



City of Yakima

Home Occupation

Zoning Review Application Packet

This application packet is for zoning review for your home-based business. In addition to zoning review, you must also apply for a Washington State Business License and a Yakima city business license endorsement from the Washington State Department of Revenue (www.dor.wa.gov); visit their website for State and City licensing fees. Your city license will not be issued until you receive zoning approval.

It is important that all parts of this application packet be completed. All narratives 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 item not applicable should be so noted. Remember to sign your application and site plan. If you have any questions about your application, please ask to speak with a Planner.

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.

HOME OCCUPATION

Business may be conducted within a dwelling as an accessory use under the provisions of YMC 15.04.120, as long as the home occupation is compatible with other uses permitted in the underlying zone; the existing dwelling is preserved as the primary use of the structure or property; the character of residential neighborhoods are maintained and preserved; and, the efficient use of public services and facilities are promoted by assuring these services are provided to the residential population for which they were planned and constructed, rather than commercial uses.

How do I get started?: The Yakima Urban Area Zoning Ordinance includes a list of permitted home occupations (YMC 15.04.120, Table 4-2). Each permitted home occupation is designated as a Type I, Type II, or Type III Review. For Class 1 uses, a home occupation application is not required but a business license must still be obtained. In general, home occupations are typically low impact businesses, for example: home offices for engineers, accountants, attorneys, physicians, and secretarial services and service offices for day cares, music teachers, beauty parlors, and massage therapy. A list of home occupations that are not allowed are included in YMC § 15.04.120(H). **All home occupations require a Yakima city business license endorsement from the WA State Department of Revenue (www.dor.wa.gov).**

Talk to a City Planner: Prior to submitting your application, you may request a pre-application meeting with the department to become familiar with development regulations and procedures. The first pre-application meeting is free but the request must be applied for online at <https://www.yakimawa.gov/services/planning/land-use-application-forms/pre-application/>.

Submit Your Application: A completed application on forms provided by the Planning Division is required along with an application fee, written narrative, site plan (or aerial photo if photo clearly shows all structures and parking areas and no new construction or site modifications are proposed), and business license application. To expedite the process, be sure that all parts of the application package are completed.

Necessary Conditions: Home occupations are permitted as an accessory use to the residential use of a property only when all the following conditions are met:

1. The home occupation is conducted inside a structure within property on which is established the primary residence of the practitioner(s). For the purpose of administering this section, “primary residence” shall be defined as the residence where a person or persons resides for the majority of the calendar year;
2. The home occupation is incidental and subordinate to the residential functions of the property. No action related to the home occupation shall be permitted that impairs reasonable residential use of the dwelling;
3. There are no external alterations to the building which change its character from a dwelling;
4. The portion of the structure or facilities in which a home occupation is to be sited must be so designed that it may be readily converted to serve residential uses;
5. The business is conducted in a manner that will not alter the normal residential character of the premises by the use of color, materials, lighting and signs, or the emission of noise, vibration, dust, glare, heat, smoke or odors;
6. The home occupation does not generate materially greater traffic volumes than would normally be expected in the residential neighborhood; the frequency of deliveries should be comparable to that of a single-family home without a home business;
7. There is no outside storage or display of any kind related to the home occupation;
8. The home occupation does not require the use of electrical or mechanical equipment that would change the fire rating of the structure;
9. The home occupation does not require the use of electrical equipment that exceeds FCC standards for residential use;
10. The home occupation does not increase water or sewer use so that the combined total use for the dwelling and home occupation is significantly more than the average for residences in the neighborhood;
11. A business license is purchased where required;
12. The home occupation is conducted only by immediate family members residing in the dwelling;
13. All stock in trade kept for sale on the premises is produced on site by hand without the use of automated or production line equipment.

Materials and Storage: The storage of equipment, materials, or goods shall be permitted in connection with a home occupation provided such storage complies with the following standards:

1. All equipment, materials, or goods shall be stored completely within the space designated for home occupation activities and not visible from the public right-of-way.
2. Only those materials or goods that are utilized or produced in connection with the home occupation may be stored within the dwelling unit or accessory building.
3. All flammable or combustible compounds, products, or materials shall be maintained and utilized in compliance with fire code.
4. The frequency of home deliveries should be comparable to that of a single-family home without a home occupation associated with the residence.

