



# City of Yakima

# Variance

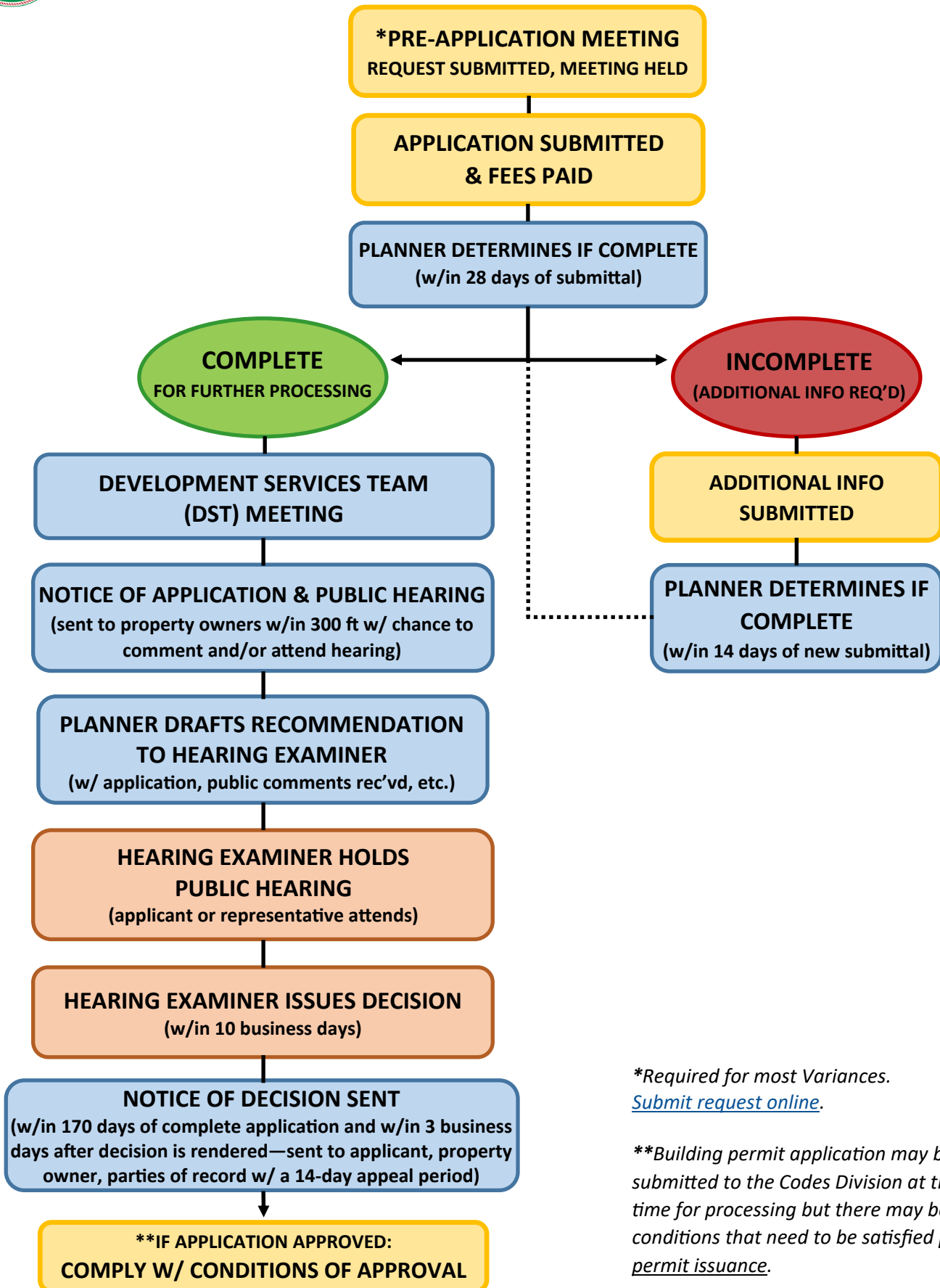
## Application Packet

### About this Application:

A Variance is a modification of the specific regulations in accordance with the terms of [YMC Title 15](#) for the purpose of assuring that no property, because of special circumstances applicable to it, shall be deprived of privileges commonly enjoyed by other properties in the same vicinity and zoning district. It is the intent that the variance be used only to overcome some exceptional physical condition of land that prevents any reasonable use of the property. A Variance shall be granted only when the applicant demonstrates that the Variance will not be contrary to the public interest, is not self-created, and that practical difficulty and unnecessary hardship will result if it is not granted.

