



# ADMINISTRATIVE ADJUSTMENT FORM

FINAL  
Revised 5/5/2021

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](http://www.co.yakima.wa.us)

## 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**

*NOTE: Mobile Homes constructed prior to June 15, 1976 do not meet the current safety standards as a "Manufactured Home". Before these older mobile homes can be moved to a new location within Yakima County, the Department of Labor and Industries (L&I) must do a Fire Life Safety Inspection. You will need to provide Yakima County Public Services Department a copy of L&I's Fire Safety Certificate prior to issuance of the placement permit.*

**Washington State Department of Labor and Industries**

**Contact Information:**

**15 West Yakima Ave., Yakima 98902**

**(509) 454-370**

**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?

8. How will the proposed adjustment impact your neighbors?

9. Are there developments in the neighborhood that are similar to your proposal?

Yes  No

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:

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

Yakima County Public Services  
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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.

*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"/>	<b>1</b>	Paper size: Minimum 8 1/2" x 11" up to Maximum size 11"x17"
<input type="checkbox"/>	<input type="checkbox"/>	<b>2</b>	Property Owner Name, Parcel Number and, Site Address
<input type="checkbox"/>	<input type="checkbox"/>	<b>3</b>	North Arrow shall be directed at top of the paper with the writing facing the same northern direction.
<input type="checkbox"/>	<input type="checkbox"/>	<b>4</b>	Drawn to scale. Example 1" = 25' or 1" = 50'
<input type="checkbox"/>	<input type="checkbox"/>	<b>5</b>	Background Information: Site Plan Created By, Address, Contact Phone #, & Date Created
<input type="checkbox"/>	<input type="checkbox"/>	<b>6</b>	Lot Coverage Calculation for all zones except AG, FW, MIN, R/ELDP-40, R-10/5 *
<input type="checkbox"/>	<input type="checkbox"/>	<b>7</b>	Aerial photos are not acceptable
<input type="checkbox"/>	<input type="checkbox"/>	<b>8</b>	Property line dimensions of all lot(s) involved in the project.
<input type="checkbox"/>	<input type="checkbox"/>	<b>9</b>	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"/>	<b>10</b>	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"/>	<b>11</b>	Existing or proposed driveway locations, Length, and Width.
<input type="checkbox"/>	<input type="checkbox"/>	<b>12</b>	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"/>	<b>13</b>	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"/>	<b>14</b>	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"/>	<b>15</b>	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"/>	<b>16</b>	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"/>	<b>17</b>	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"/>	<b>18</b>	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"/>	<b>1</b>	Fire apparatus turnaround
<input type="checkbox"/>	<input type="checkbox"/>	<b>2</b>	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"/>	<b>3</b>	Distance of new structures from all property lines.
<input type="checkbox"/>	<input type="checkbox"/>	<b>4</b>	Location of Garage and Carport vehicle entrances.

### Planning Division Application Site Plan Information:

	N/A	#	
<input type="checkbox"/>	<input type="checkbox"/>	<b>1</b>	Location and dimensions of all proposed exterior land uses.
<input type="checkbox"/>	<input type="checkbox"/>	<b>2</b>	Location of new and/or expanded public and private utility infrastructure.
<input type="checkbox"/>	<input type="checkbox"/>	<b>3</b>	Location of pedestrian and vehicular circulation patterns, sidewalks, trails and bicycle paths.
<input type="checkbox"/>	<input type="checkbox"/>	<b>4</b>	Location of structures on the adjoining lots, which may cause compatibility issues.
<input type="checkbox"/>	<input type="checkbox"/>	<b>5</b>	Proposed location and dimensions of community and other open space.
<input type="checkbox"/>	<input type="checkbox"/>	<b>6</b>	Existing and proposed landscaping, site screening, street trees and storm water drainage facilities.
<input type="checkbox"/>	<input type="checkbox"/>	<b>7</b>	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"/>	<b>8</b>	Proposed contours and grading as they affect lot layout, streets, and drainage ways.
<input type="checkbox"/>	<input type="checkbox"/>	<b>9</b>	Location of adjacent public water, sewer main, fire protection systems and other underground facilities within or adjacent to the development.
<b>Floodplain development:</b>			
<input type="checkbox"/>	<input type="checkbox"/>	<b>10</b>	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"/>	<b>11</b>	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"/>	<b>12</b>	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"/>	<b>13</b>	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)



# GENERAL APPLICATION FORM

Yakima County Public Services

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Revised 4/30/20

*(Staff Use Only – Fill In / Circle As Applicable)*

Zoning District: \_\_\_\_\_

Reviewed By: \_\_\_\_\_

Proposed Land Use: \_\_\_\_\_

Case #(s): \_\_\_\_\_

Overlay: Airport / Greenway / Floodplain \_\_\_\_\_

Date Submitted: \_\_\_\_\_

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	Bedrooms:	Existing:	New:	Total:	Total Number of	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: \_\_\_\_\_



