Reference to Zoning Code.

1. Zoning Ordinance Requirement and Variance Requested: (Answer the following)
   a. The Unified Land Development Code requires the following standard: ________________________________

   b. The variance requested is: _________________________________________________________________

   c. Identify the standard out of the Unified Land Development Code that the variance is requested from:
      Section YCC 19.____________________

2. Please answer the following questions. Attach additional pages as needed.
   a.) What are the special circumstances that are applicable to the property, including size, shape, topography, location or surroundings that exist? ________________________________________________

   b.) Due to the above special circumstances, how would they deprive the property of rights and privileges that are enjoyed by other properties in the vicinity under an identical zoning district classification? ________________________________________________

   c.) Explain how the granting of this variance will not be materially detrimental to the public welfare or injurious to the property or improvements in the vicinity and to the zoning district classification in which the property is situated? ________________________________________________

   d.) Are the special circumstances a result from the actions applicant/property owner? □ Yes □ No

   e.) Is the proposal the minimum variance needed in order to make possible the reasonable use of the land, building or structures? □ Yes □ No
      Please Explain: ________________________________________________

   f.) How will the proposed variance meet the general intent of the zoning district in which the property is located? ________________________________________________

   g.) Why couldn’t the proposed variance be reviewed as an Administrative Adjustment or Modification?

3. Is the property located within the Floodplain? □ Yes □ No

4. Is the property located within the Airport Safety Overlay? □ Yes □ No

Yakima County will make reasonable modifications to policies and programs to ensure that people with disabilities have an equal opportunity to enjoy all of its programs, services, and activities.

Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a program, service or activity of Yakima County, should contact the Yakima County ADA Coordinator at 509-574-2210 as soon as possible but no later than 48 hours before the scheduled event.
The Narrative Form is designed to help you, the application review, interested agencies, and adjacent property owners to the proposal understand the scope of your project and how your project meets the legal requirements in the Yakima County Codes. You should refer to the appropriate sections of the ordinance when describing your proposal if applicable. You can obtain a copy of the ordinance in our office or access it on the internet at:

http://codepublishing.com/wa/yakimacounty/

**Narrative Content:** Please tell us the “who”, “what”, “where”, and “why” of your proposal. A list of typical content is provided below. **Please do not limit your project’s description to just these items.** In order for us to conduct a timely review of your project please **be as detailed as possible.** Any missing/confusing information could result in the delay of our review.

Note: Not all content listed below will be pertinent to your proposal. These items are suggestions in order to help you draft your narrative.

**Suggested Content:**

- Describe the current use of the site including all existing structures with their dimensions, square footage and usage.
- Describe the proposed use in detail (including but not limited to the type of business and/or use, hours and days of operation, number of employees, number of people living on-site, maximum number of customers and/or guests, changes or additions to the driveways or other access points, the type of mitigation or adjustment requested).
- Describe which standards are proposed to be adjusted and justify why the standard needs to be adjusted.
- Describe any new or existing structures to be used as part of this proposal.
- Describe how the proposed use will be pertinent to the proposed/existing structures.
- Describe any parking facilities (number of spaces and surface type), landscaping, signage, and lighting that will be associated with your proposal.
- Describe your access to the property and the route of travel to the site.
- For commercial operations describe the travel ways that will be located onsite.
- Describe the timelines for completion of your proposal.

**Please remember that your narrative must explain in detail the specifics of your proposal and any missing information may result in the need for future reviews.** Your narrative can be typed and printed on a separate sheet of paper with “See Attached” written below, or you may print out legibly your narrative on the lines provided.
REQUIRED ATTACHMENT:

YAKIMA COUNTY GENERAL SITE PLAN

Note: Producing the site plan from this template is preferred, however, the template can be substituted for your own drawing (computer aided is acceptable).

Site plan must be drawn with blue or black ink

LOT COVERAGE CALCULATION

a) Dimension(s) of existing structure(s) __ S.F.
b) Building addition/new structure(s) dimension(s) __ S.F.
c) Existing paved area(s) (driveways, walkways, patios, etc.) TOTAL __ S.F.
d) Proposed paved area(s) __ S.F.
e) Total Impervious Surface (a+b+c+d = e) __ S.F.
f) Lot Size (1 acre = 43,560 sq ft) __ S.F.
g) Lot coverage (e/f x 100 = g) __ %

PARKING CALCULATION (Reference Table 19.22 in YCC 19.22)

Spaces required: ______________
Spaces provided: ______________ Surface Type: ______

LOT INFORMATION

Parcel #(s): ______________________
Site Address: _______________________________________

