



HOME BUSINESS MAJOR/MINOR FORM

FINAL
Revised 10/1/15

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

1. Are you proposing a: ☐ Major Home Business ☐ Minor Home Business
2. Will the business be conducted within a: ☐ Single Family Residence
☐ Accessory Dwelling Unit
☐ Detached Structure
3. Will your business provide a: *(Check all that apply)*
☐ Service, if so what type of service? _____
☐ Small-scale retail sales of products, if so what type of sales? _____
☐ Mail order business
☐ Storage of materials associated with the business
☐ Small-scale manufacturing, assembly, or repair operations. *(Not allowed in Urban Areas, RT or RS)*
4. Will the home business be conducted:
☐ Only members of the family residing in the dwelling; or
☐ By members of the family residing in the dwelling and non-resident employees.
How many employees are proposed? _____
*(Per YCC 19.18.240(2)(b)(ii) no more than **two** non-resident employees can be authorized)*
5. What is the total floor area devoted to the home business? _____
(Per YCC 19.18.240 (c) please note for a minor home business you cannot exceed 30% of the total floor areas of the residence and the attached garage. For a major home business you cannot exceed 30% of the total floor area of the residence and garage in the Urban Growth Area, RT and RS zoning districts. However, a major home business in all other zones cannot exceed 30% of the total floor areas of the home, garage and accessory structure.)
6. How many customers will visit your home business? _____
7. How many parking spaces are proposed? _____
(Per YCC 19.18.240 (e) the maximum allowed is 2 additional parking spaces for minor home businesses and major home businesses within the Urban Growth Area, RT and RS zoning districts. A maximum of 4 parking spaces for major home businesses outside of the Urban Growth Area, RT and RS zoning districts.)

8. Will the parking spaces be: ☐ Paved ☐ Gravel

9. Would the home business require any changes to the structure? ☐ Yes ☐ No

If yes, what changes are proposed? _____

10. Where would you store supplies, finished goods and any vehicles associated with the home business (***no outdoor storage permitted***)? _____

11. Does the home business have the potential to create noise, fumes, dust, vibrations or electrical interference?

☐ Yes ☐ No If yes, how do you plan to mitigate these impacts? _____

12. Are you proposing any signs association with the home business? ☐ Yes ☐ No

If Yes: What is the square footage of the sign? _____

What is the height of the sign? _____

What is the location of the sign? _____

13. What are the proposed hours of operation? _____

14. What are the proposed days of operation? _____

(Per YCC 19.18.240(h) no deliveries or customers, by motor vehicle, shall occur between the hours of 8:00 p.m. and 7:00 a.m.)

15. Will you receive deliveries? ☐ Yes ☐ No

If Yes: How many per day? _____ How many per week? _____

Required Attachments:

Please attach a photo of the home's full exterior appearance

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.



NARRATIVE FORM

FINAL
Revised 10/01/15

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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.

[illegible]



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

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"**

PARKING CALCULATION (Reference Table 19.22 in YCC 19.22)

- ____ S.F. Spaces required: _____
____ S.F. Spaces provided: _____ Surface Type: _____

LOT INFORMATION

- ____ S.F. Parcel #(s): _____
____ S.F. Site Address: _____

BACKGROUND INFORMATION

- ____ % Owner Name: _____
Site Plan Created by: _____
Address: _____
Contact Phone: (_____) _____ Date Created: _____

Required Site Plan Information:			
	N/A	#	
<input type="checkbox"/>	<input type="checkbox"/>	1	Property line dimensions of all lot(s) involved in the project.
<input type="checkbox"/>	<input type="checkbox"/>	2	The location, width and purpose of all easements (utility, access and/or irrigation) on the site and adjacent to the site.
<input type="checkbox"/>	<input type="checkbox"/>	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.
<input type="checkbox"/>	<input type="checkbox"/>	4	Existing or proposed driveway locations
<input type="checkbox"/>	<input type="checkbox"/>	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.
<input type="checkbox"/>	<input type="checkbox"/>	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;
<input type="checkbox"/>	<input type="checkbox"/>	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.
<input type="checkbox"/>	<input type="checkbox"/>	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
<input type="checkbox"/>	<input type="checkbox"/>	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;
<input type="checkbox"/>	<input type="checkbox"/>	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.)
<input type="checkbox"/>	<input type="checkbox"/>	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.

