



City of Yakima

Shorelines Permit

Application Packet

About this Application:

This application is used for shoreline substantial development permits, conditional uses, and variances. New construction, development, or uses within the shoreline jurisdiction must be reviewed to ensure adverse effects are prevented.

Shoreline developments that are exempt from a substantial development permit are listed in WAC [173-27-040](#) and RCW [90.58.030\(3\)\(e\)](#), [90.58.140\(9\)](#), [90.58.147](#), [90.58.355](#) and [90.58.515](#).

Actions eligible for going through the abbreviated shoreline exemption process as opposed to the shorelines permit process are outlined in [WAC 173-27-040](#).

City of Yakima, Planning Division

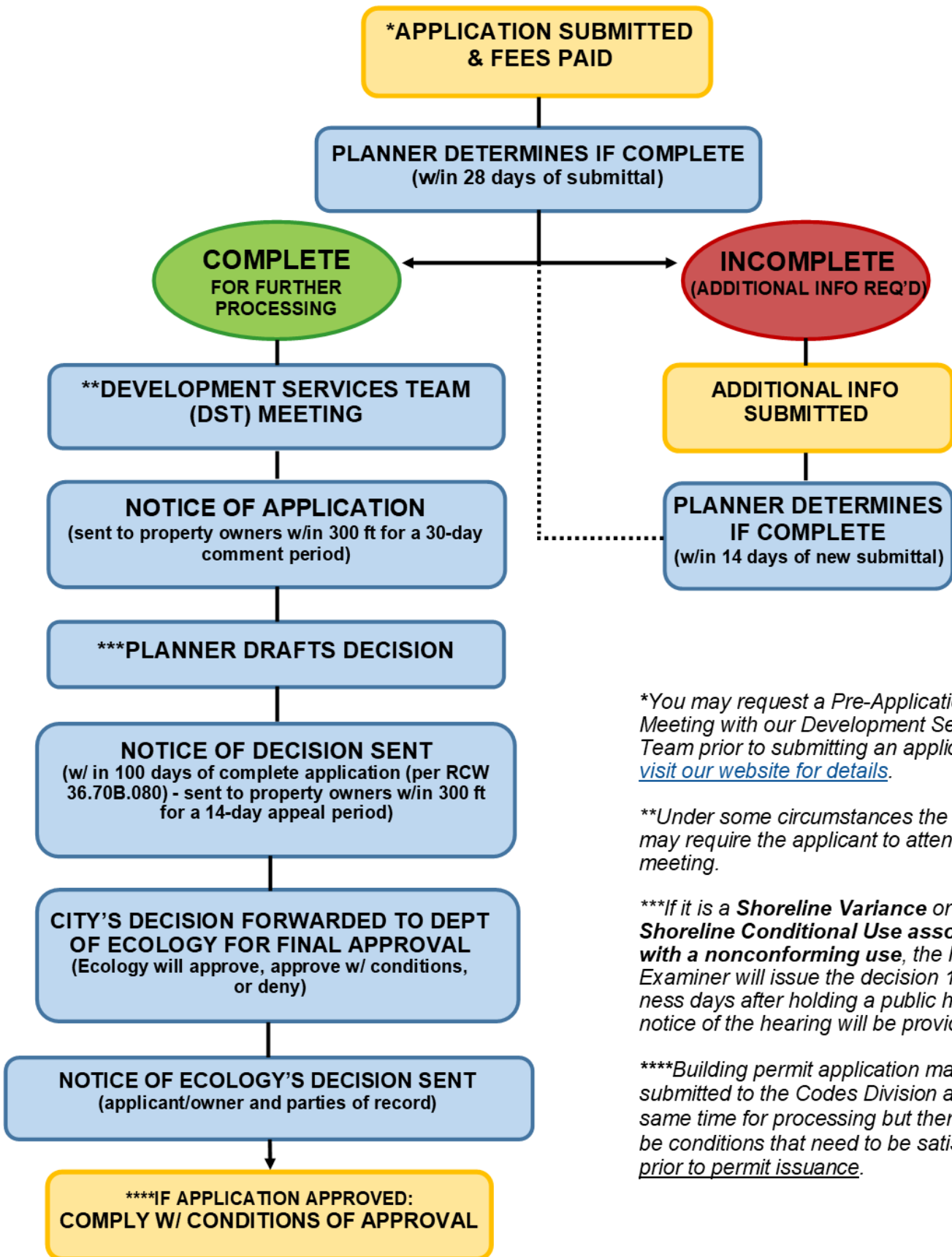
129 North 2nd Street, 2nd Floor, Yakima, WA 98901

