

CONDITIONAL USE PERMIT

Application Packet



Application Packets are available at: <https://yakimacounty.us/2398/Forms-Applications>

Application packets are available and may be submitted in person at:
128 N. 2nd Street, 4th Floor Courthouse, Yakima, WA 98901

Need help filling out an application? Contact us at: Phone: (509) 574-2300
Email: Planning_Info@co.yakima.wa.us



REQUIRED APPLICATION MATERIALS

Updated 3/10/2025

Standard Application Checklist

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

PLEASE ATTACH THE FOLLOWING TO THE FORM:

- All applicable project permit forms fully filled out. If a question does not apply, please indicate with NA.
- A General Application form fully filled out and signed by the property owner(s) of all lots involved (YCC 16B.04.020(1)(a)).
 - a. For properties owned by a charity or corporation, submitting the Washington Secretary of State registered agent information is required;
 - b. If you are signing the application as the power of attorney, executor of a will, or similar, a copy of the legal documentation assigning such authority is required; and,
 - c. If the application is associated with a school district, fire district, or similar, it must be signed by a board member, commissioner, elected executive, or additional legal documentation indicating another person has signing authority for the entity.
- A site plan meeting all the requirements of YCC 19.30.070. If you are applying for a short subdivision, the site plan must also meet the requirements stated in YCC 19.30.072.
- All documents, detailed project development schedules, or special studies as required in the written summary provided by Yakima County after an Early Assistance Conference and/or environmental site visit (YCC 19.30.060(4)(d)).
- All applicable documents required under YCC 19.18 for the proposed land-use(s).
- A narrative addressing the requirements under YCC 19.30.060(10)(a)(i-iv).
 - a. If applying for an administrative adjustment the written narrative must also address the requirements within YCC 19.35.020.
 - Site screening and landscaping adjustment criteria are stated within YCC 19.35.020(8)
 - Sign adjustment criteria are stated within YCC 19.35.020(7)
 - ESLU adjustment criteria are stated within YCC 19.35.020(6)(b)
 - All other adjustment criteria are stated within YCC 19.35.020(5)
 - b. If applying for a variance the written narrative must address all variance criteria within YCC 19.35.060(2), and YCC 19.35.060(3).
- If a sign is being proposed, the sign supplemental form must be completed and a mock-up of the sign submitted (YCC 19.20).
- Documentation of the legal water right for the proposed use (YCC 12.08.050).

Note: All short subdivision applications must include a Title 19 Water System Review Letter from the Yakima Health District, unless otherwise stated by the Yakima County Planning Division.
- If applicable, a completed State Environmental Policy Act (SEPA164) checklist (YCC 16B.04.020(1)(f)).
- Documentation from the Water Resources Division indicating if a storm water site plan is required, and if required, the storm water site plan (YCC 19.30.060(7)).
- Special studies, such as soil or geological analyses, as determined necessary by the Administrative Official to address specific site constraints prior to the application submittal (YCC 19.30.060(4)(e)).
- Payment for all required Planning Division and additional fees (YCC 16B.04.020(1)(e) and YCC Title 20). These fees do not include Hearing Examiner fees, final review fees, recording fees, and other potential fees for permits required upon review of the application.



GENERAL APPLICATION FORM

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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: _____

Water: YCWRS / Purveyor / Exempt _____

Sewer: Septic Clearance / Purveyor _____

FAAR: _____ WUI-FD: _____ L / M / H / E

Occupancy: A B E F H I M R R1 R2 R3 S U

Construction Type: IA IIA IIIA IB IIIB IVA IVB VA VB

Name of Short Plat, Subdivision, or MH Park: _____ Lot or Space # _____

Planning Forms for Project: _____

Property Owner Information:

Parcel Number(s): A. _____ B. _____ C. _____

Property Owner's Name: _____

Day Phone: _____ Company (if any): _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Subject Property Address: (if different): _____

Email Address: _____

Description of Proposal: _____

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

Construction Valuation (Contractor estimate for labor/materials for construction) : \$ _____

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

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

- N/A - Not connecting to water source, or
- Water right permit from Department of Ecology, or
- Letter from an approved water purveyor, or
- A Yakima County Water Resource System (YCWRS) domestic well, 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

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 this project.
- ⇒ I hereby acknowledge that the application with the Yakima County Public Services Department has been filled 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.