Appearance of Home: The approval of the home occupation should not change the neighborhood appearance. To address this concern, signs are limited to one small non-illuminated nameplate (two square feet in size) displayed on the wall of the residence. Also, alterations to the residence cannot be changed to the extent that the structure could not be used as a home in the future.

Type I Review – Permitted Home Occupation

Class 1 uses are permitted outright in the zoning districts identified in Table 4-2 (YMC 15.04.120); no application is required but a business license will still need to be obtained.

Home occupations in existing dwellings in the **commercial and industrial zoning districts** shall follow the land use requirements of the R-3 zoning district. See Table 4-2 on pg. 5 of this application packet to determine the type of review required, if any.

Type II Review – Approval by the Administrative Official Required

Applications for Class 2 uses are generally permitted in the zoning districts identified in Table 4-2 (YMC 15.04.120), however the compatibility cannot be determined in advance; therefore a Type II review by the administrative official is required under the provisions of YMC Chapter 15.14. The administrative official may request any other information necessary to clarify the application or determine compliance. An aerial photo or general site plan conforming to the provisions of YMC 15.11.040 shall accompany the application. In certain circumstances, the administrative official may require that a Class 2 use undergo a Type III review.

Notice of Application – A copy of your application, narrative, 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. 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 all the public comments received, the administrative official shall make a final decision. The Notice of Decision will be mailed to you and all parties of record.

Appeals – Decisions by the Administrative Official under Type II review may be appealed to the Hearing Examiner in accordance with YMC Ch. 16.08. Appeals must be filed within 14 days of the date of decision on forms provided by the Planning Department along with the appeal application fee.

Type III Review – Public Hearing and Approval by the Hearing Examiner Required

Applications for Class 3 uses are generally not permitted in a particular district, but may be allowed by the Hearing Examiner after a Type III review and public hearing. The procedures in YMC Chapter 15.15 shall be used to review and evaluate Class 3 uses or Class 2 uses that have been forwarded to the Hearing Examiner for review. The planner or hearing examiner may request any additional information necessary to clarify the application or determine compliance. A detailed site plan or aerial photo conforming to the provisions of YMC 15.11.050 shall accompany the application.

Notice of Application and Public Hearing – A copy of your application, narrative, preliminary site plan, and other pertinent information will be mailed to you and all property owners within 300 feet of the subject property. A Notice of Application and Public 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 opportunity for the public to submit written comments which may be submitted up to the hearing date and at the public hearing.

Attend the 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 a.m. in the City Hall Council Chambers. These hearings are recorded and televised on the Yakima Public Access Channel (YPAC). Your or your representative must attend the hearing; however, legal representation is not required.

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

Appeals – Decisions by the Hearing Examiner under Type III review may be appealed to Yakima County Superior Court.

Home Occupations in Existing Dwellings in the Commercial and Industrial Zoning Districts

Proposed Home Occupations in existing dwellings in the commercial and industrial zoning districts shall follow the land use requirements of the R-3 zoning district. See Table 4-2 on pg. 5 of this application packet to determine the type of review required, if any.

Unclassified Home Occupation – Review by the Hearing Examiner

Home occupations not listed in Table 4-2 shall be reviewed by the Hearing Examiner in accordance with the provisions of YMC Chapter 15.22; provided, any unclassified home occupation permitted after review and decision by the Hearing Examiner in a particular district shall be allowed only as a Class 2 or Class 3 use.



LAND USE APPLICATION

CITY OF YAKIMA, DEPARTMENT OF COMMUNITY DEVELOPMENT
129 NORTH SECOND STREET, 2ND FLOOR, YAKIMA, WA 98901
PHONE: (509) 575-6183 FAX: (509) 575-6105

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.

PART I - GENERAL INFORMATION AND PART II – CERTIFICATION are on this page. PART III, IV, and V contain additional information specific to your proposal and may require attachments.

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: [] Same as 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

8. Type Of Application: (**Application Fee Required per YMC 15.26**)

Type (2) Review Home Occupation Type (3) Review Home Occupation

PART II – CERTIFICATION

I certify that the information on this application and the required attachments are true and correct to the best of my knowledge. If granted a home occupation permit, I agree to comply with the requirements established for home occupations in Chapter 15.04 of the Yakima Urban Area Zoning Ordinance and acknowledge that I am subject to those penalties established by said ordinance should I fail to comply. I further agree to comply with all Building, Plumbing, Mechanical and any other Code of the City of Yakima in connection with the structure utilized for the home occupation.

