



City of Yakima

Variance

Application Packet

About this Application:

A Variance is a modification of the specific regulations in accordance with the terms of [YMC Title 15](#) for the purpose of assuring that no property, because of special circumstances applicable to it, shall be deprived of privileges commonly enjoyed by other properties in the same vicinity and zoning district. It is the intent that the variance be used only to overcome some exceptional physical condition of land that prevents any reasonable use of the property. A Variance shall be granted only when the applicant demonstrates that the Variance will not be contrary to the public interest, is not self-created, and that practical difficulty and unnecessary hardship will result if it is not granted.

City of Yakima, Planning Division

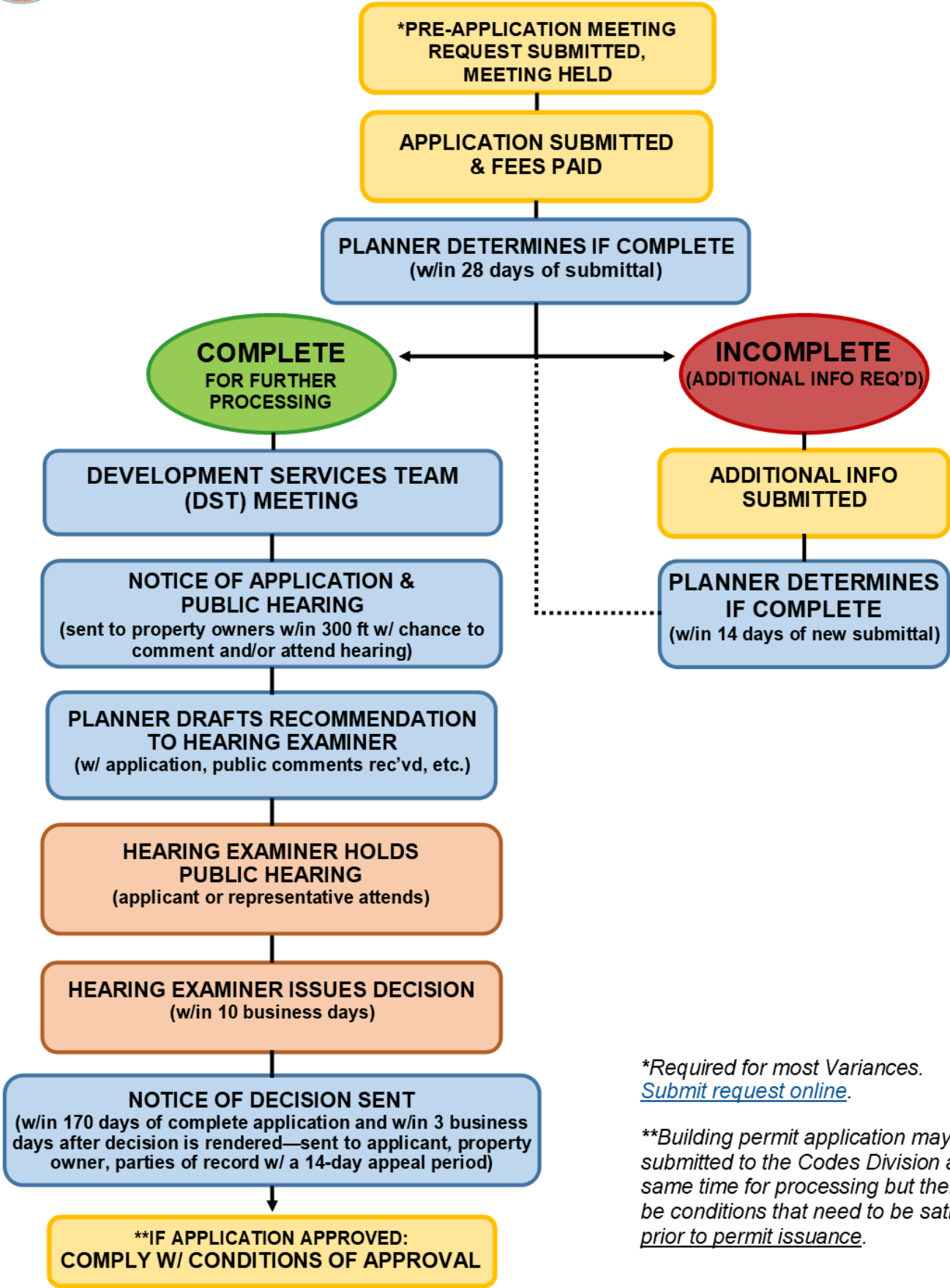
129 North 2nd Street, 2nd Floor, Yakima, WA 98901

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
VARIANCE – Land Use Application Process ([YMC Ch. 15.21](#))



**Required for most Variances.
[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 Variance application and is for demonstration purposes only.

Flowchart (Text Description) – Variance 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 Variances) - 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. 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.
6. Planner forwards their recommendation to the Hearing Examiner along with the application, any public comments received, etc.
7. Hearing Examiner holds the public hearing which the applicant or applicant's representative attends.
8. Hearing Examiner issues decision within 10 business days from the date the hearing was closed.
9. 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.
10. 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 Variance application and is for demonstration purposes only.



VARIANCE

LAND USE APPLICATION FORM (CONT'D)

APPLICATION QUESTIONS:

- Proposed land use (as defined by [YMC 15.04.030](#), Table 4-1):
- What are the existing uses of this property?
- Type of Variance (check all that apply):
 Lot Size Building Height Sign Standards Other: _____
- Variance is from YMC _____ (reference chapter, section)
- Amount of Variance:

	$+$		$=$	
Zoning Standard		Proposed Standard		Amount of Variance

APPLICATION NARRATIVE

A variance shall be granted only when the applicant demonstrates that the variance will not be contrary to the public interest, is not self-created, and that practical difficulty and unnecessary hardship will result if it is not granted. The applicant must clearly establish and substantiate that the request for variance conforms to all the requirements:

- Would granting the variance be consistent with the general purpose and intent and not be injurious to the neighborhood or otherwise detrimental to the public welfare?
- Would granting the variance permit the establishment of a use not permitted in a particular zoning district?



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.