



City of Yakima

Temporary Emergency Housing Facility for the Homeless

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**

Revised 12/2025
Check <https://www.yakimawa.gov/services/planning/land-use-application-forms/> for the most current version of this application form.



TEMPORARY EMERGENCY HOUSING FACILITY FOR THE HOMELESS PERMIT APPLICATION (YMC 6.92)

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. A copy of YMC 6.92 is included for your reference.

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"/> Legal possessory interest (must provide documentation showing legal possessory interest, like a lease agreement)				
3. Property Owner's Information (If other than Applicant):	Name:						
	Mailing Address:						
	City:		St:		Zip:		Phone: ()
	E-Mail:						
4. What type of facility are you seeking to be permitted?							
<input type="checkbox"/> Indoor overnight shelter <input type="checkbox"/> Outdoor encampment <input type="checkbox"/> Temporary small house(s) <input type="checkbox"/> Vehicle resident safe parking program							
5. Will the facility be run by a Managing Agency?							
<input type="checkbox"/> Yes <input type="checkbox"/> No							
If "Yes" please provide the name, mailing and physical address, email address and telephone number of the Managing Agency and attach a copy of the agreement between the religious organization and the managing agency to operate the facility.							
6. Legal Description of Property and Assessor's Parcel Number(s). (if the description does not fit in this space, please attach it on a separate document)							
7. Property Address:							
8. Are you a religious organization? Religious organization is defined as the federally protected practice of a recognized religious assembly, school, or institution that owns or controls real property (YMC 6.92.020).							
<input type="checkbox"/> Yes <input type="checkbox"/> No							

PART II – SUPPLEMENTAL APPLICATION, PART III – REQUIRED ATTACHMENTS

9. SEE ATTACHED SHEETS

PART IV – CERTIFICATION

10. I certify that the information on this application and the required attachments are true and correct to the best of my knowledge.

Applicant's Signature

Date

Applicant's Signature

Date

FILE/APPLICATION(S)#



Supplemental Application For:
TEMPORARY SHELTER PERMIT
YAKIMA MUNICIPAL CODE CHAPTER 6.92

PART II - APPLICATION INFORMATION

1. Public Meeting Date and Time:

2. Memorandum of Understanding (MOU) Fire and Life Safety Requirement (YMC§6.92.040):

The religious organization and managing agency shall enter into a memorandum of understanding for fire safety that includes the following:

1. The ability for the city to conduct inspections;
2. An agreed-upon set of appropriate emergency procedures
3. A site plan showing the most viable means to evacuate occupants from inside the facility, exit signage, and panic bar exit doors;
4. An agreement for a fire watch requiring:
 - a. Posted safe means of egress;
 - b. Operable smoke detectors, carbon monoxide detectors (as necessary) and fire extinguishers; and
 - c. A plan for monitors who spend the night awake and are familiar with emergency protocols, who have suitable communication devices, and who know how to contact the local fire department.

3. Memorandum of Understanding Operation (YMC§6.92.080, required):

At a minimum, the memorandum of understanding must include information regarding:

- A. The right of a resident of the facility to seek public health and safety assistance;
- B. How the residents will be able to access social services on site;
- C. Ensure the residents have the ability to directly interact with the religious organization, including how residents can express concerns regarding the managing agency to the religious organization (if applicable);
- D. A written code of conduct agreed to by the managing agency (if applicable), the religious organization, and all volunteers working with the residents of the facility
- E. If the managing agency is publicly funded, that the religious organization has the ability to interact with residents of the facility using a release of information;
- F. An agreement that the adult residents of the facility shall be subject to a sex offender check by local law enforcement, with an acknowledgement that the religious organization retains the authority to allow such an offender to remain on the property;
- G. If the facility is a vehicle resident safe parking program facility, a requirement that the host religious organization or its managing agency shall inform vehicle residents of how to comply with laws regarding the legal status of vehicles and drivers, and provide relevant requirements in the code of conduct consistent with area standards;
- H. A requirement to work with the local agencies administering the homeless client management information system if the religious organization works with a publicly funded managing agency, or, if the religious organization does not work with a publicly funded managing agency, an encouragement to work with the local agencies administering the homeless client management information system. This is not a requirement or recommendation for temporary overnight extreme weather shelters operated out of religious organization buildings;
- I. That the religious organization and managing agency (if applicable) will not refuse to host any resident or prospective resident because of age, sex, marital status, sexual orientation, race, creed, color, national origin, honorably discharged veteran or military status, or the presence of any sensory, mental, or physical disability or the use of a trained dog guide or service animal by a person with a disability, as those terms are defined in RCW 49.60.040, if the religious organization and/or managing agency receive funding from any government agency;
- J. A site plan of the temporary emergency housing facility, including, but not limited to, ingress and egress, emergency access, location of sanitary facilities and number of facilities, location of utilities, temporary fencing locations, and the layout of the locations of the individual housing units or parking spaces to be used, and any other temporary emergency housing facilities and services.

