



City of Yakima

Temporary Emergency Housing Facility for the Homeless

Application Packet

About this Application:

The city desires to work with religious organizations who seek to help those experiencing homelessness by providing appropriate emergency shelter space and services in accordance with [RCW 35.21.915](#). Certain fire and life safety measures, time restrictions, and other requirements apply ([YMC Ch. 6.92](#)).

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.



TEMPORARY EMERGENCY HOUSING FACILITY FOR THE HOMELESS LAND USE APPLICATION FORM (CONT'D)

APPLICATION QUESTIONS:

1. What type of facility are you seeking to be permitted?

- Indoor overnight shelter Outdoor encampment Temporary small house(s) Vehicle resident safe parking program

2. Will the facility be run by a Managing Agency?

- Yes No

*If "Yes" please complete the information below for the Managing Agency and **attach a copy of the agreement between the religious organization and the managing agency to operate the facility:***

Name: _____ Phone Number: _____

Email Address: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Physical Address: _____ City: _____ State: _____ Zip: _____

3. Are you a religious organization? *Religious organization is defined as the federally protected practice of a recognized religious assembly, school, or institution that owns or controls real property ([YMC 6.92.020](#)).*

- Yes No

4. Prior to opening an emergency shelter, a religious organization hosting the homeless on property owned or controlled by the religious organization shall host a meeting open to the public for the purpose of providing a forum for discussion of related neighborhood concerns. The City shall be notified at least 7 calendar days prior to the meeting.

What is the date and time of the required public meeting?

Date: _____ Time: _____

5. Will the facility allow for a safe parking program? Yes No

If yes, the following criteria shall be met:

- A. Where a religious organization has available spaces for a vehicle resident safe parking program as determined by section D of this section, the maximum ratio of parking spots allowed for a vehicle resident safe parking program is one space devoted to safe parking per ten on-site parking spaces at the site.
- B. Restroom access shall be provided either within the buildings on the property or through use of portable facilities. Restrooms shall include handwashing stations or facilities in an adequate number as determined by the city. Restroom and handwashing station access shall be available at all hours of the day and night.
- C. If recreational vehicles are hosted at the vehicle resident safe parking program site, provision must be made by the religious organization or managing agency for proper disposal of waste from the recreational vehicle.
- D. Religious organizations providing safe parking spaces must continue to abide by the parking requirements in [YMC Ch. 15.06](#) so that the provision of safe parking spaces does not reduce the total number of available parking spaces below the minimum number of spaces required by the city, unless the memorandum of understanding entered into reduces the minimum number of on-site parking spaces required. There is no obligation by the city to reduce the minimum number of on-site parking spaces required when entering into the memorandum of understanding required by this chapter.



TEMPORARY EMERGENCY HOUSING FACILITY FOR THE HOMELESS LAND USE APPLICATION FORM (CONT'D)

REQUIRED ATTACHMENTS:

1. Memorandum of Understanding for Operations ([YMC 6.92.080](#), REQUIRED; template attached):

At a minimum, the memorandum of understanding must include information regarding:

- A. The right of a resident of the facility to seek public health and safety assistance;
- B. How the residents will be able to access social services on site;
- C. Ensure the residents have the ability to directly interact with the religious organization, including how residents can express concerns regarding the managing agency to the religious organization (if applicable);
- D. A written code of conduct agreed to by the managing agency (if applicable), the religious organization, and all volunteers working with the residents of the facility
- E. If the managing agency is publicly funded, that the religious organization has the ability to interact with residents of the facility using a release of information;
- F. An agreement that the adult residents of the facility shall be subject to a sex offender check by local law enforcement, with an acknowledgement that the religious organization retains the authority to allow such an offender to remain on the property;
- G. If the facility is a vehicle resident safe parking program facility, a requirement that the host religious organization or its managing agency shall inform vehicle residents of how to comply with laws regarding the legal status of vehicles and drivers, and provide relevant requirements in the code of conduct consistent with area standards;
- H. A requirement to work with the local agencies administering the homeless client management information system if the religious organization works with a publicly funded managing agency, or, if the religious organization does not work with a publicly funded managing agency, an encouragement to work with the local agencies administering the homeless client management information system. This is not a requirement or recommendation for temporary overnight extreme weather shelters operated out of religious organization buildings;
- I. That the religious organization and managing agency (if applicable) will not refuse to host any resident or prospective resident because of age, sex, marital status, sexual orientation, race, creed, color, national origin, honorably discharged veteran or military status, or the presence of any sensory, mental, or physical disability or the use of a trained dog guide or service animal by a person with a disability, as those terms are defined in RCW 49.60.040, if the religious organization and/or managing agency receive funding from any government agency;
- J. A site plan of the temporary emergency housing facility, including, but not limited to, ingress and egress, emergency access, location of sanitary facilities and number of facilities, location of utilities, temporary fencing locations, and the layout of the locations of the individual housing units or parking spaces to be used, and any other temporary emergency housing facilities and services.

