



# City of Yakima

# Development Agreement

## Application Packet

### About this Application:

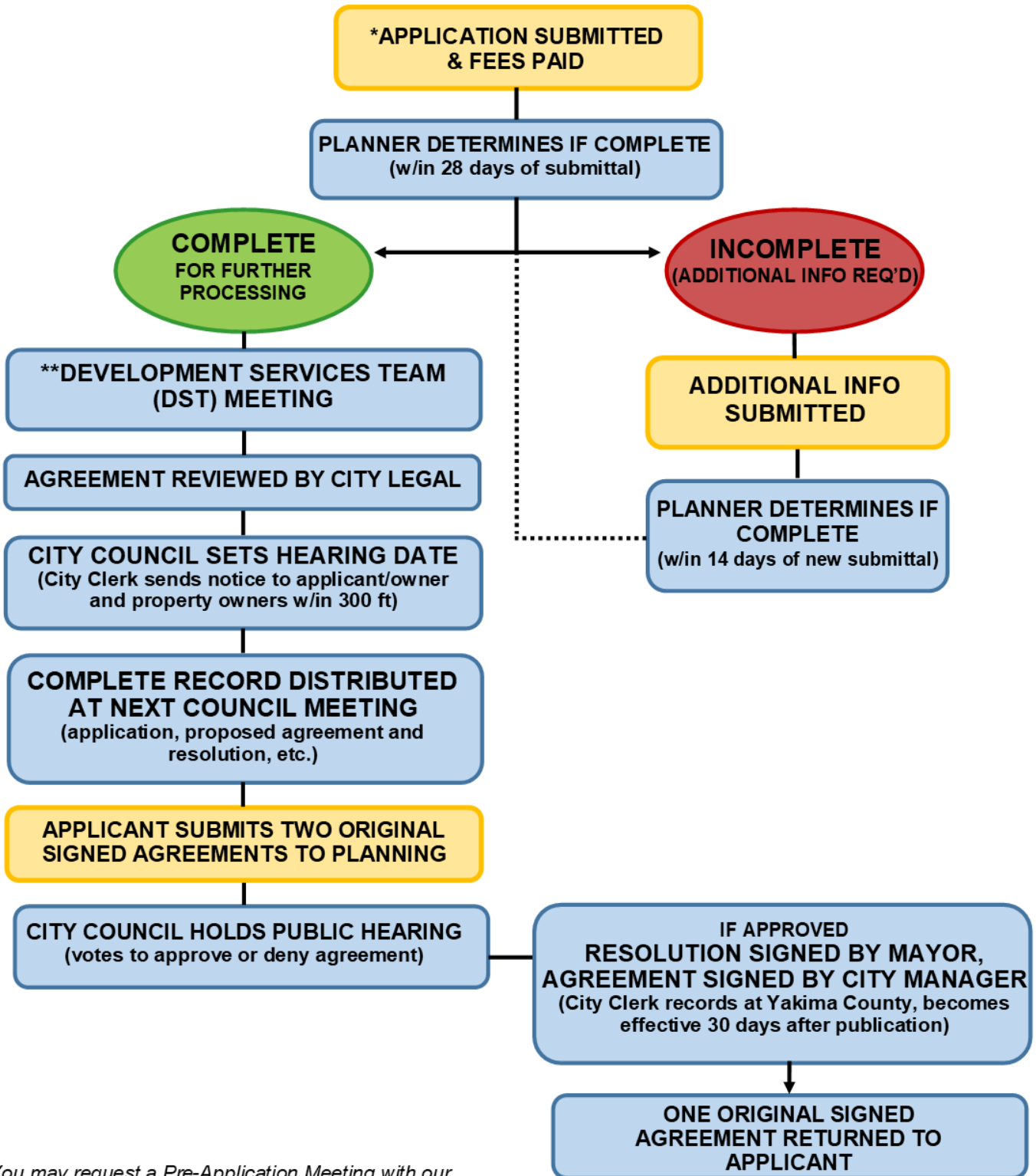
A development agreement is a voluntary contract between a local jurisdiction and a person who owns or controls property within the jurisdiction, detailing the obligations of both parties and specifying the standards and conditions that will govern development of the property. Although the agreements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

**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.



**CITY OF YAKIMA PLANNING DIVISION**  
**DEVELOPMENT AGREEMENT – Land Use Application Process ([YMC Ch.15.28](#))**



*\*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.*

NOTE: This chart shows the process of a typical Development Agreement application and is for demonstration purpos-

## Flowchart (Text Description) – Development Agreement Application Process

The following information is provided to meet accessibility requirements.

1. Applicant submits application and pays the fee. You may request a Pre-Application Meeting with our Development Services Team prior to submitting an application - visit our website for details: <https://www.yakimawa.gov/services/planning/pre-application/>
2. Planner determines if application is complete within 28 days of submittal.
  - a. If complete, go to Step 3.
  - b. If incomplete, additional information is requested. Once additional is submitted, the planner has 14 days to determine if the new information is complete. If still incomplete, step 2b is repeated.
3. Planner schedules the application to be reviewed by the Development Services Team (DST) at an upcoming meeting. Under some circumstances the planner may require the applicant to attend this meeting.
4. Agreement is sent to City legal team for review.
5. City Council sets hearing date and the City Clerk sends notice to the applicant, owner, and property owners within 300 feet of the subject site.
6. The complete record is forwarded to City Council at their next meeting, including the application, proposed agreement, resolution, etc.
7. Applicant submits two original signed agreements to the Planning Division.
8. If agreement is approved by Council, Mayor signs the resolution authorizing the City Manager to sign the agreement, and the City Clerk records the documents at Yakima County, which will become effective 30 days after publication.
9. Staff returns one copy of the original signed agreement to the applicant.

NOTE: This chart shows the process of a typical Development Agreement application and is for demonstration purposes only.





# DEVELOPMENT AGREEMENT LAND USE APPLICATION FORM (CONT'D)

## APPLICATION QUESTIONS:

1. List all parties and financial institutions having an interest in the property (if lengthy, attach separate document):
  
2. Surveyor and/or contact person and their contact information:
  
3. Name of planned development/subdivision/approved land use development:
  
4. 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?

## REQUIRED ATTACHMENTS:

1. DRAFT DEVELOPMENT AGREEMENT which shall include: 1) Narrative Description of Project and Objectives; 2) Summary of Development Standards; 3) Site Plan Elements; 4) Development Phasing, including times of performance to preserve vesting (YMC 15.28.070); 5) Public Meeting Summaries; 6) Performance Standards and Conditions addressing the items above; 7) Criteria for Determining Major vs. Minor Modifications and amendments; and 8) 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.
2. TITLE REPORT disclosing all lien holders and owners of record
3. PRELIMINARY OR APPROVED PLAT/SITE PLAN



# 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.*