# User's Guide To The Land Use Permit Process

## Administrative Adjustment

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

**"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.

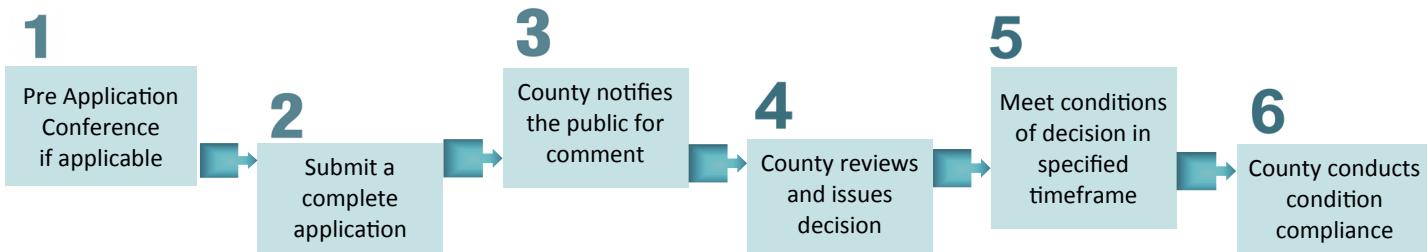
Certain zoning rules for development in Yakima County may be adjusted through an **Administrative Adjustment Application** in order to provide some flexibility in development standards. The adjustment request has to meet certain criteria to ensure it is consistent with the purpose and intent of the law 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;
- Setbacks, building height and lot coverage in Chapter 19.11 Rural and Resource Districts, Chapter 19.12 Urban Residential Districts, and Chapter 19.13 Business, Commercial and Industrial Districts;
- 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).



# User's Guide To The Land Use Permit Process

## Administrative Adjustment

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

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.



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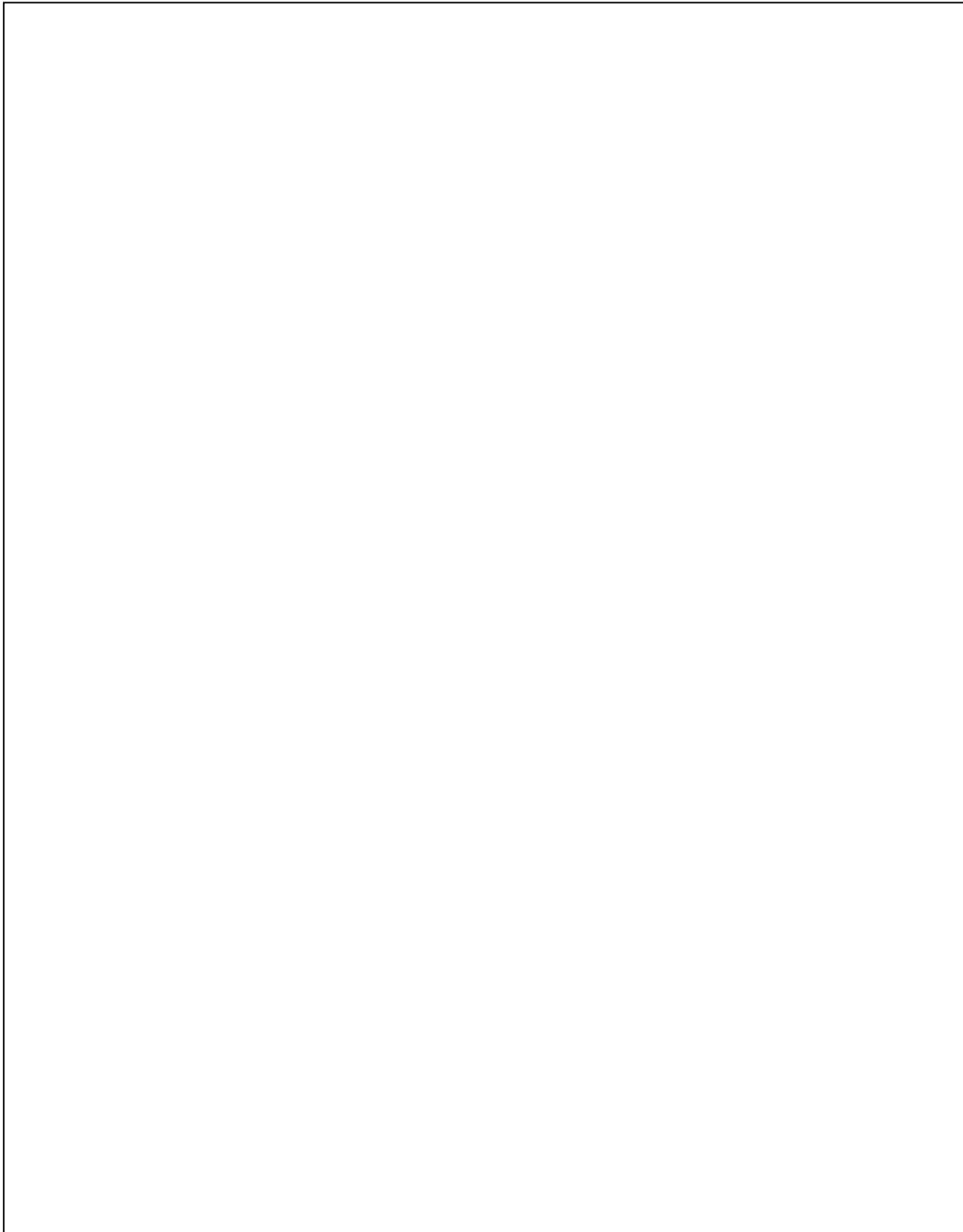
Note: Not all content listed below will be pertinent to your proposal. These items are suggestions in order to help you draft your narrative.

**Suggested Content:**

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- 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 provided.

## Project Narrative

A large, empty rectangular box with a thin black border, occupying most of the page below the section header. It is intended for the applicant to provide a detailed narrative about their project.

*Please use additional pages as needed*