimum lot size, building height, or subdivision requirements. Administrative Adjustments are processed under the Type (2) Review process.

How do I get started? The initial step is to determine if your project will need to go through the Administrative Adjustment review process. The following are some of the site design requirements that may be adjusted: lot coverage, fence height, parking requirements, sign height and size, building setbacks, and sitescreening.

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 will 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 packet 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. 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/more detailed information. The Administrative Official may defer their 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 landowners within 300 feet of the subject. The Notice of Application will follow the notice requirements of YMC Ch. 16.05 and may be either a postcard format or letter size paper. 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 additional information and considering comments received from adjoining property owners and agencies, the Administrative Official shall make a final decision. Notice of the Administrative Official's Decision will be mailed to you and parties of record.

Appeal the Decision? Administrative Adjustment Decisions are final unless appealed. If you are unsatisfied with the written decision, discuss your concerns with a Planner. YMC Ch. 16.08 allows for appeals of the decision, which may include part or all of the written decision. Appeals of Administrative Official decisions must be filed on forms provided by the City along with the appeal fee within 14 days of the date of mailing of the decision.



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: <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"/> Administrative Adjustment		<input type="checkbox"/> Type (1) Review		<input type="checkbox"/> Type (2) Review				
<input type="checkbox"/> Type (3) Review		<input type="checkbox"/> Environmental Checklist (SEPA Review)		<input type="checkbox"/> Transportation Concurrency				
<input type="checkbox"/> Master Application		<input type="checkbox"/> Other: _____		<input type="checkbox"/> Other: _____				
<input type="checkbox"/> (select if submitting two or more applications under YMC Title 15)								
PART II – APPLICATION INFORMATION								
PART III – LAND USE DESIGNATION & REQUIRED ATTACHMENTS (See attached page)								
PART IV – WRITTEN NARRATIVE (See attached page)								
PART VI – SIGN ADJUSTMENT WRITTEN NARRATIVE (See attached page)								
PART VII – SIGN ADJUSTMENT REQUIRED ATTACHMENTS (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)#								
DATE FEE PAID:		RECEIVED BY:		AMOUNT PAID:		RECEIPT NO:		



Supplemental Application For:

ADMINISTRATIVE ADJUSTMENT

YAKIMA URBAN AREA ZONING ORDINANCE, CHAPTER 15.10

PART II - APPLICATION INFORMATION

1. TYPES OF ADMINISTRATIVE ADJUSTMENTS (\checkmark at least one)

SETBACKS: Front _____ Side _____ Rear _____

SIGNS: Height _____ Size _____

FENCES LOT COVERAGE SITESCREENING

PARKING OTHER

2. AMOUNT OF ADJUSTMENT

_____ \pm _____ = _____
Zoning Ordinance Standard Proposed Standard Adjustment

PART III - LAND USE DESIGNATION & REQUIRED ATTACHMENTS

1. PROPOSED USE TYPE (As listed on Table 4-1 Permitted Land Uses – See YMC § 15.04.030)

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

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

1. How would the strict enforcement of the current standard affect your project?

2. How is the proposal compatible with neighboring properties? Have other adjustments been granted nearby?

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

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

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



Supplemental Application For:

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PART VI – SIGN ADJUSTMENT WRITTEN NARRATIVE

NARRATIVE FOR SIGN ADJUSTMENTS ONLY **(REQUIRED BY YMC 15.08.170)**

The following questions shall be answered in addition to the questions on page 4 of this application. Please include in your answers to the following questions information relative to each standard from the sign code (YMC Ch. 15.08) you are seeking to adjust.

1. How does the proposed sign relate to the immediate surroundings, including existing and proposed structures, other signs, neighboring land uses and the character of the zoning district?

2. How are the existing sign standards not adequate to satisfy the needs of your proposal?

3. If the sign is for a multiple-tenant building or multiple-building complex, how will the available sign area be allocated between tenants or leasable spaces?

PART VII – SIGN ADJUSTMENT REQUIRED ATTACHMENTS

1. SITE PLAN which includes the physical components of the sign including sign size, height, shape, color, location and associated landscaping.

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 2nd 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 sitescreening (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.