



City of Yakima

**Development
Agreement**

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.

Development Agreement

A development agreement is a voluntary contract between a local jurisdiction and a person who owns or controls property within the jurisdiction, detailing the obligations of both parties and specifying the standards and conditions that will govern development of the property. Although the agreements are voluntary, once made they are binding on the parties and their successors.

A development agreement provides assurances to the developer that the development regulations that apply to the project will not change during the term of the agreement. The city or county may require conditions to mitigate project impacts, as well as clarification about project phasing and timing of public improvements. RCW 36.70B.170 describes the type of development standards that are appropriate in a development agreement.

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 or site plan. A surveyor or engineer due to the level of detail required for review should prepare the preliminary plat or site plan.

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 will have an opportunity to change aspects of your development agreement to address any concerns raised during the meeting.

Notice of Public Hearing: Following acceptance of your revised development agreement by the City of Yakima Planning Division and Legal Department, the Planning Division will set a date for public hearing before the Yakima City Council at its next available meeting. Ten days prior to the scheduled public hearing the Yakima City Clerk will mail to the applicant/owner and all property owners within 300 feet of the subject property. A notice of public hearing, which will also be published in the Yakima Herald Republic.

City Council Consideration: City Council will hold the required open record public hearing on the date set and will then review the proposed development agreement, staff report, development application, and other appurtenant zoning and subdivision materials. If the City Council determines that the development agreement appropriately incorporates the standards of the Zoning and Subdivision Ordinance, they will approve the development agreement.

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

Conditions of Approval: Approval of your development agreement may contain specific requirements that must be met prior to the City signing and you recording your Development Agreement.

Final Decision: Once the conditions of approval have been completed, 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 _____
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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"/> Development Agreement	<input type="checkbox"/> Binding Site Plan	<input type="checkbox"/> Overlay District
<input type="checkbox"/> Final Long Plat	<input type="checkbox"/> Planned Development	<input type="checkbox"/> Type (3) Review
<input type="checkbox"/> Other: _____	<input type="checkbox"/> Other: _____	<input type="checkbox"/> Other: _____

PART II – SUPPLEMENTAL APPLICATION & PART III – REQUIRED ATTACHMENTS

SEE ATTACHED SHEETS

PART IV – 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:



DEVELOPMENT AGREEMENT

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 /PLAT/ APPROVED LAND USE DEVELOPMENT:

4. CITY FILE NUMBERS FOR APPROVED DEVELOPMENT:

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?

PART III - REQUIRED ATTACHMENTS

1. PRELIMINARY OR APPROVED PLAT/SITE PLAN REQUIRED

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

3. COPIES OF ALL LAND USE APPROVALS APPLICABLE TO THE SUBJECT DEVELOPMENT

4. 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 attached development agreement application to the City of Yakima for review and approval by the City of Yakima. I understand that the city may require modification of the draft development agreement and that failure to meet these conditions may result in a recommendation to the Yakima City Council of denial.

Property Owner Signature (required)

Date

SITE/PLAT PLAN CHECKLIST & 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.

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

<input type="checkbox"/>	The site plan shall be legibly drawn in ink on paper of sufficient size to contain the required information, but not less than 8.5" X 11" for Class (1) projects and 11" X 17", drawn to scale
<input type="checkbox"/>	All site plans shall be drawn to a standard engineering scale and indicated on the site plan. The scale selected shall best fit the paper. Planning staff recommends 1"=20'.
<input type="checkbox"/>	Vicinity and zoning maps identifying the base and overlay zoning designations for the subject site and surrounding property land uses within 500 feet.
<input type="checkbox"/>	Topography and natural resources including: 100-year floodplain; wetlands, rivers, streams, or other critical areas; and natural hazards such as steep slopes greater than 15%, and unstable, impermeable, or weak soils.
<input type="checkbox"/>	Proposed and existing buildings, if any, including use, location, size, and date of construction with the gross floor area of development as well as a breakdown in the uses.
<input type="checkbox"/>	Proposed and existing on-site transportation systems including streets, sidewalks, and bike paths within 200 ft. 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"/>	Location and size of proposed and existing public and private easements and utilities nearby, including: water, sanitary sewer, stormwater retention/treatment facilities, and electrical, telephone, and data transmission lines.
<input type="checkbox"/>	A description of the type, design, and characteristics of the surrounding properties for purposes of assessing the proposed Master Planned Development effects.
<input type="checkbox"/>	Project boundaries with dimensions.
<input type="checkbox"/>	Proposed building and fence heights.
<input type="checkbox"/>	Minimum building setbacks.
<input type="checkbox"/>	Maximum lot coverage.
<input type="checkbox"/>	Sitescreening, landscaping, and trees.
<input type="checkbox"/>	Site features as appropriate to mitigate traffic, environmental, geotechnical, and other impacts as identified in technical studies.
<input type="checkbox"/>	Aesthetic considerations related to building bulk, architectural compatibility, light and glare, urban design, solar access and shadow impacts.
<input type="checkbox"/>	Vision clearance triangles at street intersections and where driveways and curb cuts intersect with streets.
<input type="checkbox"/>	Location and size of proposed or existing signs.
<input type="checkbox"/>	Location and size of required site drainage facilities including on-site retention
<input type="checkbox"/>	Site address, parcel number(s) and zoning designation of subject property.
<input type="checkbox"/>	Name, address, phone number, and signature of the owner or person responsible for the property.

Note: 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.