



# City of Yakima

# Administrative Adjustment

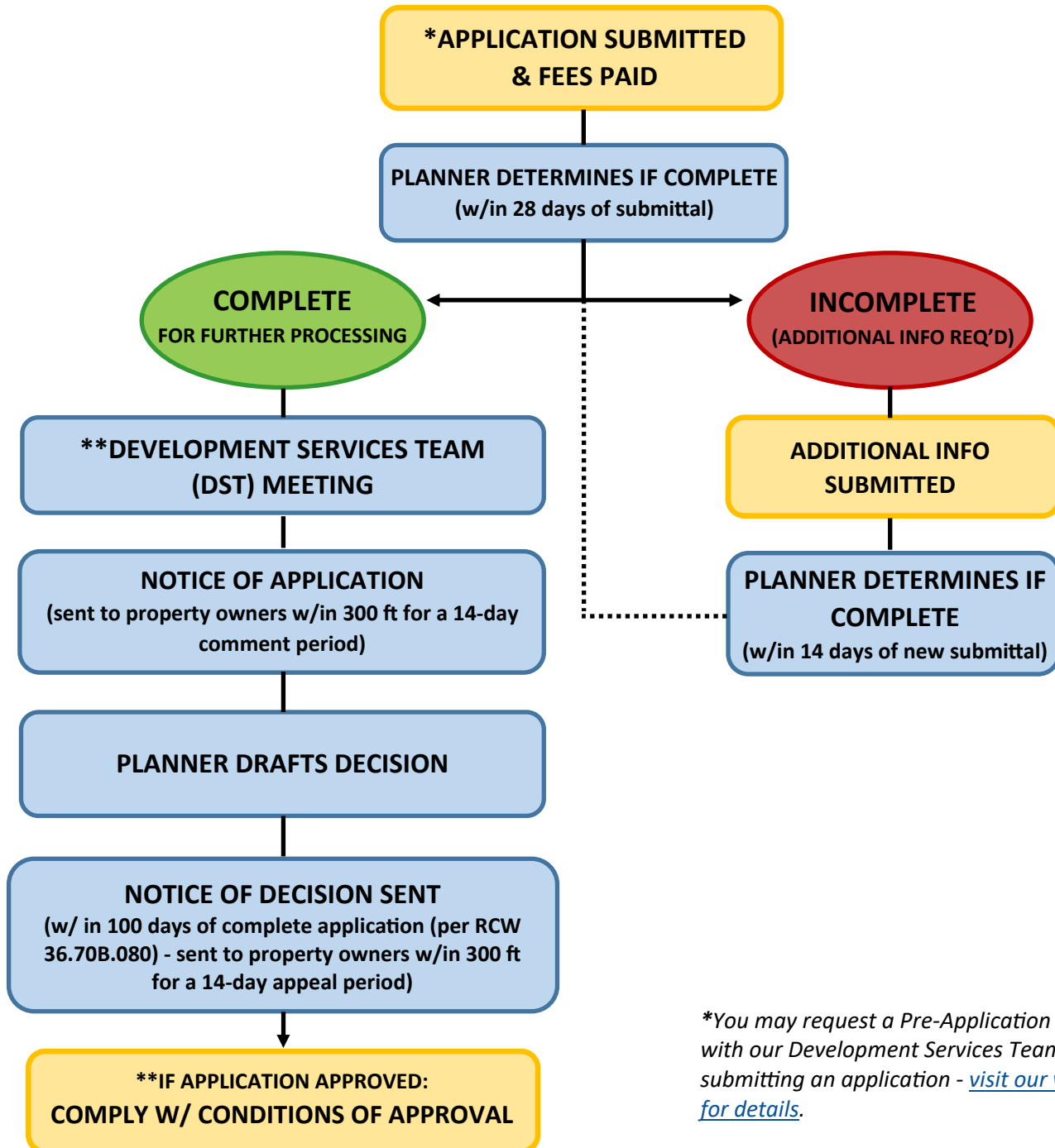
## Application Packet

### About this Application:

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.

**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.



*\*You may request a Pre-Application Meeting with our Development Services Team prior to submitting an application - [visit our website for details](#).*

*\*\*Under some circumstances the planner may require the applicant to attend this meeting.*

*\*\*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)

# ADMINISTRATIVE ADJUSTMENT

## LAND USE APPLICATION FORM ([YMC CH. 15.10](#))

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

### 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

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

### STAFF USE ONLY:

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

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

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



# ADMINISTRATIVE ADJUSTMENT

## LAND USE APPLICATION FORM (CONT'D)

### APPLICATION QUESTIONS:

1. Type of Administrative Adjustment (select all that apply):

☐ Setbacks: Front: \_\_\_\_\_ Side: \_\_\_\_\_ Rear: \_\_\_\_\_

☐ Signs: Height: \_\_\_\_\_ Size: \_\_\_\_\_

☐ Fences ☐ Lot Coverage ☐ Sitiescreening ☐ Parking ☐ Other: \_\_\_\_\_

2. Amount of Adjustment:

_____	+	_____	=	_____
Zoning Ordinance Standard		Proposed Standard		Adjustment

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

4. How is the proposal compatible with neighboring properties?

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

### REQUIRED ATTACHMENTS:

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



# ADMINISTRATIVE ADJUSTMENT

## LAND USE APPLICATION FORM (CONT'D)

### **NARRATIVE QUESTIONS 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?

#### **REQUIRED ATTACHMENT FOR SIGN ADJUSTMENTS:**

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



# 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.*