



ADMINISTRATIVE ADJUSTMENT FORM

FINAL
Revised 10/01/15

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

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

Other: _____

3. Zoning standard requires: Front 45' side SE 40', side NW - 5', Rear 25'
(example: 15-foot rear yard setback from southern property line, or 6-foot fence along west property line)

4. Proposed standard: Rear - 20'
(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? To allow the 10 X 14 covered Porch

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?
If Yes, explain: To go from 25' to 20'

8. How will the proposed adjustment impact your neighbors? It will not.

9. Are there developments in the neighborhood that are similar to your proposal? Yes No
If Yes, explain: _____

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: *N/A*

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: *N/A*

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: _____



NARRATIVE FORM

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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.

We are building a single family home on Lot 6 - Quail Ct subdivisions off of Terrace Hts drive.

We want to have a 10'x14' covered porch in the back which goes into the set back 5'. THE HOME IS AT THE MINIMUM SET BACKS ON THE FRONT AND THE SIDES, TO GET THE COVERED PORCH ON THE HOME THIS IS THE ONLY PLACE IT CAN GO.

Please use additional pages as needed



MINIMUM REQUIREMENTS SITE PLAN SUBMITTAL CHECKLIST

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Land Use Actions

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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.