Property Owner's Signature

Date

Applicant's Signature

Date

FILE/APPLICATION(S)#

DATE FEE PAID:	RECEIVED BY:	AMOUNT PAID:	RECEIPT NO:
----------------	--------------	--------------	-------------



Supplemental Application For:
HOME OCCUPATIONS
 YAKIMA MUNICIPAL CODE CH. 15.04.120

PART III - BUSINESS INFORMATION

1. BUSINESS NAME:

2. BUSINESS TYPE (Check One Below): TABLE 4-2 PERMITTED HOME OCCUPATIONS (ORD#2023-026)

1 = Type (1) Permitted Home Occupation; no home occupation application required.

2 = Type (2) Review and Approval by the Administrative Official Required

3 = Type (3) Review Public Hearing and Approval by the Hearing Examiner Required

Proposed Home Occupations in existing dwellings in the commercial and industrial zoning districts shall follow the land use requirements of the R-3 zoning district (YMC 15.04.120(B)).

* Refers to definition in YMC Chapter 15.02

	SR	R-1	R-2	R-3
<input type="checkbox"/> Barbershop, beauty parlor	2	2	2	2
<input type="checkbox"/> Business administration*	1	1	1	1
<input type="checkbox"/> Day care, family home*	1	1	1	1
<input type="checkbox"/> Dentist	1	2	2	2
<input type="checkbox"/> Dog grooming	2	3	3	3
<input type="checkbox"/> Food preparation*	1	1	1	1
<input type="checkbox"/> Home contractor*	1	1	1	1
<input type="checkbox"/> Home instruction* 1—5 students	1	1	1	1
<input type="checkbox"/> Home instruction* 6—8 students	2	2	2	2
<input type="checkbox"/> Home Office*	1	1	1	1
<input type="checkbox"/> Locksmith and Gunsmith	1	1	1	1
<input type="checkbox"/> Physician	1	2	2	2
<input type="checkbox"/> Product assemblage/service*	1	2	2	2
<input type="checkbox"/> Massage therapy/spa*	1	1	1	1
<input type="checkbox"/> Short Term Rental*	1	1	1	1
<input type="checkbox"/> Taxicab Operator*	1	1	1	1
<input type="checkbox"/> Wedding service	2	2	2	2

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

1. Fully describe the proposed nature of business, parking spaces, and traffic impacts. Describe the hours of operation, days per week and estimate the number of hours a month you will be working.

2. Please list all owners and employees associated with this business.

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

3. How is the proposal compatible to neighboring properties? Are any mitigation measures proposed to promote compatibility?

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

FOR FAMILY HOME DAYCARE:

What is the number of children you are licensed for/will be caring for? _____

- Please provide a floor plan of your residence, showing what area(s) will be used for the in-home daycare. (Clearly identify those areas on the plan in a different color ink or markings.)
- A fire inspection is required for in-home daycares for 6 or more children. The inspection must be scheduled and approved prior to issuance of the home occupation permit/general business license. Contact the Yakima Fire Department to schedule an inspection at (509) 575-6060.
 1. Smoke detectors are required in and adjoining children's sleeping areas.
 2. Fire extinguisher (Minimum 2A10:BC) is required for every floor level used for daycare.
 3. Compliance with Section 310 of the Washington State Amendments.

PART V – REQUIRED ATTACHMENTS

1. **SITE PLAN OR AERIAL PHOTO:** (Required for all applications except Business Administration).
See site plan checklist for general or detailed site plan requirements. An aerial photo may be submitted in lieu of a site plan if the photo shows all structures and parking areas and no new construction or site modifications are proposed.

GENERAL SITE PLAN CHECKLIST FOR TYPE II REVIEW

The site plan shall also include any other information required by the Department or Administrative Official to clarify the proposal, assess its impacts, or determine compliance with this Title. The administrative official may accept an aerial photo of the site in lieu of a site plan when the aerial photo clearly shows all structures and parking areas and no new construction or site modifications are proposed.

All general site plans shall be drawn to scale and be legibly drawn, prepared, or printed on 8 ½”x11” or 11”x17” paper size, unless otherwise requested. The scale of the drawing shall be a standard engineering scale and shall reasonably utilize the paper’s size.