**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.



*\*Required for most Variances.  
[Submit request online.](#)*

*\*\*Building permit application may be submitted to the Codes Division at the same time for processing but there may be conditions that need to be satisfied prior to permit issuance.*



## COMMUNITY DEVELOPMENT DEPARTMENT

### Planning Division

129 N. 2<sup>nd</sup> St., Yakima, WA 98901

Phone: (509) 575-6183 Email: [Ask.Planning@yakimawa.gov](mailto:Ask.Planning@yakimawa.gov)

# VARIANCE

## LAND USE APPLICATION FORM ([YMC CH. 15.21](#))

Please complete this page and the attached forms. 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 non-refundable.

### APPLICANT INFORMATION:

Name: \_\_\_\_\_ Company (if applicable): \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Interest in Property: ☐ Property Owner ☐ Agent ☐ Purchaser Other: \_\_\_\_\_

### PROPERTY OWNER INFORMATION (check if same as applicant ☐)

Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

### SUBJECT PROPERTY INFORMATION

Address: \_\_\_\_\_

Parcel Number(s) (if lengthy, attach on separate document): \_\_\_\_\_

Legal Description (if lengthy, attach on separate document): \_\_\_\_\_

Current Zoning Designation:

☐ SR ☐ R-1 ☐ R-2 ☐ R-3 ☐ B-1 ☐ B-2 ☐ HB ☐ SCC ☐ LCC ☐ CBD ☐ GC ☐ AS ☐ RD ☐ M-1 ☐ M-2

### PRE-APPLICATION MEETING

Has a pre-application meeting been held for this request? ☐ Yes ☐ No

If not, please request a pre-application meeting here: <https://www.yakimawa.gov/services/planning/pre-application/>

### 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

### STAFF USE ONLY:

File/Application #: \_\_\_\_\_

Date Paid: \_\_\_\_\_ Received By: \_\_\_\_\_ Amount Paid: \_\_\_\_\_

Receipt No.: \_\_\_\_\_



# VARIANCE

## LAND USE APPLICATION FORM (CONT'D)

### APPLICATION QUESTIONS:

1. Proposed land use (as defined by [YMC 15.04.030](#), Table 4-1):
2. What are the existing uses of this property?
3. Type of Variance (check all that apply):  
☐ Lot Size ☐ Building Height ☐ Sign Standards ☐ Other: \_\_\_\_\_
4. Variance is from YMC \_\_\_\_\_ (reference chapter, section)
5. Amount of Variance:  

_____	+	_____	=	_____
Zoning Standard		Proposed Standard		Amount of Variance

### APPLICATION NARRATIVE

A variance shall be granted only when the applicant demonstrates that the variance will not be contrary to the public interest, is not self-created, and that practical difficulty and unnecessary hardship will result if it is not granted. The applicant must clearly establish and substantiate that the request for variance conforms to all the requirements:

1. Would granting the variance be consistent with the general purpose and intent and not be injurious to the neighborhood or otherwise detrimental to the public welfare?
2. Would granting the variance permit the establishment of a use not permitted in a particular zoning district?

**VARIANCE**  
**LAND USE APPLICATION FORM (CONT'D)**

3. Does a unique circumstance exist that is not generally applicable to land or structures in the neighborhood?
4. Would the strict application of the provisions deprive the applicant of reasonable use of such land or structure?
5. Does an unnecessary hardship exist?
6. What is the minimum variance needed?
7. Is the property located in the Floodplain or Airport Overlay?



