Zoning Ordinance Requirement and Adjustment Requested: (Answer the following)

1. Is this adjustment being processed under the Optional Consolidated Permit Review Process?
   - Yes  - No

2. Type of Adjustment Requested (Check as applicable)
   - Setbacks: Which setback is proposed to be adjusted?  - Front  - Side  - Rear
   - Parking:  - Loading
   - Sign height  - Building height
   - Fence height  - Walls and Recreational Screens
   - Site screening  - Landscaping
   - Lot coverage  - Waste and Recycling Storage
   - Siting Criteria for manufactured homes located outside UGA, and outside RT, RS zoning districts:
     - Roof Pitch  - Roof materials
     - Pit setting  - Siding materials
   - Other: ________________________________________________________________

3. Zoning standard requires:
   (example: 15-foot rear yard setback from southern property line, or 6-foot fence along west property line)

4. Proposed standard:
   (example: 10-foot rear yard setback from southern property line, or 8-foot fence along the west property line)

5. Why is the proposed adjustment needed?
   ________________________________________________________________

6. Are there other alternatives to your design that could be made in order to meet the standard?
   - Yes  - No
   If Yes, explain: ________________________________________________________________

7. What is the minimum adjustment needed to accommodate the proposed use?
   If Yes, explain: ________________________________________________________________

8. How will the proposed adjustment impact your neighbors?
   ________________________________________________________________

9. Are there developments in the neighborhood that are similar to your proposal?
   - Yes  - No
   If Yes, explain: ________________________________________________________________
10. Are there physical features, such as topography, right-of-way, and existing constraints on the property? □ Yes □ No
   If Yes, explain: ____________________________________________________________________________

**Answer the following questions if you are requesting an adjustment to the sign standards:**

11. What is the proposed sign:   Height: _____   Size: _____   Shape: _____   Color: ________________

12. How many signs are proposed? __________________________

13. What is the proposed location of the sign? __________________________

14. What is the proposed landscaping associated with the sign? __________________________

15. How does the proposed sign relate to the immediate area? __________________________

16. Is the sign associated with a multiple-use complex? □ Yes □ No
   If yes, explain how the available sign area will be allocated between tenants or leasable spaces:
   ____________________________________________________________________________
   ____________________________________________________________________________
   ____________________________________________________________________________

**Answer the following questions if you are requesting an adjustment to Site Screening or Landscaping standards:**

17. Is the adjustment needed due to inadequate sunlight? □ Yes □ No

18. What is the distance between the proposed structure and the existing structures on the adjoining property?

19. What is the proposed setback from the front of the new structure?

20. Does the area in front of the building have any of the following: □ Decorative paving/pavers □ Trees
    □ Planters □ Other Amenities (explain) _____________________________________________

21. Are you proposing to utilize Xeriscape (drought tolerant) landscaping? □ Yes □ No

22. Is there existing vegetation within the required landscaping areas? □ Yes □ No
   If yes, describe size, location and type: ____________________________________________

2
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.
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: __________________________
### Required Site Plan Information:

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### Building Division Application Site Plan Information:

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### Planning Division Application Site Plan Information:

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### Floodplain development:

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### Zoning District:

- [ ] Airport / Greenway / Floodplain
- [ ] CAO/Shoreline
- [ ] CAO/Shoreline (GA)
- [ ] CAO/Shoreline (RC)
- [ ] UGA

### Proposed Land Use:

### Overlay:

- [ ] Airport / Greenway / Floodplain
- [ ] CAO/Shoreline
- [ ] UGA

### UGA:

- [ ] CAO/Shoreline
- [ ] CAO/Shoreline (GA)
- [ ] CAO/Shoreline (RC)

### Sewer:

- [ ] Septic Clearance / As Built
- [ ] N/A or Exempt

### Potable Water:

- [ ] N/A or Exempt
- [ ] YCWRS Well: [ ] YCWRS Well: [ ] YCWRS Well: [ ] YCWRS Well: [ ] YCWRS Well: [ ] YCWRS Well:

### Purveyor:

- [ ] YCWRS Well: [ ] YCWRS Well: [ ] YCWRS Well: [ ] YCWRS Well: [ ] YCWRS Well: [ ] YCWRS Well:

### Occupancy:

- [ ] M / H / E

### Type of Construction:

- [ ] IA
- [ ] IIA
- [ ] IIIA
- [ ] IB
- [ ] IIB
- [ ] IIIB
- [ ] IVA
- [ ] IVB
- [ ] VA
- [ ] VB

### Name of Short Plat, Subdivision or Manufactured Home Park:

- [ ] Lot or Space #

### Planning Forms for Project:

- [ ] Please Tell Us About Your Proposal:

### Parcel Numbers(s):

- [ ] A. [ ] B. [ ] C.