CONTINUE ON BACK 

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

PLEASE FILL OUT THIS SECTION IN BLUE OR BLACK INK. (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*)

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

Applicant/Agent: _____

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

Mailing Address: _____ City: _____ State: _____ ZIP: _____

Email Address: _____

Signature: _____ Date: _____

Contractor Name: _____

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

Mailing Address: _____ City: _____ State: _____ ZIP: _____

Email Address: _____

Contractor License Number (L&I): _____

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:

- The name, address, and phone number of the office of the lender administering the interim construction financing, if any: OR
- 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/Bonding Agency Name: _____ Phone: () _____

Mailing Address: _____ City: _____ State: _____ ZIP: _____

I acknowledge by checking this box that this project does not have a lending agency for construction financing.

I acknowledge by checking this box that this project does not have a 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 through 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.



CONDITIONAL USE PERMIT FORM

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Please answer all of the following questions as completely as possible. If a question doesn't apply to your situation, write "N/A". In your narrative, please describe your project in detail so that reviewers can fully understand what you're trying to do.

1. What are you proposing to establish on the property? _____

Annotation by Planner

2. Have you had an Early Assistance (EAC) meeting?

Yes, under Case number: _____ No

3. Are you:

a. Proposing a **new** structure(s)? Yes No

b. Changing the use of an **existing** structure? Yes No

4. If you are proposing a new structure(s) or are changing the use of an existing structure, what is the structure to be used for? Provide details (such as: type of business, estimated customers/guests, will the new structures be pertinent to any existing structures, etc.).

5. What are the proposed heights of all new structure(s)?

6. Will the project be conducted entirely within a structure? Yes No

If no, answer the following:

a. Describe the outdoor activities (e.g., outdoor eating, playground, park):

b. What is the approximate square footage or seating capacity of the outdoor use area(s)?

c. What type of noises will the outdoor use generate? (e.g. music, machinery, vehicles)? Will noises be amplified?

FENCING (YCC 19.10.040(9))

7. Is there an existing fence?

Yes No

If yes, answer the following:

a. Fence material: _____

b. Is the fence view obscuring? Yes No

c. Is there barbed wire on top of the fence? Yes No

d. Total height of fence (including the barbed wire): _____

8. Is a new fence or wall proposed to be built?

Yes No

If yes, answer the following:

a. Fence material: _____

b. Will the fence be view obscuring? Yes No

c. Will barbed wire be placed on top of the fence? Yes No

d. Total height of fence (including the barbed wire): _____

EXTERIOR LIGHTING (YCC 19.10.040(10))

9. Is any outside lighting, such as, but not limited to, security lights, porch lights, parking lights proposed?

Yes No

If yes, what type? _____

Indicate type and locations on the site plan.

STORMWATER (YCC 19.10.040(12))

10. How are you proposing to manage your stormwater runoff? If you have questions pertaining to stormwater runoff you can talk with our Water Resources Division.

11. Will your proposal disturb more than one acre of ground, such as, but not limited to, parking facilities, driveways, construction site?

Yes No

SIGNS (YCC 19.20)

12. Is any signage proposed?

Yes No

If yes, submit the sign supplemental form.

SITESCREENING AND LANDSCAPING (YCC 19.21)

13. Does your proposed use require:

a. Sitescreening (a visual buffer such as fencing, trees, etc.)?

Yes No

b. Landscaping (such as plantings, xeriscaping, etc.)?

Yes No

If yes to a. and/or b., describe what you are proposing to install:

Show the type and locations on the site plan.

14. What is the proposed source of irrigation water? _____

EMPLOYEES

15. Number of Full-time: _____ Part-time: _____ Seasonal: _____

16. Maximum number at any given shift: _____

17. What are the days & hours of operation? (List all)

Monday Hours: _____

Tuesday Hours: _____

Wednesday Hours: _____

Thursday Hours: _____

Friday Hours: _____

Saturday Hours: _____

Sunday Hours: _____

18. Will the operation be seasonal? If so, list months.

PARKING & LOADING (YCC 19.22)

19. How many existing parking spaces are there? _____

a. What is the surface type (e.g. paved, gravel, dirt)? _____

20. How many new parking spaces are proposed? _____

a. What will be the surface type (e.g. paved, gravel, dirt)? _____

Note: Depending on the proposed use, Americans with Disabilities Act (ADA) facilities may be required. The Yakima County Building Division can assist you.

