



# User's Guide To The Land Use Permit Process

## Type - 3

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

**Type 3** - is the third tier level of land use review which generally is not allowed but could be permitted, provided that applicable development standards are met, compatibility with neighboring uses can be achieved, and consistency with Title 19 and Comprehensive Plan can be shown. Review by the Hearing Examiner is required through the public hearing process.

### **Step 1.**

Request a Pre-Application Conference to discuss your proposal with staff. For more information see the Pre Application Conference Form and/or speak with Planning Division staff.

### **Step 2.**

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

### **Step 3.**

After your application is determined complete, Yakima County mails a notice 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 with 14-days. Generally, a site visit by staff is done during the comment period or soon thereafter if required.

### **Step 4.**

After all comments are received and reviewed staff will review the proposal to determine applicability with existing codes and ordinances. A hearing is set and notification made of such hearing to property owners and interested agencies through a notice letter, a notice in the Yakima Herald Republic and the posting on the property. A recommendation is drafted by staff and forwarded to the Hearing Examiner, the applicant and the applicant's representative. The recommendation will also be posted on the county website for public review.

### **Step 5.**

At the hearing staff will summarize your proposal and staff's recommendation to the Hearing Examiner. Testimony will be taken from the applicant, staff and interested persons. Within 10 calendar days of the final hearing the Examiner will issue the decision.

### **Step 6.**

After receiving the decision review it carefully, as there are usually conditions attached to the decision that must be completed within specified timelines. Any appeal of this decision must be filed within 14-days of the date of the decision.

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).*



# User's Guide To The Land Use Permit Process

## Type -3

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

### Frequently Asked Questions

**Q: What is a Type 3 Use?**

**A:** By definition, a Type 3 use is generally not permitted. However, Type 3 uses can be proposed and allowed, provided that applicable development standards are met, compatibility with neighboring uses can be achieved, and consistency with the County Code and Comprehensive Plan can be shown. Review by the Hearing Examiner is required through the public hearing process.

**Q: How do I know if I need a type 3 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 conference 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 Yakima. Forms are also available on the Yakima County Planning Division Website at: <http://www.yakimacounty.us/781/Applications-Forms>

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

**A:** Public notice is mailed to area property owners and interested agencies concerning the proposed development. The public notice specifies a comment period in which the public and interested agencies may submit written comments to county staff. Staff will take these comments into consideration, conduct a site visit of the property and will develop their staff report. The public hearing is set and a Notice of the Hearing is mailed to adjoining property owners and is published in the Yakima Herald Republic. The staff report is forwarded to the Hearing Examiner. Signs for the public hearing must be posted at the site declaring the type, date and time of hearing at least 15 days prior to the hearing.

**Q: What happens at the public hearing?**

**A:** The Hearing Examiner holds the public hearing as scheduled. During the hearing staff summarizes the recommendation to the Hearing Examiner and testimony is taken regarding the proposal from both the applicant and interested parties.

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

**A:** Generally within 10 business days after the close of the hearing the Hearing Examiner will issue a written decision. Please review the decision carefully as there are generally conditions attached that must be completed within certain time periods.

**Q: Can I appeal a decision made by the Hearing Examiner?**

**A:** Yes. Appeals must be submitted in writing, together with the appeal fee within 14 calendar days of the decision.