### Property Owner’s Name:

- [ ]

### Day Phone:

- [ ]

### Company (if any):

- [ ]

### Mailing Address:

- [ ] City: [ ] State: [ ] Zip: [ ]

### Subject Property Address: (if Different)

- [ ]

### E-mail Address:

- [ ]

### Scope of Work:

- [ ]

### 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.
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.

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.
“Administrative adjustment of standard” means a change, either an increase or decrease, in one or more of the development standards of Unified Land Development Code in accordance with the provisions of Chapter 19.35.

Certain zoning rules for development in Yakima County may be adjusted through an Administrative Adjustment Application in order to provide some flexibility in development standards. The adjustment request has to meet certain criteria to ensure it is consistent with the purpose and intent of the law and the certain rule that is being adjusted. The criteria for adjustments are found in YCC 19.35.020. Also found in YCC 19.35.020 are specific criteria for reducing Especially Sensitive Land Use special setbacks, for adjusting sign standards, and for adjusting the sitescreening and landscaping standards.

In accordance with YCC 19.35.020(3)(a) those development standards which can be considered for adjustment are:

- Setbacks, building height, and heights of fences, walls and recreational screens, as found in Section 19.10.040 General Development Regulations;
- Chapter 19.20 Signs (however, see the section below regarding sign standards that cannot be adjusted);
- Chapter 19.21 Sitescreening and Landscaping;
- Chapter 19.22 Parking and Loading;
- As otherwise specified, such as for reductions to special resource setbacks (YCC 19.35.020(6))

In accordance with YCC 19.35.020(3)(b) the following standards cannot be adjusted through the administrative adjustment process:

- Density or minimum lot size or width;
- Height of buildings or structures as limited in Section 19.17.030 for the Airport Safety Overlay;
- The number of signs or size of signs, or to allow any prohibited sign;
- The siting of manufactured and mobile homes as set forth in Chapter 19.18 within Urban Growth Areas or the Rural Transitional and Rural Settlement zoning districts;
- Standards in Chapter 19.18, except adjustments to visibility of a front entrance of an accessory dwelling unit, the siting of manufactured and mobile homes outside Urban Growth Areas or the Rural Transitional and Rural Settlement zoning districts, resource setbacks as specified in this Section and special events for bed and breakfasts in excess of 12 per year;
- The requirements in other Titles of Yakima County Code, which may have their own adjustment processes outside the scope of this Title; or
- Road standards which are subject to Road Design Modifications set forth in section 19.35.040.

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).
A standard listed in Subsection (3)(a) as listed on page 1 may be adjusted if the Reviewing Official finds that the administrative adjustment is consistent with:

- The purpose and intent of Comprehensive Plan policies that relate to the specific adjustment being proposed and this Title;
- The purpose and intent of the specific zoning district and the standard being adjusted;
- Maintaining the minimum administrative adjustment necessary to accommodate the proposed use;
- Balancing the flexibility of the administrative adjustment with the health, safety and general welfare of individual neighborhoods and the community; and
- The placement or design of structures will maximize solar access for the production of solar energy;

The Administrative Adjustment Form asks for answers to some of the typical questions that are required to allow any adjustment. Applicants identify where in the zoning ordinance the rule is listed, then explain what alternative is requested instead. For instance, if the setback from a street is normally a distance of 50 feet from the centerline for a new house, but 40 feet is requested, this information is written in on the form so that it is clear exactly what the request is for. The time and level of review for an administrative adjustment varies depending on the location and the type of land use to which the adjustment is related. The most common applications are processed as Type 2 applications, where the neighboring property owners are given notice of the request and are asked to provide comments, but without the need to hold a public hearing. If the use that the administrative adjustment is involved with is a Type 3 or 4 use, a Public hearing will also be required.

**Frequently Asked Questions**

**Q:** What is the usual process for requesting and obtaining an Administrative Adjustment?

**A:** **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.** Yakima County mails copies of your application to neighboring property owners and other review agencies for comments, which must be submitted within 14-days. A copy is also sent to you. A public hearing is usually not required unless the development is associated with a Type 3 or 4 land use on the site.

**Step 3.** A written decision is prepared in consideration of the request, comments received, and the criteria in the code. The decision usually includes additional requirements, called conditions of approval, that must be completed within a specific time period for the approval to become final.

**Step 4.** Complete any conditions of approval listed at the end of the decision within the time period provided.

**Q:** What are my options if my request does not qualify for an Administrative Adjustment?

**A:** You can apply for a Zoning Variance. See the Zoning Variance User’s Guide for information on the Variance process.