21. Does the use require loading or unloading from trucks or other large vehicles?

Yes No

If yes, designate areas on your site plan.

ACCESS (YCC 19.23)

22. What type of road serves the property?

- Public Road (County, City or State Highway)
- Private Road
- Shared Driveway

a. What is the name of the Public or Private Road?

b. Is the road paved, gravel, or dirt? _____

c. What is the built-out width of the road? _____

d. If the road is a Private Road or Shared Driveway:

i. Is there an existing Road Maintenance Agreement?

- Yes
- No

If yes, provide a copy of the agreement.

ii. Is there a recorded access easement ?

- Yes: Width: _____
- No

23. Have you been told you may need to do Road Improvements?

- Yes
- No

If yes, have you met with the Yakima County Roads Department?

- Yes
- No

Please explain:

WATER (YCC 19.25)

Please note that evidence of legal right to utilize water for domestic/irrigation/commercial/industrial use must be submitted, if potable (drinking) water is needed.

24. Does this proposal require potable (drinking) water?

Yes No

If yes, what is the source of potable water?

a. Regional water supply (water system operated by a city, the County, Nob Hill Water, etc.):

Name of the water provider:

Note: A Water Purveyor form/letter must be submitted with this application.

b. Community Well:

i. On what Parcel is the well located? _____

ii. Name or State ID # of the existing community well: _____

iii. How many connections is the community well currently approved for? _____

iv. Will the proposal require a new connection to be applied for?

Yes No

v. Is there an existing Well Maintenance Agreement?

Yes No

If yes, attach a copy of the agreement with this application.

Note: A Water Purveyor form/letter must be submitted with this application.

c. Shared Well

i. On what Parcel is the well located? _____

ii. Is there an existing Well Maintenance Agreement?

Yes No

If yes, please attach a copy with this application.

d. Individual Well

e. Other, explain: _____

SEWAGE DISPOSAL (YCC 19.25)

25. Does this proposal require sewage disposal?

Yes No

If yes, what is the method of sewage disposal?

a. Regional sewer (sewer system operated by a city, the County, etc.):

Name of the sewer provider: _____

b. Community Septic System:

On what Parcel is the septic system located? _____

c. Individual Septic System

d. Other, explain: _____

PROJECT PHASING

26. Are you proposing to complete your project in phases?

Yes No

If yes, please describe the number of phases and the timelines in which you are proposing to complete each phase.

Use this form to answer the questions. Use additional pages as needed.

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NARRATIVE FORM

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The Narrative Form is meant to help you, the application reviewers, interested agencies, and nearby property owners understand your project and how it follows the rules in the Yakima County Code. When describing your proposal, refer to the relevant sections of the code, if applicable. You can get a copy of the code at our office or online at:

<https://www.codepublishing.com/WA/YakimaCounty/>

Narrative Content:

Please tell us the “who,” “what,” “where,” “when,” and “why” of your project. Below is a list of things you should include. Please don’t limit your description to just these items. To help us review your project quickly, please provide as much detail as possible. Missing or unclear information could cause delays in the review process.

Note: Not all of the items below may apply to your project. These are suggestions to guide you as you write your narrative.

Suggested Content:

- Describe the current use of the site, including all existing buildings, their dimensions (length/width/height) and square footage, and purpose.
- Describe the proposed use in detail (for example, the type of business, hours and days of operation, number of employees, number of people living on-site, maximum number of customers/guests, changes to driveways or access points, and the type of mitigation or adjustment you’re requesting).
- Describe which standards you are asking to be changed and explain why they need to be changed.
- Describe any new or existing buildings that will be part of your project.
- Explain how the proposed use will fit with the existing or planned buildings.
- Describe parking (how many spaces, what kind of surface), landscaping, signs, and lighting that will be part of your project.
- Describe how you will access the property and the travel route to the site.
- For businesses, explain the travel paths that will be on the property.
- If you had a pre-application meeting, explain how you’ve addressed any issues that came up.
- Explain how services like water and sewer will be provided.
- If your project will happen in phases, describe those phases and provide a timeline for each one.