4. Will the facility allow for a safe parking program? ☐ Yes ☐ No

If yes, the following criteria shall be met:

A. Where a religious organization has available spaces for a vehicle resident safe parking program as determined by section D of this section, the maximum ratio of parking spots allowed for a vehicle resident safe parking program is one space devoted to safe parking per ten on-site parking spaces at the site.

B. Restroom access shall be provided either within the buildings on the property or through use of portable facilities. Restrooms shall include handwashing stations or facilities in an adequate number as determined by the city. Restroom and handwashing station access shall be available at all hours of the day and night.

C. If recreational vehicles are hosted at the vehicle resident safe parking program site, provision must be made by the religious organization or managing agency for proper disposal of waste from the recreational vehicle.

D. Religious organizations providing safe parking spaces must continue to abide by the parking requirements in YMC 15.06 so that the provision of safe parking spaces does not reduce the total number of available parking spaces below the minimum number of spaces required by the city, unless the memorandum of understanding entered into reduces the minimum number of on-site parking spaces required. There is no obligation by the city to reduce the minimum number of on-site parking spaces required when entering into the memorandum of understanding required by this chapter.

12. Certification:

If granted a Temporary Emergency Housing Facility for the Homeless, I agree to comply with the requirements established for Temporary Shelter Permit as outlined in Yakima Municipal Code Chapter 6.92. I hereby swear and affirm that the issuance of a Temporary Shelter Permit for this service will not be detrimental to neighboring properties and the public health, safety, and general welfare. I further agree to comply with all Building, Plumbing, Mechanical, and any other City of Yakima Code in connection with the structures utilized for the Temporary Use Permit.

Failure to obtain a permit prior to operation is unlawful and punishable by a fine of \$250.00. Each day of operation constitutes a new and separate offense.

Applicant Signature (required)

Date

PART III - REQUIRED ATTACHMENTS

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 CHECKLIST & INSTRUCTIONS

In Order For Application To Be Determined Complete, A Site Plan Conforming to YMC 6.92 must be included with your application.

A Site Plan Is Required: All information that is applicable to your proposal, listed below, required by YMC 6.92, and outlined in the MOU shall be clearly displayed on the site plan. Please provide a carefully drawn and scaled site plan with all required information. An application cannot be processed until a site plan conforming with YMC 6.92 is submitted. Please complete this checklist and include it with your 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.
- 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) **Use Site Plan Checklist:** Use the site plan checklist below, as well as the guidelines and requirements found in YMC 6.92 and the template MOU and provide all applicable information on the site plan. If two different site plans are necessary or convenient, one general and one for the fire and life safety requirements, please submit two plans. The site plan(s) must contain all pertinent information. Items not applicable to the proposed project may be included in addition and for the information of the City.

Fill In Information On The Site Plan Template Available At The City Of Yakima. You may use the basic site plan template found here to complete your site plan(s): <https://www.yakimawa.gov/services/planning/files/2024/07/SITE-PLAN-TEMPLATE.pdf>

<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".
<input type="checkbox"/>	Site address, parcel number(s) and zoning designation of subject property.
<input type="checkbox"/>	Property boundaries
<input type="checkbox"/>	Names of all existing streets bounding the site.
<input type="checkbox"/>	Dimensions, location and use of existing structures
<input type="checkbox"/>	Structure setbacks.
<input type="checkbox"/>	North Arrow.
<input type="checkbox"/>	Location and size of all parking spaces shown on the site plan.
<input type="checkbox"/>	Location and dimensions of proposed or existing driveway approaches.
<input type="checkbox"/>	Location and size of proposed or existing signs.
<input type="checkbox"/>	Location and size of existing or proposed public sidewalks that are adjacent to the 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 proposalor determine compliance with the YMC and other laws and regulations.



DECLARATION OF PUBLIC FORUM

I, _____, state and declare under penalty of perjury as follows:

1. I am the _____ of the applicant for a Temporary Emergency Housing Facility for the Homeless under Yakima Municipal Code 6.92. I am over the age of 18 and have personal knowledge as to matters discussed herein.

2. On _____ (date) at _____ (time) the applicant held the required public forum at the following location: _____.

3. The forum was open to the public. At the public forum all attendees were invited to comment on and discuss their concerns, and the concerns of the neighborhood.

I certify under penalty of perjury of the laws of the State of Washington that the foregoing is true and correct.