BACKGROUND INFORMATION

Owner Name: ________________________________
Site Plan Created by: ___________________________
Address: _________________________________
Contact Phone: (_____) __________ Date Created:

MAP SCALE (check one)

☐ Preferred Scale: 1 inch on the map = 20 ft on the ground
☐ Custom Scale: 1 inch = ______

*Square is 0.20” by 0.20”
### Required Site Plan Information:

<table>
<thead>
<tr>
<th>N/A</th>
<th>#</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>1. Property line dimensions of all lot(s) involved in the project.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2. The location, width and purpose of all easements (utility, access and/or irrigation) on the site and adjacent to the site.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3. The distance from existing and proposed structures to the centerline of state, county, private roads, or access easement with name, dimension, surface type (paved, gravel or dirt) of road.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>4. Existing or proposed driveway locations</td>
</tr>
<tr>
<td></td>
<td></td>
<td>5. Location, shape, size, gross floor area, height and types (i.e., house, garage, well house) of all existing and proposed structures, minimum building setbacks from the property lines and other structures, and the total lot coverage.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>6. The location, right-of-way widths, pavement widths, curbs, gutters, culverts and names of all existing or platted streets or roads, whether public or private, and other public ways within the subject property or adjacent to any affected lots;</td>
</tr>
<tr>
<td></td>
<td></td>
<td>7. Location of well or water systems within 100 feet of the subject property or within a 100 foot well control zone and the distance from any structures within the well control zone. Label as Individual, 2-party, Group B, Group A.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>8. Location of proposed or existing septic tank, drain field area, and extension area, as well as replacement areas and distances to structures and property lines</td>
</tr>
<tr>
<td></td>
<td></td>
<td>9. The location and dimensions of any existing and proposed utilities, streets, railroads, irrigation and drainage canals, easements and dedication of property within the subject property or adjacent to any affected lots;</td>
</tr>
<tr>
<td></td>
<td></td>
<td>10. Critical Areas/Shoreline: River, streams, creek, pond, floodplain, floodway, etc. on or abutting the site (Distance from structure to the ordinary high water mark of the river, stream, creek, etc.)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>11. Show the existing topographic contours at intervals of not more than 5’ when the ground slopes exceed 10%. Extend 100’ beyond the boundaries of the site.</td>
</tr>
</tbody>
</table>

### Building Division Application Site Plan Information:

<table>
<thead>
<tr>
<th>N/A</th>
<th>#</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>1. Fire apparatus turnaround</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2. For larger parcels, draw a simple plan showing the entire lot and indicate which area the new construction is to take place. Attach to the detailed section and submit both.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3. Distance of new structures from all property lines</td>
</tr>
</tbody>
</table>

### Planning Division Application Site Plan Information:

<table>
<thead>
<tr>
<th>N/A</th>
<th>#</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>1. Location and dimensions of all proposed exterior land uses.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2. Location of new and/or expanded public and private utility infrastructure.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3. Location of pedestrian and vehicular circulation patterns, sidewalks, trails and bicycle paths.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>4. Location of structures on the adjoining lots, which may cause compatibility issues.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>5. Proposed location and dimensions of community and other open space.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>6. Existing and proposed landscaping, site screening, street trees and storm water drainage facilities.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>7. The existing on-site sewage system components and reserve areas and the proposed location for on-site sewage systems and soil test pits for all affected lots not served by an on-site sewage system or other approved wastewater treatment system. The location of structures on the adjoining lots when within 100 feet of a well or on-site sewage disposal system;</td>
</tr>
<tr>
<td></td>
<td></td>
<td>8. Proposed contours and grading as they affect lot layout, streets, and drainage ways.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>9. Location of adjacent public water, sewer main, fire protection systems and other underground facilities within or adjacent to the development.</td>
</tr>
</tbody>
</table>

**Floodplain development:**

|     |   | 10. Description of the extent to which any watercourse will be altered or relocated as a result of the proposed development. |
|     |   | 11. The boundaries of the 100-year floodplain, the boundaries of floodways where floodways have been established, and the 100-year base flood elevations where base flood elevations have been established. |
|     |   | 12. The boundaries of the 10 and 25-year floodplain using the flood risk maps provided by Yakima County as part the mandatory pre-application conference. |
|     |   | 13. Other information as may be required by YCC Titles 13, 16A, 16C or 16D. |
“Variance” means a modification of the specific regulations of this Title in accordance with the terms of this Title 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.

