



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 2nd Street, 2nd Floor, Yakima, WA 98901

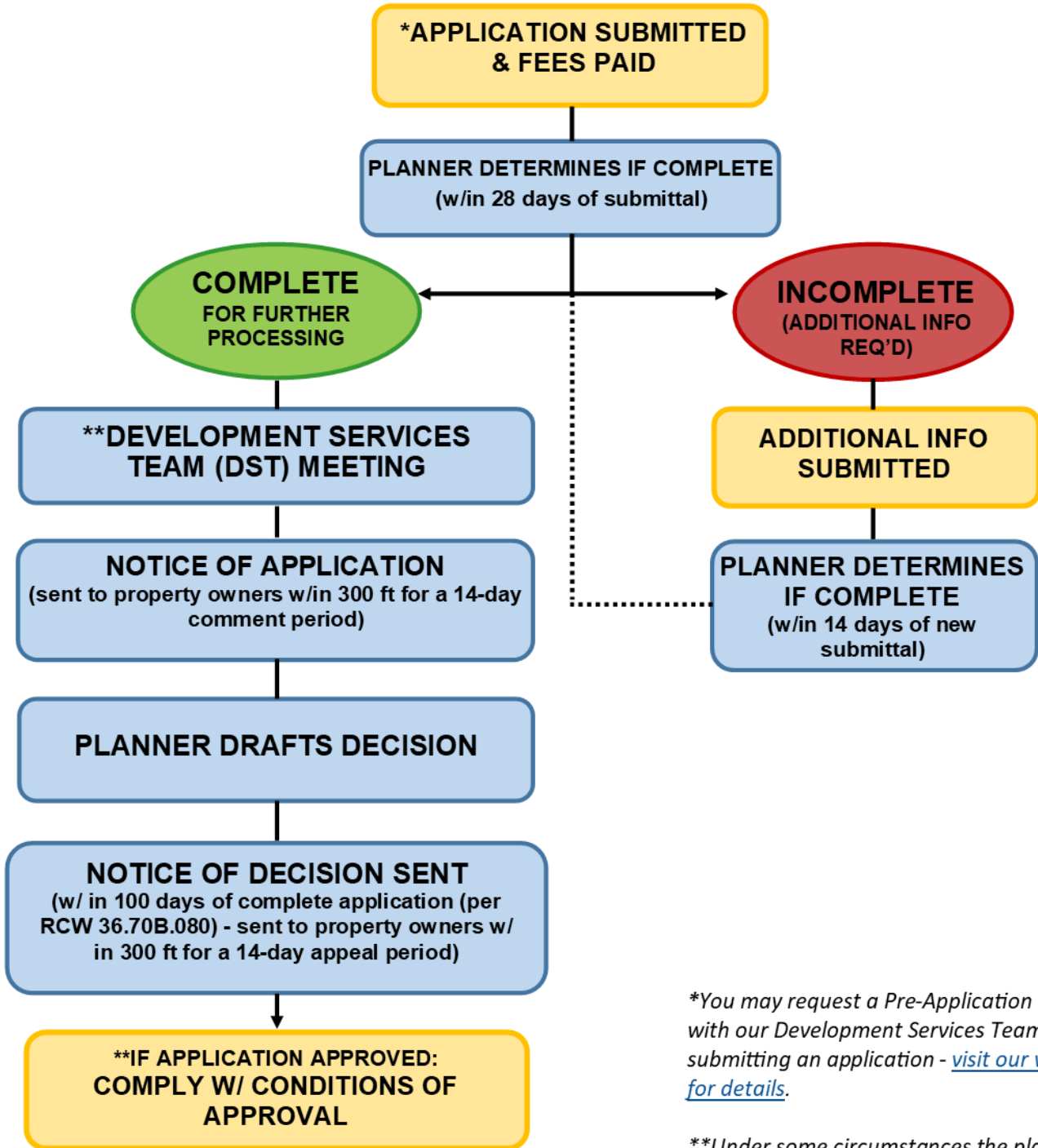
Phone#: (509) 575-6183 Email: ask.planning@yakimawa.gov

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



CITY OF YAKIMA PLANNING DIVISION

ADMINISTRATIVE ADJUSTMENT – Land Use Application Process ([YMC Ch. 15.10](#))



**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.*

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

Flowchart (Text Description) - Administrative Adjustment 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. A Notice of Application is sent to property owners within 300 feet of the subject property for a 14-day comment period.
5. Planner drafts the decision.
6. A Notice of Decision is issued within 100 days from when the application was determined to be complete per RCW 36.70B.080. The notice is sent to property owners within 300 feet of the subject property for a 14-day appeal period.
7. If the application is approved, applicant must comply with any conditions of approval. 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.

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



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.



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.