Building Division Application Site Plan Information:			
	N/A	#	
<input type="checkbox"/>	<input type="checkbox"/>	1	Fire apparatus turnaround
<input type="checkbox"/>	<input type="checkbox"/>	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.
<input type="checkbox"/>	<input type="checkbox"/>	3	Distance of new structures from all property lines.

Planning Division Application Site Plan Information:			
	N/A	#	
<input type="checkbox"/>	<input type="checkbox"/>	1	Location and dimensions of all proposed exterior land uses.
<input type="checkbox"/>	<input type="checkbox"/>	2	Location of new and/or expanded public and private utility infrastructure.
<input type="checkbox"/>	<input type="checkbox"/>	3	Location of pedestrian and vehicular circulation patterns, sidewalks, trails and bicycle paths.
<input type="checkbox"/>	<input type="checkbox"/>	4	Location of structures on the adjoining lots, which may cause compatibility issues.
<input type="checkbox"/>	<input type="checkbox"/>	5	Proposed location and dimensions of community and other open space.
<input type="checkbox"/>	<input type="checkbox"/>	6	Existing and proposed landscaping, site screening, street trees and storm water drainage facilities.
<input type="checkbox"/>	<input type="checkbox"/>	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;
<input type="checkbox"/>	<input type="checkbox"/>	8	Proposed contours and grading as they affect lot layout, streets, and drainage ways.
<input type="checkbox"/>	<input type="checkbox"/>	9	Location of adjacent public water, sewer main, fire protection systems and other underground facilities within or adjacent to the development.
Floodplain development:			
<input type="checkbox"/>	<input type="checkbox"/>	10	Description of the extent to which any watercourse will be altered or relocated as a result of the proposed development.
<input type="checkbox"/>	<input type="checkbox"/>	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.
<input type="checkbox"/>	<input type="checkbox"/>	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.
<input type="checkbox"/>	<input type="checkbox"/>	13	Other information as may be required by YCC Titles 13, 16A, 16C or 16D.



GENERAL APPLICATION FORM

FINAL
Revised 6/05/2019

Yakima County Public Services
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(Staff Use Only – Fill In / Circle As Applicable)

Zoning District: _____ Reviewed By: _____
Proposed Land Use: _____ Case #(s): _____ Date Submitted: _____
Overlay: Airport / Greenway / Floodplain _____
UGA: _____ CAO/Shoreline: _____
Sewer: Septic Clearance / As Built _____
Potable Water: N/A or Exempt _____
Purveyor: _____ YCWRS Well: _____
FAAR: _____ WUI-FD: _____ M / H / E _____
Occupancy: A B E F H I M R R1 R2 R3 S U _____
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: *(If you need assistance call us at (509) 574-2300 or come into the office)*

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.

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:** _____



User's Guide To The Land Use Permit Process

Home Business (Major & Minor)

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

“Home business, major” may include those services, small-scale retail sales of products, mail order businesses and storage of materials associated therewith. Major home businesses located outside of Urban Growth Areas and the RT and RS zoning districts may also include small-scale manufacturing, assembly or repair operations.

“Home business, minor” are limited to those of a service character (typified by uses similar to one-chair beauty salon, one-table licensed massage therapist, caterer, mail-order business, etc.) but may include retail sales directly related to the home business..

Application review type is based on the Allowable Land Use Table 19.14 and zoning district.