All variances are subject to a Type 3 review which requires a public hearing before the Hearing Examiner. The Hearing Examiner can not consider applications for a variance under the following circumstances 19.35.060(1):

- Under no circumstances shall the Hearing Examiner grant a variance to allow a use not permissible under the terms of the Title in the zoning district involved, or any use expressly or by implication prohibited in the zoning district by this Title.
- A variance application that would alter density or minimum lot size requirements shall not be accepted or granted.
- A variance application shall not be accepted if administrative adjustment or modification provisions apply and could provide the relief sought from the standards of this Title.
- The Hearing Examiner shall not have jurisdiction to grant a variance to standards or requirements under the Federal Emergency Management Agency’s National Flood Insurance Program (NFIP) as implemented by YCC Title 13.

The Hearing Examiner may approve a variance as long as the proposal will not be contrary to the public interest and the comprehensive plan where literal enforcement of Title 19 would cause undue hardship, as measured by the following criteria. To assist in the review process of your variance be sure to address the following items in your application materials.

- Special circumstances applicable to the property, including size, shape, topography, location or surroundings, exist;
- Due to such special circumstances, strict application of this Title would deprive the property of rights and privileges enjoyed by other properties in the vicinity under identical zoning district classification;
- Granting the variance will not be materially detrimental to the public welfare or injurious to the property or improvements in the vicinity and zoning district classification in which the property is situated;
- Special circumstances do not result from the actions of the applicant;
- The variance is the minimum variance that will make possible the reasonable use of the land, building or structure;
- Granting a variance will be in harmony with the general purpose and intent of Title 19, the specific zoning district and the Comprehensive Plan;
- Administrative adjustment or administrative modification provisions of this Chapter were not applicable or could not provide the relief sought from the standards of Title 19;
- Granting the variance requested will not confer on the applicant any special privilege denied by Title 19 to other lands in the same area; and
- Financial gain is not the ground or grounds for the variance.

Please note that a Pre-Application Conference is required prior to the submittal of the variance application.

*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).*
## GENERAL APPLICATION FORM

**Yakima County Public Services**  
128 North Second Street · Fourth Floor Courthouse · Yakima, Washington 98901  
(509) 574-2300 · 1-800 572-7354 · FAX (509) 574-2301 · www.co.yakima.wa.us

### Zoning District:
Reviewed By:  
Case #(#s): Date Submitted:

<table>
<thead>
<tr>
<th>Overlay: Airports / Greenways / Floodplains</th>
<th>UGA: ________________</th>
<th>CAO/Shoreline: ________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sewer: Septic Clearance / As Built</td>
<td>YCWR Well: ___________</td>
<td></td>
</tr>
<tr>
<td>Potable Water: N/A or Exempt</td>
<td>FAAR: ________________</td>
<td>M / H / E: ________________</td>
</tr>
<tr>
<td>Purveyor:</td>
<td>Occupation: A B E F H I M R R1 R2 R3 S U</td>
<td></td>
</tr>
<tr>
<td>Type of Construction: IA IIA IIIA IB IIIB IVA IVB VA VB</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Name of Short Plat, Subdivision or Manufactured Home Park: ________________</td>
<td>Lot or Space #: ________________</td>
<td></td>
</tr>
</tbody>
</table>

**Planning Forms for Project:**

**Please Tell Us About Your Proposal:**  
(If you need assistance call us at (509) 574-2300 or come into the office)

<table>
<thead>
<tr>
<th>Parcel Numbers(s):</th>
<th>A. __________________</th>
<th>B. __________________</th>
<th>C. __________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Property Owner’s Name:</td>
<td>__________________</td>
<td>__________________</td>
<td>__________________</td>
</tr>
<tr>
<td>Day Phone:</td>
<td>__________________</td>
<td>Company (if any):</td>
<td>__________________</td>
</tr>
<tr>
<td>Mailing Address:</td>
<td>__________________</td>
<td>City: __________________</td>
<td>State: ______</td>
</tr>
<tr>
<td>Subject Property Address: <em>(If Different)</em></td>
<td>__________________</td>
<td></td>
<td></td>
</tr>
<tr>
<td>E-mail Address:</td>
<td>__________________</td>
<td>Scope of Work:</td>
<td>__________________</td>
</tr>
</tbody>
</table>

Are you requesting the Optional Consolidated Permit Review Process as provided under YCC 16B.03.060?  
Yes ☐ No ☐

**Applying For A Building Permit? Please Fill Out The Following:**

| Number of Bedrooms: | Existing: ______ | Total: ______ | Size/Dimensions: ______ | Square Footage: ______ |
| Number of Bathrooms: | ______ | Size/Dimensions: ______ | Square Footage: ______ |

**Construction Valuation (Contractor Estimate) $**

---

**How will you provide legal domestic water for your project? Please check one below:**

- ☐ Water right permit from Department of Ecology (Please attach a copy to this application), or
- ☐ Letter from an approved water purveyor stating the ability to provide water, or
- ☐ A Yakima County Water Resource System (YCWRS) domestic well within the Agriculture zoning district, or
- ☐ A Yakima County Water Resource System (YCWRS) domestic well outside of the Agriculture zoning district, or
- ☐ Other adequate evidence of interest in a suitable water right held for mitigation proposed by an existing water bank, or
- ☐ Yakama Nation Water Code permit for properties located within the exterior boundaries of the Yakama Nation, or
- ☐ Documentation that the well site is located outside the Yakima River watershed.