DATED this ____th day _____, 202____, at Yakima, Washington.

Name:

Title:

**MEMORANDUM OF UNDERSTANDING
TEMPORARY EMERGENCY HOUSING FACILITY FOR THE HOMELESS
YMC 6.92**

COME NOW the parties: the CITY OF YAKIMA, a municipal corporation, and _____, a religious organization, and _____, a _____, its managing agency, and agree to this Memorandum of Understanding regarding operation of a temporary emergency housing facility for the homeless in the city of Yakima.

1. RECITALS

WHEREAS, homelessness is an emergent issue within the city and during weather and other emergencies people who are unhoused need a place to go for shelter; and

WHEREAS, religious organizations, such as _____, can provide a safe environment for temporary shelter, with appropriate fire and life safety requirements and communication with the neighborhood; and

WHEREAS, this MOU sets forth the expectations, as outlined and required by Yakima Municipal Code section 6.92, to operate a temporary emergency housing facility for the homeless in the city of Yakima.

2. MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding ("MOU") outlines the expectations and requirements regarding fire and life safety and other matters as required by YMC 6.92 between _____ ("Organization"), its managing agency _____ ("Agency") and the City of Yakima ("City") to operate a temporary emergency housing facility for the homeless ("Facility").

A. Location and Hours of Operation

Organization will operate a temporary emergency housing facility for the homeless, as allowed under YMC 6.92, at the following location:

[insert address/location]

The Shelter will offer the following general services:

[insert general services and types of shelter offered]

It is anticipated that the hours of operation will be from XXXX to XXXX each day.

B. Managing Agency (use if Organization is utilizing a managing agency to operate the shelter)

Organization has contracted with Agency to operate the Facility. By signing this MOU, the Agency certifies that it has the capacity to organize and manage the Facility. A fully executed copy of the management agreement between Organization and Agency is included with the Application and

fully incorporated herein. Any amendments to the management agreement during the term of this MOU or the temporary emergency housing facility for the homeless permit shall be provided to City within five (5) days of execution.

C. Term

The Facility may be open during the following term and only while there is a valid issued temporary emergency housing facility permit:

[Insert start date and end date of Facility—see YMC 6.92.030]

D. Fire and Life Safety Requirements

[Use this section if there is a sprinkler system in the Facility]

The Organization and Agency shall abide by the emergency procedures attached hereto and fully incorporated herein. Those procedures shall be provided to all volunteers and staff at the Facility and available on-site during hours of operation. The emergency procedures shall include emergency telephone numbers for local representatives who can respond to an emergency if they are not on-site.

The Facility shall have operable smoke detectors, carbon monoxide detectors, and fire extinguishers located appropriately for emergency use.

The Organization and Agency shall post a site plan showing the most viable means to evacuate occupants from the Facility. The site plan shall also show where exit signage and panic bar exit doors are located. Indoor facilities shall have a minimum of two accessible exits. The site plan attached hereto must be approved by the City as in conformance with YMC 6.92. Amendments to the site plan shall conform to YMC 6.92 and be provided to the City.

[Use this section if there is no sprinkler system in the Facility]

The Organization and Agency shall abide by the emergency procedures attached hereto and fully incorporated herein. Those procedures shall be provided to all volunteers and staff at the Facility and available on-site during hours of operation. The emergency procedures shall include emergency telephone numbers for local representatives who can respond to an emergency if they are not on-site.

The Facility shall have operable smoke detectors, carbon monoxide detectors, and fire extinguishers located appropriately for emergency use.

The Organization and Agency shall post a site plan showing the most viable means to evacuate occupants from the Facility. The site plan shall also show where exit signage and panic bar exit doors are located. Indoor facilities shall have a minimum of two accessible exits. The site plan attached hereto must be approved by the City as in conformance with YMC 6.92. Amendments to the site plan shall conform to YMC 6.92 and be provided to the City.

The Organization and Agency confirm that there is no sprinkler system in the Facility. As such, the Organization and Agency agree to maintain a fire watch requiring the following in addition to the other requirements for fire and life safety. The fire watch shall include a plan for monitors who

spend the night awake and are familiar with emergency protocols, who have suitable communication devices, and who know how to contact the local fire department. The fire watch plan shall be provided to the City.