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
SHORELINE PERMIT– Land Use Application Process ([YMC Ch. 17.13](#))



**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.*

****If it is a **Shoreline Variance** or **Shoreline Conditional Use** associated with a **nonconforming use**, the Hearing Examiner will issue the decision 10 business days after holding a public hearing; notice of the hearing will be provided.*

*****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 Shoreline application and is for demonstration purposes only.

Flowchart (Text Description) – Shoreline Permit 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 30-day comment period.
5. Planner drafts their decision. If it is a Shoreline Variance or Shoreline Conditional Use associated with a nonconforming use, the Hearing Examiner will hold a public hearing and issue the decision 10 business days after the close of the hearing; notice of the hearing will be provided.
6. The Notice of Decision is sent within 100 days from when the application was determined complete for further processing per RCW 36.70B.080 and is sent to property owners within 300 feet of the subject property for a 14-day appeal period.
7. The decision is forwarded to the Department of Ecology for final approval. Ecology will approve, approve with conditions, or deny the permit.
8. Notice of Ecology's decision is sent to the applicant, property owner, and parties of record.
9. If application is approved, applicant complies with conditions of approval. The 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 Shoreline Permit application and is for demonstration purposes only.



SHORELINES PERMIT LAND USE APPLICATION FORM (CONT'D)

APPLICATION QUESTIONS:

1. Type of Application (per [YMC 17.13.060-.080](#))
 - Substantial Development Permit
 - Conditional Use Permit
 - Variance

2. List all parties and financial institutions having an interest in the property (if lengthy, attach separate document):

3. Surveyor and/or environmental specialist and their contact information:

4. Associated critical areas (check all that apply):
 - Flood hazard areas Geologically hazardous areas Critical aquifer recharge areas Wetlands
 - Fish and wildlife habitat and the stream corridor system

5. 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?

6. Give a brief, complete description of the proposed work:

REQUIRED ATTACHMENTS:

1. SITE PLAN or PRELIMINARY PLAT meeting the requirements of the applicable attached checklist
2. TRAFFIC CONCURRENCY REVIEW APPLICATION if required, see [YMC Ch. 12.08](#)



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.



CITY OF YAKIMA SITE PLAN CHECKLIST

For Land Use Review & Building Permits



Preliminary Plats and Binding Site Plans shall include the items listed below.

- Property address, parcel number, and zoning designation;
- Legal description of the land;
- North arrow and scale of drawing;
- Name of applicant, phone number, and signature of property owner;
- Date the plat was prepared;
- The proposed name of the subdivision. This name shall not duplicate any name used on a recorded plat or subdivision in Yakima County, including the municipalities of Yakima County;
- Boundary lines based upon a recent land survey of the land proposed to be subdivided and boundary lines of all proposed lots and streets;
- All existing lots or parcels included in the proposed subdivision;
- Location and size of water and sewer lines, utility easements, and drainage system proposed to serve the lots within the proposed subdivision and their point(s) of connection with existing services.
- Location, size, purpose, and nature of existing roads, streets, rights-of-way, and easements adjacent to, or across, the land;
- Location of any streets, rights-of-way, or easements proposed to serve the lots within the proposed subdivision with a clear designation of their size, purpose, and nature;
- Parcels of land intended or required to be dedicated for streets or other public purposes; and
- Contour lines at two-foot elevation intervals for slopes less than ten percent and five-foot elevation intervals for slopes more than ten percent. Elevations shall be based upon city of Yakima datum if available.

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.