



MINOR REZONE FORM

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. The property owner(s) request that the subject property(s) be rezoned from: _____
to _____.

2. The current comprehensive plan designation is: _____.

3. Attach a written narrative that addresses the following criteria:
 - a. The suitability of the property in question for uses permitted under the proposed zoning;
 - b. The extent to which the proposal complies with and/or deviates from the goals and policies of the comprehensive plan and intent of the zoning ordinance;
 - c. The adequacy of public facilities, such as roads, sewer, water and other required public services;
 - d. The compatibility of the proposed zone change and associated uses with neighboring land uses;
 - e. The public need for the proposed change; and
 - f. What substantial changes in circumstances have occurred to warrant a change in the current zoning?

Please submit the following:

- Minor Rezone Application Fee (see fee schedule)
- General Application
- Complete site plan (show the boundaries of the properties to be rezoned. Map can be obtained from Yakima County GIS or Public Service Division)
- Environmental Checklist and Fee (Separate packet)



NARRATIVE FORM

FINAL
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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.



MINIMUM REQUIREMENTS SITE PLAN SUBMITTAL CHECKLIST

FINAL
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Land Use Actions

Yakima County Public Services
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This informational brochure will assist in the preparation of your site plan for project submittal. The minimum site plan information on this page is required. Check the box beside those items that you have included on your site plan. A sample site plan is also included for your assistance. If you need information or assistance please contact the Public Services at (509) 574-2300.

Required Site Plan Information:		
1	<input type="checkbox"/>	Paper size shall be 8.5 x 11 or 11 x 17. If multiple pages, provide an index sheet showing the entire site. Grid paper or picture backgrounds are not acceptable, the map must be reproducible
2	<input type="checkbox"/>	Blue or Black Ink, in order that they may be photocopied.
3	<input type="checkbox"/>	North Arrow (north should be pointing to the top of the page)
4	<input type="checkbox"/>	Legend to include:
	<input type="checkbox"/>	<i>Owner/Applicant Name</i>
	<input type="checkbox"/>	<i>Date the Site Plan was drawn.</i>
	<input type="checkbox"/>	<i>Name, address and telephone number of the person preparing the site plan</i>
	<input type="checkbox"/>	<i>Tax Parcel Number</i>
	<input type="checkbox"/>	<i>Standard engineering scale of the drawing (at least: 1" = 200 ft.)</i>
5	<input type="checkbox"/>	Property line dimensions of all lot(s) involved in the project.
6	<input type="checkbox"/>	The location, width and purpose of all easements (utility, access and/or irrigation) on the site and adjacent to the site.
7	<input type="checkbox"/>	Location of new and/or expanded public and private utility infrastructure.
8	<input type="checkbox"/>	Streets and access easements, with the name, dimensions, type (public or private) and road surface (paved, gravel or dirt).
9	<input type="checkbox"/>	Location, dimension and design of off-street parking facilities and points of ingress (to) and egress (from).
10	<input type="checkbox"/>	Location of pedestrian and vehicular circulation patterns, sidewalks, trails and bicycle paths.
11	<input type="checkbox"/>	Location, shape, size, gross floor area, height and types of all existing and proposed structures, minimum building setbacks from the property lines and other structures, and the total lot coverage.
12	<input type="checkbox"/>	Location and dimensions of all proposed exterior land uses.
13	<input type="checkbox"/>	The distance from existing and proposed structures to the centerline of state, county, or private access roads.
14	<input type="checkbox"/>	Location of structures on the adjoining lots, which may cause compatibility issues.
15	<input type="checkbox"/>	All major man-made and natural physical features such as railroads, canals, streams, creeks, drainage ditches, hills, depressions, steep slopes, lakes, shorelines, floodplains*, floodways, the 100-year base flood elevations etc. on-site or adjacent to the site. (*Boundaries of the 10 and 25-year floodplain using the flood risk maps as provided by Yakima County as part of a mandatory pre-application meeting.)
16	<input type="checkbox"/>	Description of the extent to which any watercourse will be altered or relocated as a result of the proposal.
17	<input type="checkbox"/>	Proposed location and dimensions of community and other open space.
18	<input type="checkbox"/>	Existing and proposed landscaping, site screening, street trees and stormwater drainage facilities.
19	<input type="checkbox"/>	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.
20	<input type="checkbox"/>	Proposed contours and grading as they affect lot layout, streets, and drainage ways.
21	<input type="checkbox"/>	Location of proposed or existing drain field area, extension area, and tank area as well as replacement areas and distances to structures and property lines
22	<input type="checkbox"/>	Location of adjacent public water, sewer main, fire protection systems and other underground facilities within or adjacent to the development.
23	<input type="checkbox"/>	Within a UGA, Master Planned Resort or Rural Settlement 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.