E. Facility Policies and Requirements

To protect the public health and safety of both the residents of the Facility and the residents of the City, the Organization and Agency agree, pursuant to YMC 6.92.080, as follows:

1. Each resident of the Facility shall be able to seek public health and safety assistance. The Facility will allow residents to seek public health and safety assistance as follows:

[Insert answer]

2. Residents will access social services on site by:

[Insert answer]

3. Residents are able to express concerns regarding the Organization and/or Agency by direct interaction with the Organization. The policy for expressing concerns is:

[Insert answer]

4. The Facility shall have a written code of conduct that is signed by the Organization, the Agency, and all volunteers working with the residents of the Facility. A copy of the written code of conduct is attached hereto. In the event the code of conduct is amended, a copy shall be provided to the City.
5. All adult residents of the Facility shall be subject to a sex offender check by local law enforcement. The Organization retains the authority to allow such an offender to remain at the Facility.
6. A site plan shall be provided to the City that includes, but is not limited to, ingress and egress, emergency access, location of sanitary facilities (and number of facilities), location of utilities, temporary fencing locations (if applicable), and the layout of the locations the temporary housing facilities and services.
7. If the Agency is publicly funded, the Organization has the ability to interact with residents of the Facility using a release of information form.
8. If the Agency or Organization is publicly funded, it is required to work with local agencies administering the homeless client management information system. If it is not publicly funded, the Agency and Organization are encouraged to do so. However, this is not a requirement or recommendation for Organizations operating extreme weather shelters out of religious organization buildings.
9. If the Organization or Agency receive funding from any governmental agency, they will not refuse to host any resident or prospective resident because of age, sex, marital status, sexual orientation, race, creed, color, national origin, honorably discharged veteran or military status, or the presence of any sensory, mental, or physical disability

or the use of a trained dog guide or service animal by a person with a disability, as those terms are defined in RCW 49.60.040.

F. Compliance with Law.

Organization and Agency shall comply with all applicable sections of Yakima Municipal Code Chapter 6.92, and all applicable federal, state and local laws.

G. Vehicle Resident Safe Parking Program. Insert if providing this type of Facility

If the Organization and Agency are operating a Vehicle Resident Safe Parking Program, as defined by YMC 6.92.020(j), the Organization and Agency shall comply with the provisions and requirements of YMC 6.92.060 in addition to the requirements set forth in this MOU.

The Organization and Agency operating a Vehicle Resident Safe Parking Program is required to inform vehicle residents of how to comply with laws regarding the legal status of vehicles and drivers, and provide relevant requirement sin the code of conduct consistent with area standards.

H. Temporary Small Houses. Insert if providing this type of Facility

If the Organization and Agency are operating Temporary Small Houses, as defined by YMC 6.92.020(i), the Organization and Agency shall comply with the provisions of YMC 6.92.070 in addition to the requirements set forth in this MOU.

I. Termination

1. This MOU automatically terminates if the permit to operate the temporary emergency housing facility expires, is suspended, or is revoked.
2. This MOU may be terminated due to a breach of the MOU or temporary emergency housing facility permit upon fifteen (15) days prior written notice. If the breach is cured within ten (10) days after notice, then the MOU will continue in effect.
3. This MOU may be terminated by any party, for convenience, upon fifteen (15) days prior written notice.

Termination of this MOU shall result in termination of the temporary emergency housing facility permit.

J. Limitation on Assignment.

No rights under this MOU shall be assigned, sold, or otherwise transferred. This MOU and the temporary emergency housing facility permit is specific to the Organization, Agency and location listed in the approved permit.

K. Notices.

Any notice, request or other communication to be provided by either party shall be in writing and sent via first class mail, certified, postage prepaid, return receipt requested, or by personal delivery, to the addresses listed below.

City:

Bill Preston, Community Development Director
129 North 2nd Street
Yakima, WA 98901

Organization:

Agency:

L. Modification

This MOU may be modified only by written agreement of all parties. Any such modifications are subject to all applicable approval processes required by, without limitation, the City's Charter and laws.

M. Construction

This document shall be construed as if all of the parties have jointly prepared it. As a result, any rule of construction that a document is to be construed against the drafting party shall not be applicable.

N. Complete Agreement

This MOU contains the entire understanding and agreement between the parties hereto with respect to the matters referred to herein. No other representations, covenants, undertakings, or prior or contemporaneous agreements, oral or written, regarding such matters which are not contained, referenced, and/or incorporated into this MOU by reference shall be deemed in any way, to exist or bind any of the parties, other than the temporary emergency housing facility permit issued in conjunction with this MOU.

IN WITNESS WHEREOF, the Parties hereto have caused this Agreement to be executed by their respective authorized officers or representatives.

Dated this ____ day of _____, _____.

CITY OF YAKIMA

[ORGANIZATION]

Victoria Baker, City Manager
129 North 2nd Street
Yakima, WA 98901
(509) 575-6000
Vicki.baker@yakimawa.gov

[Name, Title]

[MANAGING AGENCY]

[Name, Title]
