



# City of Yakima

## **Type 3 Review**

### **Application Packet**

#### About this Application:

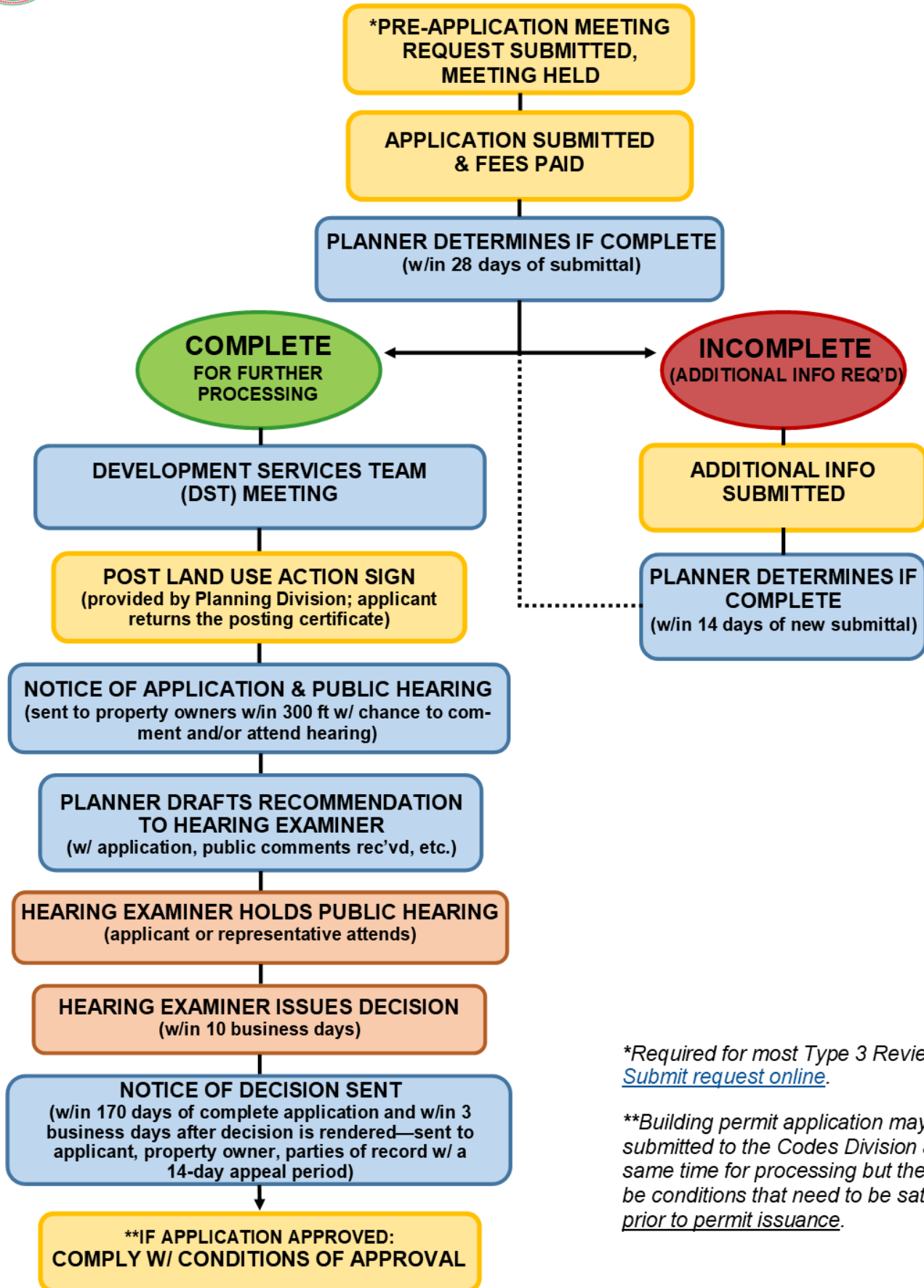
This application is ordinarily used for establishing land uses that are listed in the Table of Permitted Land Uses ([YMC 15.04.030](#), Table 4-1) as Class (3) uses, whether by new construction or a change of use in an existing building. Class (3) uses are uses that are generally considered “incompatible” with adjacent and abutting properties because of their size, emissions, traffic generation, neighborhood’s character, or for other reasons. However, they may be compatible with other uses if they are properly sited and designed. The review time period is approximately three months.

**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  
**TYPE 3 REVIEW – Land Use Application Process** ([YMC Ch. 15.15](#))



*\*Required for most Type 3 Reviews.  
[Submit request online.](#)*

*\*\*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 Type 3 Review application and is for demonstration purposes only.

## Flowchart (Text Description) – Type 3 Review Application Process

The following information is provided to meet accessibility requirements.

1. Applicant submits request for a Pre-Application Meeting with our Development Services Team prior to submitting an application (required for most Type 3 Reviews) - visit our website for details: <https://www.yakimawa.gov/services/planning/pre-application/>
2. Applicant submits application and pays the fee.
3. Planner determines if application is complete within 28 days of submittal.
  - a. If complete, go to Step 4.
  - 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 3b is repeated.
4. Planner schedules the application to be reviewed by the Development Services Team (DST) at an upcoming meeting.
5. Applicant is provided a land use action sign by the Planning Division to post at the subject property. Applicant signs and returns the posting certificate.
6. A Notice of Application and Public Hearing is sent to property owners within 300 feet of the subject property for a chance to comment and/or attend the hearing.
7. Planner forwards their recommendation to the Hearing Examiner along with the application, any public comments received, etc.
8. Hearing Examiner holds the public hearing which the applicant or applicant's representative attends.
9. Hearing Examiner issues decision within 10 business days from the date the hearing was closed.
10. A Notice of Decision is sent within 170 days from when the application was determined to be complete and within 3 business days of receiving it from the Hearing Examiner to the applicant, property owner, and parties of record for a 14-day appeal period.
11. If the application is approved, applicant must comply with any conditions of approval. A 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 Type 3 Review application and is for demonstration purposes only.





## TYPE 3 REVIEW LAND USE APPLICATION FORM (CONT'D)

### APPLICATION QUESTIONS:

1. Proposed land use (as defined by [YMC 15.04.030](#), Table 4-1):
  
2. What are the existing uses of this property?
  
3. Fully describe the proposed development, including number of dwelling units and parking spaces. If the proposal is for a business, describe hours of operation, days per week and all other relevant information related the business:
  
4. How is the proposal compatible to neighboring properties?
  
5. What mitigation measures are proposed to promote compatibility?



## TYPE 3 REVIEW LAND USE APPLICATION FORM (CONT'D)

6. 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.*