

# Land Use Work Flow

Planning Department  
2024



## Rezone

The purpose of rezoning a city parcel is to change uses permitted on the parcel. Each parcel is zoned based on a number of factors such as land area, neighboring land use, residency density, and the city's comprehensive plan. If granted, it permits the owner to change the zone of a parcel to another zone.

The City offers "Pre-Application" meetings in which you can gain a better understanding of the review process and potential requirements for your project from various City departments before you formally submit your land use application and pay the application fee. Apply for the Pre-Application Meeting on OpenGov (no fee). Should significant concerns arise during the pre-application phase, another conference may be scheduled between you and the appropriate agency in order to discuss possible application modifications. After the meeting you may have an opportunity to change aspects of your proposal to address any concerns raised. To do this, submit your modifications to your Planner; a staff report will be prepared based upon the information provided to be presented to the Planning Commission one you have submitted a complete application.

[Chapter 19.01 TYPES OF PROJECT PERMIT APPLICATIONS \(codepublishing.com\)](#)

**(90-120 days)**

1. (28-day period) Application deemed:
  - ✓ Complete & letter of "Complete application" will be mailed. SEPA is required for all Rezones
  - ✗ incomplete & letter requesting clarification will be sent in which applicant has 90 days to submit updates before application is closed.
2. (70 days to complete) If applicable, SEPA (State Environmental Policy Act) will need to be applied for. Please see SEPA Application.
3. (10-30 days prior to the date of hearing) Mailed Notice of Public Hearing for the Project with the Planning Commission to
  - Applicant
  - All owners of property within 300 feet of the subject property;
  - Any person who submits written or oral comments on an application.
  - List of reviewing City Agencies as stated in the SMC:16.28.090
4. (10-30 days prior to the date of hearing) Publishing notice to the City paper and posting a sign on proposed property site. Public can send in letters to City hall commenting on the project up to 7 days prior to the Planning Commission Public Hearing

5. (Second Tuesday Each Month) Planning Commission will review the application, the applicant should be present to answer any questions, the public will have time to comment on the project. The Planning Commission will give a recommendation to City Council to:
  - ✓ Approve
  - ✓ Approve with conditions
  - ✗ Disapproval
  
6. (Second & Forth Monday Each Month) City Council will hold a closed record public hearing to:
  - ✗ Reject Planning Commission's recommendations
  - ✓ Modify Planning Commission's recommendations
  - ✓ Accept Planning Commission's recommendations
  
7. (7-day period) Letter from city staff will outline the terms and conditions the developer must adhere to in order to permits to be issued for the project.

Once Approval Letter is received, following documents need to be taken to the Yakima County GIS office by the applicant. Documents that must be submitted: (more may be requested.) Approval letter from the city, recorded survey, property taxes are paid in full for the year. If you disagree with a decision or recommendation, you the opportunity to appeal. Please see SMC: 19.06 for appeal process and procedure.

[Chapter 19.06 CLOSED RECORD DECISIONS AND APPEALS](#)