General Site Plan Checklist for Type II Review – YMC §15.11.040(B):

- | |
|--|
| <input type="checkbox"/> Parcel Number(s) |
| <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 |

DETAILED SITE PLAN CHECKLIST FOR TYPE III REVIEW

In Order For Application To Be Determined Complete, A Site Plan Must Be Completed And Submitted.

The administrative official may accept an aerial photo of the site in lieu of a site plan when the aerial photo clearly shows all structures and parking areas and no new construction or site modifications are proposed.

A Detailed Site Plan Is Required: On August 6, 1996, the City Council passed a resolution (No. R-96-91) adopting a requirement that all site plans submitted with any City of Yakima building permit application, land use application, and environmental application must contain the following information listed below and be acceptable 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 the 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.

Note: You may benefit from the aid of a professional in the preparation of a site plan.

- 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. Computer drafted site plans are acceptable.
- 2) **Size of Paper:** 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 Type (1) Review and 11" X 17" for Type (2) and Type (3) Reviews.
- 3) **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.
- 4) **Drawn to Scale:** 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. The recommended scale shall be: 1"=20'. For example, if the distance from a structure to a property line is 20 feet, then the distance on the site plan will be 1 inch.
- 5) **Use Site Plan Checklist:** Use the site plan checklist and provide all applicable information on the site plan.
- 6) **Fill In Information On The Site Plan Template Available At The City Of Yakima Or Attach The Information Below To Your Site Plan:** Complete all information requested on the bottom of the site plan template. If you use a different medium, provide the requested information on the alternative paper.

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.

Check all boxes as: 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

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.

NECESSARY CONDITIONS – Home Occupations are permitted as an accessory use to the residential use of a property only when all the conditions below are met.

By signing the application, I acknowledge that my home-based business will comply with each of the thirteen (13) conditions outlined in 15.04.120(C) and each of the four (4) conditions outlined in 15.04.120(D) of the Yakima Urban Area Zoning Ordinance.

- The home occupation is conducted inside a structure within property on which is established the primary residence of the practitioner(s). For the purposes of administering this section, “primary residence” shall be defined as the residence where a person or persons resides for the majority of the calendar year.
- The home occupation is incidental and subordinate to the residential functions of the property. No action related to the home occupation shall be permitted that impairs reasonable residential use of the dwelling;
- There are no external alterations to the building which changes its character from a dwelling;
- The portion of the structure or facilities in which a home occupation is to be sited must be so designed that it may be readily converted to serve residential uses;
- The business is conducted in a manner that will not alter the normal residential character of the premises by the use of color, materials, lighting and signs, or the emission of noise, vibration, dust, glare, heat, smoke, or odors;
- The home occupation does not generate materially greater traffic volumes than would normally be expected in the residential neighborhood;
- There is no outside storage or display of any kind related to the home occupation;
- The home occupation does not require the use of electrical or mechanical equipment that would change the fire rating of the structure;
- The home occupation does not require the use of electrical equipment that exceeds FCC standards for residential use;
- The home occupation does not increase water or sewer use so that the combined total use for the dwelling and home occupation is significantly more than the average for residences in the neighborhood;
- A business license is purchased where required
- The home occupation is conducted only by immediate family members residing in the dwelling; and,
- All stock in trade kept for sale on the premises is produced on-site by hand without the use of automated or production line equipment.
- All equipment, materials, or goods shall be stored completely within the space designated for home occupation activities and not visible from the public right-of-way.
- Only those materials or goods that are utilized or produced in connection with the home occupation may be stored within the dwelling unit or accessory building.
- All flammable or combustible compounds, products, or materials shall be maintained and utilized in compliance with fire code.
- The frequency of home deliveries should be comparable to that of a single-family home without a home occupation associated with the residence.

DECLARATION REGARDING ADA EXEMPTION

Please fill out the Declaration Regarding ADA Exemption if clients DO NOT come to your residence:

I, _____, am engaged in a home occupation business, _____, in my
(applicant name) (name of business)
 residence located at _____ Yakima, WA 9890 __. The floor area of my residence is _____ sq. ft.
 and the area used for business purposes is _____ sq. ft. I assure the City of Yakima that the walk-in public will not be invited
 onto the premises as a customer of my business. I am not renovating or expanding the building. If I do such, I understand that I
 need to obtain a building permit. I declare, under penalty of perjury under the laws of the State of Washington that my statements
 above are true.

Signature

Date