Please remember your narrative must explain all the details of your project. Missing information could cause a need for more reviews later. You can either type and print your narrative on a separate sheet of paper with “See Attached” written below, or you can write it clearly in the space provided below.

Please use additional pages as needed.



YAKIMA COUNTY GENERAL SITE PLAN

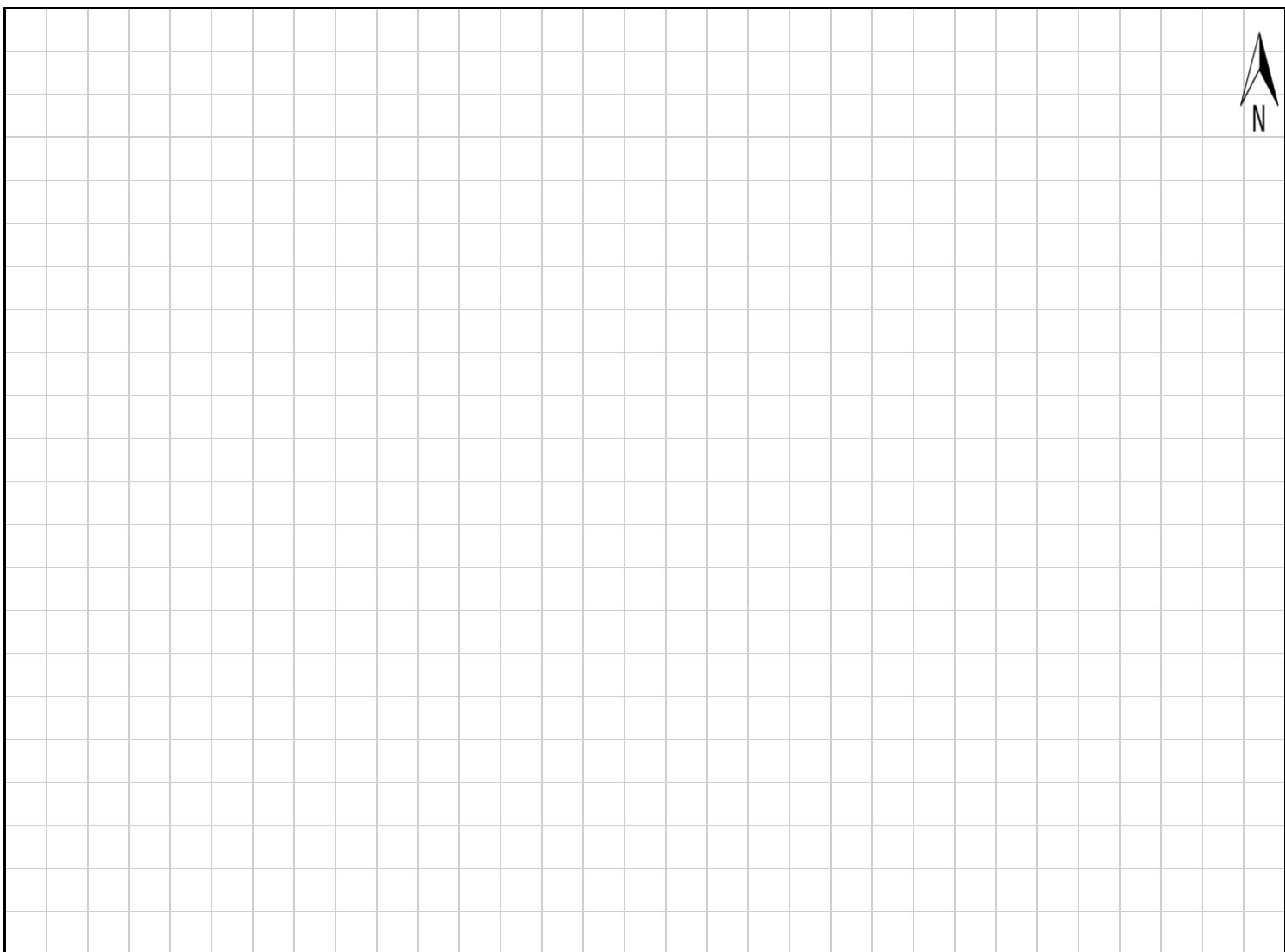
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FINAL
Revised: 04/01/2025

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) dimensions _____ 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 1/2" 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)