## **VARIANCE**

### **LAND USE APPLICATION FORM (CONT'D)**

**THE BELOW QUESTIONS ARE APPLICABLE ONLY TO VARIANCES LOCATED IN THE FLOODPLAIN AND AIRPORT OVERLAYS**

1. Will the proposed variance or development result in an increase of danger to life and property due to flooding or airport conflicts?
  
  
  
  
  
  
  
  
  
  
2. Please provide an explanation of the importance of the services provided by the proposed use to the community.
  
  
  
  
  
  
  
  
  
  
3. Please provide an explanation of why the proposed development needs a waterfront or airport location.
  
  
  
  
  
  
  
  
  
  
4. Are there other locations for the proposed use, which are not subject to flooding or airport hazards?
  
  
  
  
  
  
  
  
  
  
5. Please provide an explanation of how the proposed use is compatible with existing and anticipated development in the area.
  
  
  
  
  
  
  
  
  
  
6. Please explain the relationship of the proposed use to the airport master plan and floodplain management program.

**REQUIRED ATTACHMENTS:**

1. SITE PLAN meeting the requirements of the attached site plan checklist



# CITY OF YAKIMA SITE PLAN CHECKLIST

## For Land Use Review & Building Permits



Site plans required for land use review and building permits shall include the items listed below.

Sections from the Yakima Municipal Code are referenced by some items to help guide applicants. This is not a comprehensive list. View the full Yakima Municipal Code here: <https://www.codepublishing.com/WA/Yakima/>

- ☐ Property address, parcel number, and zoning designation;
- ☐ Legal description of the land;
- ☐ North arrow and scale of drawing;
- ☐ Name of applicant, phone number, signature of property owner and project name;
- ☐ Actual dimensions and shape of the lot to be built upon;
- ☐ Sizes and location of existing structures on the lot to the nearest foot;
- ☐ Location and dimensions of proposed structures and uses;
- ☐ All structure setbacks ([YMC § 15.05.030](#));
- ☐ Lot coverage calculations ([YMC § 15.05.020\(C\)](#));
- ☐ Clearview triangle ([YMC § 15.05.040](#));
- ☐ Size and location of proposed and existing utility easements and other easements;
- ☐ Location and size of required site drainage facilities including on-site retention;
- ☐ Adjacent Right-of-Way dedication and frontage improvements;
- ☐ Distance(s) of structures to property line and to the centerline of the Right-of-Way ([YMC § 15.05.030](#), Table 5-1);
- ☐ Location of ingress and egress, including curb cuts intersecting with streets and dimensions of proposed or existing driveways ([YMC § 15.06.065](#));
- ☐ Location and size of parking stalls with accessible parking spaces and aisles identified ([YMC Ch. 15.06](#));
- ☐ Location of electric vehicle (EV) infrastructure;
- ☐ Parking circulation plan with proposed landscaping and sitescreening ([YMC Ch. 15.06](#));
- ☐ Location and size of new or existing loading spaces ([YMC § 15.06.130](#));
- ☐ Proposed and existing signage ([YMC Ch. 15.08](#)); and
- ☐ Proposed or existing mailbox location.

**A site plan for development in the floodplain overlay shall also include the following information:**

- ☐ Size and location of floodplain and floodway on the lot;
- ☐ Elevation in relation to the one-hundred-year flood level of the lowest floor (including basement) of all structures;
- ☐ Elevation in relation to mean sea level of any structure that has been floodproofed;
- ☐ Certification by a registered professional engineer or architect that established floodproofing standards have been met;
- ☐ Description of the extent to which any watercourse will be altered or relocated as a result of the proposed development; and
- ☐ Any other site plan requirements identified in [YMC Ch. 15.27](#) Part Four.

*Additional information may be requested. Projects requiring work in the public right-of-way or involving city water main lines or sewer main lines will be required to submit civil plans to the Engineering Division for review.*