2. Memorandum of Understanding (MOU) for Fire and Life Safety Requirement ([YMC 6.92.040](#), REQUIRED FOR INDOOR OVERNIGHT SHELTERS FOR FACILITY NOT ORIGINALLY DESIGNED FOR HOUSING OR DOES NOT HAVE SPRINKLER SYSTEM IN SLEEPING ROOMS; template attached):

The religious organization and managing agency shall enter into a memorandum of understanding for fire safety that includes the following:

1. The ability for the city to conduct inspections;
2. An agreed-upon set of appropriate emergency procedures
3. A site plan showing the most viable means to evacuate occupants from inside the facility, exit signage, and panic bar exit doors;
4. An agreement for a fire watch requiring:
 - a. Posted safe means of egress;
 - b. Operable smoke detectors, carbon monoxide detectors (as necessary) and fire extinguishers; and
 - c. A plan for monitors who spend the night awake and are familiar with emergency protocols, who have suitable communication devices, and who know how to contact the local fire department.

3. Declaration of Public Forum (template attached).



TEMPORARY EMERGENCY HOUSING FACILITY FOR THE HOMELESS LAND USE APPLICATION FORM (CONT'D)

CERTIFICATION:

If granted a Temporary Emergency Housing Facility for the Homeless, I agree to comply with the requirements established for Temporary Shelter Permit as outlined in Yakima Municipal Code Chapter 6.92. I hereby swear and affirm that the issuance of a Temporary Shelter Permit for this service will not be detrimental to neighboring properties and the public health, safety, and general welfare. I further agree to comply with all Building, Plumbing, Mechanical, and any other City of Yakima Code in connection with the structures utilized for the Temporary Use Permit.

Failure to obtain a permit prior to operation is unlawful and punishable by a fine of \$250.00. Each day of operation constitutes a new and separate offense.

Applicant Signature (required)

Print Name

Date



TEMPORARY EMERGENCY HOUSING FACILITY FOR THE HOMELESS LAND USE APPLICATION FORM (CONT'D)

SITE PLAN CHECKLIST

A site plan conforming to YMC 6.92 must be included with your application.

All information applicable to your proposal, listed below, required by YMC 6.92, and outlined in the MOU shall be clearly displayed on the site plan. Please provide a carefully drawn and scaled site plan with all required information. An application cannot be processed until a site plan conforming with YMC 6.92 is submitted. Please complete this checklist and include it with your site plan.

If two different site plans are necessary or convenient, one general and one for the fire and life safety requirements, please submit two plans. The site plan(s) must contain all pertinent information. Items not applicable to the proposed project may be included in addition and for the information of the City.

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;
- 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;
- 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](#));
- Location of ingress and egress, including curb cuts intersecting with streets and dimensions of proposed or existing driveways ([YMC § 15.06.065](#));
- Proposed and existing signage ([YMC Ch. 15.08](#)); and
- Location and size of parking stalls with accessible parking spaces and aisles identified ([YMC Ch. 15.06](#)); and
- Adjacent Right-of-Way frontage improvements.

The Planning Division or reviewing official may require additional information to clarify the proposal or determine compliance with the YMC and other laws and regulations.