



# City of Yakima

# Modification

# Application Packet

## About this Application:

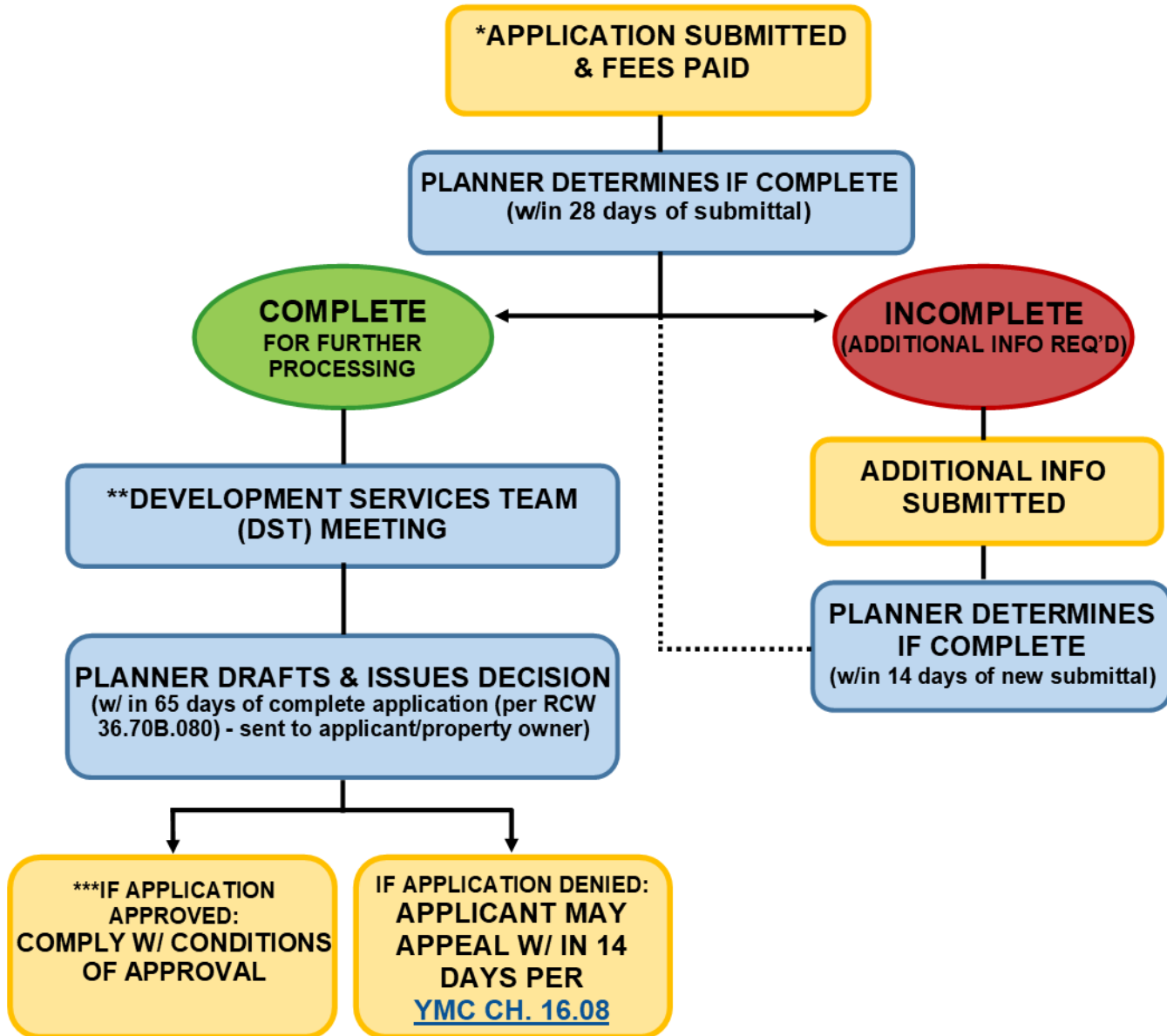
Minor changes to existing or approved Class (1), (2) or (3) uses or development may qualify for abbreviated review via this application process. Minor changes may include projects that do not increase residential density, significantly increase parking, add height to a structure, or create a drive-thru facility -- a full list of the criteria can be found in [YMC 15.17.020](#). Proposals not meeting those criteria must apply directly for review as a Class (1), (2), or (3) use or development.

**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 MODIFICATION – Land Use Application Process ([YMC Ch. 15.17](#))



*\*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 Modification application and is for demonstration purposes only.

## Flowchart (Text Description) - Modification 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. Planner issues decision within 65 days from when the application was deemed complete for further processing (per RCW 36.70B.080) and sends to applicant and property owner.
5. 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.
6. If the application is denied, the applicant may appeal within 14 days per Yakima Municipal Code Chapter 16.08.

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





# MODIFICATION LAND USE APPLICATION FORM (CONT'D)

### APPLICATION QUESTIONS:

1. Existing Use Classification (must be taken from [YMC Ch. 15.04](#), Table 4-1)

Class 1 Use    Class 2 Use    Class 3 Use    Not Permitted

2. Will the proposed change:

|  |                              |                             |
|--|------------------------------|-----------------------------|
| Increase residential density?  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Increase the amount of required parking by more than 10% or 20 spaces?   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Increase/decrease use/structure by more than 50% (includes previous modifications) of the existing use or structure? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Change or modify any special condition previously imposed under Class (1), (2), or (3) Review?                       | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Increase the height of any structure?  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Adversely reduce the amount of existing landscaping or the amount or location of required landscaping?               | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Add a drive-thru or include hazardous materials?   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Expand an existing non-conforming use (except provided for in YMC § 15.19.080) or render a structure non-conforming? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Increase the degree of nonconformity of the structure?   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Cause nonconformance with any other development standards of the district in which it is located?                    | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Create or materially increase any adverse impacts or undesirable effects?  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

3. Describe the location, size, and type of modification:

### REQUIRED ATTACHMENTS:

1. SITE PLAN meeting the requirements of the attached site plan checklist.
2. FOR PREVIOUSLY APPROVED USES AND STRUCTURES: A copy of the Final Site Plan previously approved with proposed modification is required.



# 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.*