



MODIFICATION FORM

FINAL
Revised 11-2-17

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. Please describe the development as it currently exists within the attached narrative.
2. Has there been a previous approval from the Planning Division for the current use? ☐ Yes ☐ No
If yes, please indicate the file number: _____
If no, please indicate the year the use was established: _____
3. Will Proposed Changes in the Site Design or Building Arrangement (YCC 19.35.030(3)):
 - ☐ Yes ☐ No Increase Residential Density (*If allowed by the zoning district*) by more than one unit?
 - ☐ Yes ☐ No Increase the amount of required parking by more than 20% or 20 spaces (*whichever is less*)?
 - ☐ Yes ☐ No Expand the total square footage of all structures and/or outdoor use areas, excluding parking, by more than 20%?
 - ☐ Yes ☐ No Change or modify any condition imposed under any previous official review?
 - ☐ Yes ☐ No Significantly reduce the amount or location of required site screening?
 - ☐ Yes ☐ No Expand an existing non-conforming use or render a conforming use or structure non-conforming?
 - ☐ Yes ☐ No Establish a new use?
 - ☐ Yes ☐ No Expand a landfill, mining site/operation, mineral processing or mineral batching activity?
 - ☐ Yes ☐ No Comply with the applicable development standards?
 - ☐ Yes ☐ No Increase the height of any structures?
 - ☐ Yes ☐ No Any demolition of structures exceed 20% of the current area?
 - ☐ Yes ☐ No Add a drive-through facility that abuts a residential zone?
 - ☐ Yes ☐ No Include hazardous materials as described in Chapter 70.105 RCW?

If modifying or adding square footage, please answer questions 4 & 5:

4. What is the current square footage of all structures currently on the property? _____

5. What is the total square footage of all proposed additions? _____

If modifying or adding any site screening, please answer questions 6 & 7:

6. Will any of the existing site screening be removed, modified or relocated as part of this proposal?

☐Yes ☐No

If yes please indicate location(s): _____

7. Will any site screening be added as part of this proposal? ☐Yes ☐No

If yes, please indicate location(s): _____

If modifying or adding any parking areas, please answer questions 8 & 9:

8. How many parking spaces do you currently have? _____

9. How many additional parking spaces will be generated by this modification? _____

How many parking spaces will be removed by this modification? _____

If modifying or adding a sign, please answer questions 10 & 11:

10. Will you be adding or modifying a sign? ☐Yes ☐No

If yes, please indicate the location: _____

11. What is:

The size of the sign: _____

The height of the sign: _____

The setback of the sign from the centerline of the street: _____

If the proposal includes the demolition of the existing structures please answer questions 12 & 13:

12. What is the total square footage of all existing structures on the property? _____

13. What is the total square footage of all structures after being demolition? _____



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]

Please use additional pages as needed



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)

SQ FT

b) Building addition/new structure(s) dimension(s)

SQ FT

c) Existing paved area(s) (driveways, walkways, patios, etc.) TOTAL

SQ FT

d) Proposed paved area(s)

SQ FT

e) Total Impervious Surface (a+b+c+d = e)

SQ FT

f) Lot Size (1 acre = 43,560 sq ft)

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 0.25” by 0.25”

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:			
	N/A	#	
<input type="checkbox"/>	<input type="checkbox"/>	1	Paper size: Minimum 8 ½” x 11” up to Maximum size 11”x17”
<input type="checkbox"/>	<input type="checkbox"/>	2	Property Owner Name, Parcel Number and, Site Address
<input type="checkbox"/>	<input type="checkbox"/>	3	North Arrow shall be directed at top of the paper with the writing facing the same northern direction.
<input type="checkbox"/>	<input type="checkbox"/>	4	Drawn to scale. Example 1” = 25’ or 1” = 50’
<input type="checkbox"/>	<input type="checkbox"/>	5	Background Information: Site Plan Created By, Address, Contact Phone #, & Date Created
<input type="checkbox"/>	<input type="checkbox"/>	6	Lot Coverage Calculation for all zones except AG, FW, MIN, R/ELDP-40, R-10/5 *
<input type="checkbox"/>	<input type="checkbox"/>	7	Aerial photos are not acceptable
<input type="checkbox"/>	<input type="checkbox"/>	8	Property line dimensions of all lot(s) involved in the project.
<input type="checkbox"/>	<input type="checkbox"/>	9	The location, width and purpose of all easements (utility, access and/or irrigation) on the site and adjacent to the site with distances to proposed structures.
<input type="checkbox"/>	<input type="checkbox"/>	10	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"/>	11	Existing or proposed driveway locations, Length, and Width.
<input type="checkbox"/>	<input type="checkbox"/>	12	Location, shape, size, gross floor area, height and types (i.e., house, garage, well house) of all existing and proposed structures, distance “minimum building setbacks” from the property lines and other structures, and the total lot coverage.
<input type="checkbox"/>	<input type="checkbox"/>	13	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"/>	14	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. If located on another parcel note location on site plan.
<input type="checkbox"/>	<input type="checkbox"/>	15	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"/>	16	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"/>	17	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"/>	18	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.
<input type="checkbox"/>	<input type="checkbox"/>	4	Location of Garage and Carport vehicle entrances.

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.

*Lot Coverage is not specified within these zoning districts; however site screening may be required under Subsection 19.21.030(2)(f) and (g)



User's Guide To The Land Use Permit Process Modification

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

“Modification (of use or development)” means any change or alteration in the occupancy, arrangement, placement or construction of any existing use, structure or associated site improvement, and any change or alteration of land.

The Reviewing Official may consider changes or modifications to lawfully established Type 2 or Type 3 uses and developments which were approved under Title 19, and existing Type 2 and 3 uses. An Existing Use is defined by a use or development legally existing or legally established prior to the effective date of Title 19 that has been or would be classified under Title 19 as a permitted, administrative or conditional use in the appropriate zoning district.

Modifications are subject to a Type 1 review, provided the modification meets the criteria as outlined under YCC 19.35.030(3). Any proposed modification which doesn't meet these criteria will be subject to the same level of review for the use as indicated on Table 19.14-1 Allowable Land Uses.

In order to obtain permits for a modification of a previously approved use, an applicant must submit the following:

- A Modification Application Form
- General Application Form
- Narrative Form
- Site plan indicating clearly what is proposed to be modified and a site plan checklist.
- Application Fee

Frequently Asked Questions about Modifications

Q: What is a modification?

A: A modification is a minor change to a legally established or approved Type 2 or 3 land use. Examples of a modification are expanding an existing land use or adding additional parking to a commercial or industrial facility.

Q: What is the difference between a Modification and an Administrative Adjustment?

A: A modification is a minor change to a legally existing or approved land use, whereas an administrative adjustment is a change to a development standard.

Q: Can I change my land use with a Modification?

A: No. To change a land use that is not a permitted use in the designated Zoning District, an amendment to the Comprehensive Plan must be made. To change to a different land use that is permitted within the designated Zoning District, a permit for the new land use is required.

Q: Is a change of use considered a modification?

A: No. A modification deals primarily with structures on a property, whereas a change of use deals primarily with the what takes place inside those structures.

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

FINAL
Revised 4/30/20

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128 North Second Street · Fourth Floor Courthouse · Yakima, Washington 98901
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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 # _____

Please Tell Us About Your Proposal: *(If you need assistance call us at (509) 574-2300 or in person during office hours)*

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			Total Number of	
Bedrooms:	Existing:	New:	Total:	Bathrooms:
<input type="checkbox"/> New	<input type="checkbox"/> Addition	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: _____