



# User's Guide To The Land Use Permit Process

## Type - 2

Yakima County Planning Division ◆ 128 N. 2nd Street 4th Floor Courthouse - Yakima, Washington 98901 ◆ Phone (509) 574-2300

**"Type 2"** - is the second tier level of land use review which is generally permitted provided that the development standards are met and compatibility with neighboring uses and consistency with the County Code can be met. This type of review is an Administrative Review which requires a public notice.

### The Review Process and Timelines for Type 2

#### **Step 1.**

Submit a complete application. If there are any questions about your application, or if an item is missing, staff will contact you within a few days after it is submitted.

#### **Step 2.**

After your application is determined complete, Yakima County mails a notification of your application to you, your representative (if you have one), neighboring property owners and other review agencies for comments. All comments must be submitted within 14-days. Generally, a site visit by staff is done during the comment period or soon thereafter if required.

#### **Step 3.**

After all of the comments have been received and considered a decision is drafted by staff for the Administrative Official's review and final approval. This decision will include a findings section which examines the proposal and its consistency with the applicable codes and ordinances.

#### **Step 4.**

A copy of the decision is mailed to you and your agent (if you have one). A Notice of Decision postcard will be mailed to your neighboring property owners and review agencies which will direct them to a location of our website where they may view the decision. Review the decision carefully, as there are usually conditions attached that must be completed within a specified timeframe. Any appeal of this decision must be filed within 14-days of the date of the decision.

#### **Step 5.**

After receiving a Decision for Approval; submit the necessary applications for building and/or fire permits, water and sewage disposal approvals, etc...as applicable. Building, Fire and Health District permit applications can be submitted prior to receiving the zoning decision at your own risk, but they will not be issued until and unless the zoning permit is approved. For more information on building and health permits, contact Yakima County Public Services (509) 574-2300 and/or the Yakima Health District (509) 575-4040.

See Table 19.14.-1 Allowable Land Uses for a complete listing of the types of uses that may be allowed for each zoning district. Check with County staff for more information or review the applicable Zoning Ordinance for your particular proposal.

For questions pertaining to your property zoning please visit [www.yakimap.com](http://www.yakimap.com)

*For specific application submittal requirements and timelines please refer to Title 19 (Unified Land Development Code) and Title 16B (Yakima County Project Permit Administration Ordinance).*



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### Frequently Asked Questions

**Q: What is a Type 2 Review?**

A: A Type 2 land use is generally permitted provided that the development standards are met and compatibility with neighboring uses and consistency with the County Code can be met. Because compatibility often cannot be determined in advance, review by the Administrative Official is required. As part of this review, public notice is provided. However, no public hearing is required.

**Q: How do I know if I need a Type 2 approval?**

A: If you are unsure whether you need a permit, call (509) 574-2300 or visit our office at 128 N. 2nd Street-4th Floor Yakima County Courthouse. Our staff will give you information and can schedule a pre-application meeting to discuss your project.

**Q: Where can I get application forms?**

A: Application forms are available at the Public Services Office located at 128 N. 2nd Street-4th Floor Yakima County Courthouse. Forms are also available on the Yakima County Planning Division Website at:  
<http://www.yakimacounty.us/planning/applications-forms.php>

**Q: What type of public notice is required?**

A: Public notice is mailed to area property owners and agencies concerning the proposed development. The public notice specifies a 14-day comment period in which the public and interested agencies may submit written comments to county staff. Staff will take these comments into consideration as they develop their staff report and make their decision.

**Q: What is a staff report and when will the decision be made?**

A: Staff's role is to prepare a Staff Report that summarizes their review of the proposal and determine its consistency with the requirements of the Zoning Ordinance. In this report, staff will make a decision to approve, approve with conditions or deny the application.

**Q: When can I expect a decision?**

A: Decision timelines vary depending on the complexity of a proposal. Yakima County Planning Division is committed to processing your project in a timely manner ensuring accuracy and completeness.

**Q: Can I appeal a decision?**

A: Yes. Appeals must be submitted in writing, together with the appeal fee, within 14 calendar days of mailing the decision. There are separate forms for appeals which must be filled out and submitted. These forms outline the grounds in which an appeal can be filed.

*For specific application submittal requirements and timelines please refer to Title 19 (Unified Land Development Code) and Title 16B (Yakima County Project Permit Administration Ordinance).*