YCC 19.18.240 outlines the standards which must be met for all Home Businesses. These standards address a variety of circumstances, a few of which are described below. To review a complete and more detailed explanation of the standards please refer to YCC 19.18.240 and/or contact the Yakima County Planning Division at (509) 574-2300.

Minor home businesses can only be conducted by member of the family residing in the dwelling and shall be conducted within the dwelling unit and/or attached garage. However, the floor area devoted to the home business shall not exceed 30% of the floor area of the home and attached garage.

Major home businesses may be conducted by members of a family residing in the dwelling, except the Reviewing Official may authorize the family to employ no more than two non-resident individuals to assist with the home business. Additionally, the major home business may be conducted within a single-family dwelling, two-family dwelling, attached or detached garage, or an accessory structure only. The floor area devoted to the home business shall not exceed:

- A. 30% of the floor area of the home and garage in Urban Growth Areas and RT and RS zones; or
- B. 30% of the floor area of the home, garage and accessory structure outside of Urban Growth Areas and RT and RS zones. The outward appearance and scale of any accessory structure shall be secondary and subordinate to the primary use of the property and the purpose of the zoning district.

Regardless of the type of home business (major or minor) there can be no outdoor storage of materials, supplies, or display of goods or equipment, except one commercial vehicle as it pertains to both a major or minor home business or employee parking as it pertains to a major home business. There are a number of uses which can not be approved as either a minor or major home business and these are outlined in YCC 19.18.240(4) and (5). Please contact the Yakima County Planning Division at (509) 574-2300 for further details.

Minor home businesses NOT subject to review are limited to those office character (typified by uses similar to an accountant, tax preparer, business administration) are not subject to a Type 1 Review if they meet the standards listed in YCC 19.18.240(2).

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

Home Business (Major & Minor)

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

Uses Not Permitted as Home Businesses. The following uses, by the nature of their operation or investment, have a pronounced tendency, once started, to increase beyond the limits permitted for home businesses, interfere with or impair the use and value of adjoining properties, or violate the restriction of no exterior evidence (e.g., outward physical appearance; outside storage of materials, supplies or vehicles; generate noise, dust, fumes, odors, electrical interference, vibrations, excessive traffic, etc.). Therefore, the uses listed below shall not be permitted as home businesses (YCC19.18.240(4)):

- Adult entertainment facilities;
- Beauty salons and barber shops with more than one chair;
- Boarding or lodging houses;
- Churches;
- Construction contractors other than for home business administration under Subsection (3) above;
- Dry cleaning;
- Equipment rental businesses;
- Gift shops, craft stores, second hand stores, antique stores;
- Home businesses prohibited by covenants, conditions and restrictions (CC&Rs);
- Kennel, veterinary clinic; or hospital;
- Large item repair, including stoves, refrigerators, washers and dryers, etc.;
- Motor vehicle, trailer or boat maintenance, repair, detailing, painting, electronics installation and body shops;
- Overnight lodging facilities;
- Private clubs;
- Restaurants, taverns;
- Towing services;
- Trucking businesses or storage, except for the parking or storage of one commercial vehicle and trailer used solely by the owner/operator residing on the premises; provided that no refrigerator trucks shall be allowed;
- Uses using or storing highly explosive or combustible materials on the premises (not including ammunition associated with gunsmithing);
- Veterinary clinic; and
- Vehicle sign painting (except for airbrushing and applying decals).

In addition to the uses listed above, the following uses have characteristics that would impair the use and value of a residentially zoned area for residential purposes. Therefore, the uses listed below shall not be permitted as home businesses within Urban Growth Areas or areas zoned Rural Transitional or Rural Settlement (YCC19.18.240(5)):

- Cabinet making, wood furniture repair and refinishing, woodworking or carpentry shops;
- Health salons, spas, gymnasiums, martial arts schools, dance studios, aerobic exercise studios;
- Machine and sheet metal shops;
- Taxidermist;
- Upholstering; and
- Firearms sales, except orders by mail, and/or gunsmiths.