Please note that evidence of an adequate water supply must be submitted to Yakima County prior to the issuance of the permit.

**By signing this form, I agree to the following:**

- I hereby state as true that all ownership interests of the property have reviewed the proposal as presented in the application materials and support the proposed change(s).
- I hereby give Yakima County permission to enter my property during this review to inspect my property as needed.
- I hereby agree to pay all additional fees associated with the processing of this application including but not limited to the Hearing Examiner fees, Transportation fees or any other fees that may be associated with the proposed project.

**CONTINUE ON BACK**
I hereby acknowledge that the application with the Yakima County Permit Services Department has been filled out completely.

I hereby acknowledge that verification of an approved potable water supply is a requirement and part of the procedure to obtain a permit from Yakima County.

I shall provide Yakima County with proof of an adequate water source as indicated in Ordinance 13-2017 or obtain a YCWRS domestic well permit.

I understand that Yakima County shall be held harmless for misinterpretation or misrepresentation of documents to obtain my permits.

I am aware my Permit WILL NOT be issued until I provide proof of an approved source of potable water and associated documentation.

(If the property is owned by a corporation or LLC please attach documentation showing that the person signing has the authority to sign on behalf of the corporation or LLC.)

Please Fill Out This Section In Blue or Black Ink. (Please check the box to indicate the primary contact person)

☐ Property Owner Signature: ___________________________________________ (required) Date: ______________________

☐ Check If You Are Acting As Your Own Contractor – (Signature required at declaration at bottom of page)

☐ Applicant/Agent:

Day Phone: ( ) __________________ Company (if any) __________________

Mailing Address: ____________________________________________________ City: ______________ State: ____ ZIP: ______

E-mail Address: ______________________________________________________

Signature: ________________________________ Date: ______________________

☐ Contractor Name: __________________________________________________

Day Phone: ( ) __________________ Company (if any) __________________

Mailing Address: ____________________________________________________ City: ______________ State: ____ ZIP: ______

E-mail Address: ______________________________________________________

Contractor License Number: _________________________________________

Signature: ________________________________ Date: ______________________

If there are additional owners, provide an attachment in the same format and with the same declarations

This Section To Be Completed For Construction Permits Only

Pursuant to RCW 19.27.095 (2)(i-ii) The requirement for a fully completed construction application shall include:

i. The name, address, and phone number of the office of the lender administering the interim construction financing, if any: OR

ii. The name and address of the firm that has issued a payment bond, if any, on behalf of the prime contractor for the protection of the owner, if the bond is for an amount not less than 50% of the total amount of the construction permit.

If for any reason the information requested below is not available at the time of application, the applicant shall provide the information as soon as it can be reasonably obtained.

☐ Lending Agency Name: _____________________________________________ Phone: ( ) __________________

Mailing Address: ____________________________________________________ City: ______________ State: ____ Zip: ______

☐ I acknowledge by checking this box that this project has no lending agency for construction financing.

Bonding Agency Name: _____________________________________________ Phone: ( ) __________________

Mailing Address: ____________________________________________________ City: ______________ State: ____ Zip: ______

☐ I acknowledge by checking this box that this project has no bonding agency.

If you are the Property Owner and Acting as Your Own Contractor, Please Complete the Following Declaration:

• I acknowledge that I am applying for a permit thru the Yakima County Public Services Department.

• I also acknowledge that I am not a licensed contractor, specialty or general, or that I am not acting as a contractor and wish to be exempt from the requirements of the Washington State Contractor’s Act, per RCW 18.27.090, and will abide by all provisions and conditions of the exemption as stated.

• I agree that if I use the assistance of any person(s) to provide labor and/or assistance, I will retain only contractors registered and currently licensed as required under the laws of the State of Washington.

I (print name) ______________________________________ certify under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct.

Owner Signature: __________________________________________________ Date: ______________________

Yakima County will make reasonable modifications to policies and programs to ensure that people with disabilities have an equal opportunity to enjoy all of its programs, services, and activities. Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a program, service or activity of Yakima County, should contact the Yakima County ADA Coordinator at 509-574-2210 as soon as possible but no later than 48 hours before the scheduled event.