GENERAL APPLICATION FORM

For Land Use Actions

Yakima County Public Services

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(Staff Use Only)

Zoning District: _____ Date: _____
 Receipt #: _____ Reviewed By: _____
 Proposed Land Use: _____ Project #: _____
 Case #(s): _____

CHECK ALL THAT APPLY AND ATTACH THE APPROPRIATE SUPPLEMENTAL FORM(S)

- | | | | | | |
|---|--|--|---|------------------|--|
| Zoning | | Subdivision | | Shoreline | |
| <input type="checkbox"/> Type 1 | <input type="checkbox"/> Admin. Adjustment | <input type="checkbox"/> Exemption (SSE) | <input type="checkbox"/> Shoreline Substantial Dev. | | |
| <input type="checkbox"/> Type 2 | <input type="checkbox"/> Variance | <input type="checkbox"/> Short Subdivision | <input type="checkbox"/> Shoreline Conditional Use | | |
| <input type="checkbox"/> Type 3 | <input type="checkbox"/> Modification | <input type="checkbox"/> Subdivision (Long) | <input type="checkbox"/> Shoreline Variance | | |
| <input type="checkbox"/> Type 4 | <input type="checkbox"/> Non-Conforming Use | <input type="checkbox"/> Binding Site Plan | <input type="checkbox"/> Shoreline Exemption | | |
| <input type="checkbox"/> Reduce Resource Setback | <input type="checkbox"/> Interpretation | <input type="checkbox"/> Alteration/Vacation | <input type="checkbox"/> Shoreline Non-Conforming | | |
| <input type="checkbox"/> Accessory Dwelling Unit | <input type="checkbox"/> Dairy | <input type="checkbox"/> *Amendment | <input type="checkbox"/> Shoreline Minor Revision | | |
| <input type="checkbox"/> Minor Rezone | <input type="checkbox"/> Mining | <input type="checkbox"/> Sub Variance | | | |
| <input type="checkbox"/> Major Rezone | | | | | |
| Other | | Critical Areas | | | |
| <input type="checkbox"/> Environmental Checklist | <input type="checkbox"/> Plan/Dev. Reg. Map Ad. | <input type="checkbox"/> CA Standard Development | | | |
| <input type="checkbox"/> Appeal - HE <input type="checkbox"/> BOCC <input type="checkbox"/> | <input type="checkbox"/> Plan/Dev. Reg. Text Ad. | <input type="checkbox"/> CA Adjustment | | | |
| <input type="checkbox"/> Development Agreement | | <input type="checkbox"/> CA Reasonable Use Except. | | | |
| | | <input type="checkbox"/> CA Minor Revision | | | |
| | | <input type="checkbox"/> CA Non-Conforming Use | | | |

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

Subject Property Address: _____

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

* In accordance with YCC16B.04.020(2)(a) please submit verification with your Short Subdivision Amendment or Subdivision Amendment that the majority of those persons having an ownership interest in the lots, tracts, parcels, or portion thereof to be revised or altered has signed the proposed application.

Applicant Information: (Please check the box indication the primary contact person)

By signing this form, 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) in land use and hereby give Yakima County permission to enter my property during the course of this review to inspect my property as needed. **Additionally, I hereby agree to pay all additional fees associated with the processing of this application including Hearing Examiner Fees, Transportation Fees or any other fees that may be associated with the proposed project.**

(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 In Blue or Black Ink and Original Signatures only.**

Property Owner: _____
 Day Phone: () _____ Company (if any) _____
 Mailing Address: _____ City: _____ State: _____ ZIP: _____
 E-mail Address: _____
Signature: _____ Date: _____

Applicant/Agent (if different): _____
 Day Phone: () _____ Company (if any) _____
 Mailing Address: _____ City: _____ State: _____ ZIP: _____
 E-mail Address: _____
Signature: _____ Date: _____

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