



# City of Yakima

# Easement Release

# Application Packet

It is important to your land use review that all parts of this application packet be completed. All narratives, when requested, must be completed with each question being answered separately. All items requested on the site plan checklist must be shown on the site plan and the completed checklist submitted with your application. Any item not applicable should be so noted.

Don't forget to sign your application and site plan.

If you have any questions about your application, please ask to speak with a Planner.

**City of Yakima, Planning Division**  
**129 North 2<sup>nd</sup> Street, 2<sup>nd</sup> Floor, Yakima, WA 98901**  
**Phone#: (509) 575-6183 Fax#: (509) 575-6105**

## EASEMENT RELEASE

Situations may arise where a property owner wishes to use a portion of their property for the placement of a structure or other reasons, but is unable to do so because of a utility easement. An easement release is used to facilitate the termination of a **public** utility or access easement. However, if the easement was created through the platting/subdivision process, an amended plat application should be filed instead of using this form.

**Talk to a City Planner:** Before preparing your application, you may wish to have a City Planner review your proposal. Predevelopment conferences are free and may give you a better understanding of the review process.

**Submit Your Application:** A completed application on forms provided by the Planning Department is required along with an application fee, a written narrative, and a general site plan. Once you have submitted an application, a Planner will be assigned as your contact person and will assist you in the review. To expedite the process, be sure that all parts of the application package are completed. All narratives, when requested, must be completed with each question being answered separately.

All items requested on the site plan checklist, must be shown on the site plan and the completed checklist submitted with your application. Any items that are not applicable should be so noted. And, please don't forget to sign your application and site plan. If you have any questions about your application or the process please ask to speak with a Planner.

**Development Service Team (DST):** Representatives from City departments, State agencies, and private utility companies will review your proposal. Should significant concerns arise during the DST meeting, a conference may be scheduled between you and the appropriate agency in order to discuss possible application modifications. Utility providers will be notified of the proposed termination of the easement. (<http://www.callbeforeyoudig.org> or 1-800-424-5555) It is important to locate utilities prior to submitting your application. If there are utilities located in that easement, you will be required to relocate them at your own expense, as a condition for final approval.

Following an adequate review process, the Administrative Official will make a decision as to whether or not the easement should be released. As a condition of approval, you may be required to relocate utilities or you may be asked to record documents evidencing the termination.



**LAND USE APPLICATION**

**CITY OF YAKIMA, DEPARTMENT OF COMMUNITY DEVELOPMENT**

**129 NORTH SECOND STREET, 2ND FLOOR, YAKIMA, WA 98901**

**VOICE: (509) 575-6183 FAX: (509) 575-6105**

**INSTRUCTIONS – PLEASE READ FIRST Please type or print your answers clearly.**

Answer all questions completely. If you have any questions about this form or the application process, please ask a Planner. Remember to bring all necessary attachments and the required filing fee when the application is submitted. The Planning Division cannot accept an application unless it is complete and the filing fee paid. Filing fees are not refundable.

This application consists of four parts. PART I - GENERAL INFORMATION AND PART IV – CERTIFICATION are on this page. PART II and III contain additional information specific to your proposal and MUST be attached to this page to complete the application.

**PART I – GENERAL INFORMATION**

<b>1. Applicant’s Information:</b>	Name:						
	Mailing Address:						
	City:		St:		Zip:		Phone: (    )
	E-Mail:						
<b>2. Applicant’s Interest in Property:</b>	Check One:	<input type="checkbox"/> Owner	<input type="checkbox"/> Agent	<input type="checkbox"/> Purchaser	<input type="checkbox"/> Other _____		
<b>3. Property Owner’s Information (If other than Applicant):</b>	Name:						
	Mailing Address:						
	City:		St:		Zip:		Phone: (    )
	E-Mail:						
<b>4. Subject Property’s Assessor’s Parcel Number(s):</b>							
<b>5. Legal Description of Property. (if lengthy, please attach it on a separate document)</b>							
<b>6. Property Address:</b>							
<b>7. Property’s Existing Zoning:</b>							
<input type="checkbox"/> SR <input type="checkbox"/> R-1 <input type="checkbox"/> R-2 <input type="checkbox"/> R-3 <input type="checkbox"/> B-1 <input type="checkbox"/> B-2 <input type="checkbox"/> HB <input type="checkbox"/> SCC <input type="checkbox"/> LCC <input type="checkbox"/> CBD <input type="checkbox"/> GC <input type="checkbox"/> AS <input type="checkbox"/> RD <input type="checkbox"/> M-1 <input type="checkbox"/> M-2							
<b>8. Type Of Application: (Check All That Apply)</b>							
<input type="checkbox"/> Administrative Adjustment		<input type="checkbox"/> Environmental Checklist (SEPA Review)			<input type="checkbox"/> Easement Release		
<input type="checkbox"/> Type (1) Review		<input type="checkbox"/> Right-of-Way Vacation			<input type="checkbox"/> Rezone		
<input type="checkbox"/> Type (2) Review		<input type="checkbox"/> Transportation Concurrency			<input type="checkbox"/> Shoreline		
<input type="checkbox"/> Type (3) Review		<input type="checkbox"/> Non-Conforming Use/Structure			<input type="checkbox"/> Critical Areas Review		
<input type="checkbox"/> Preliminary Short Plat		<input type="checkbox"/> Appeal to HE / City Council			<input type="checkbox"/> Variance		
<input type="checkbox"/> Final Short Plat		<input type="checkbox"/> Interpretation by Hearing Examiner			<input type="checkbox"/> Temporary Use Permit		
<input type="checkbox"/> Short Plat Amendment		<input type="checkbox"/> Modification			<input type="checkbox"/> Overlay District		
<input type="checkbox"/> Preliminary Long Plat		<input type="checkbox"/> Home Occupation			<input type="checkbox"/> Binding Site Plan		
<input type="checkbox"/> Final Long Plat		<input type="checkbox"/> Comprehensive Plan Text or Map Amendment			<input type="checkbox"/> Planned Development		
<input type="checkbox"/> Plat Alteration –Long Plat		<input type="checkbox"/> Short Plat Exemption: _____			<input type="checkbox"/> Other: _____		

**PART II – SUPPLEMENTAL APPLICATION, PART III – REQUIRED ATTACHMENTS, & PART IV – NARRATIVE**

**9. SEE ATTACHED SHEETS**

**PART V – CERTIFICATION**

**10. I certify that the information on this application and the required attachments are true and correct to the best of my knowledge.**

Property Owner’s Signature	Date
Applicant’s Signature	Date

**FILE/APPLICATION(S)#**

<b>DATE FEE PAID:</b>	<b>RECEIVED BY:</b>	<b>AMOUNT PAID:</b>	<b>RECEIPT NO:</b>
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**Supplemental Application For:**  
**EASEMENT RELEASE**  
**Application For Release Of Deeded Public Utility Easements**

Acceptance by the city of this application and filing fee is not to be considered as an agreement that a release will be granted. Remember to include all necessary attachments and the required filing fee when the application is submitted. The Planning Division cannot accept an application unless it is complete and the filing fee is paid.

**III. REQUIRED INFORMATION AND/OR ATTACHMENTS**

1. **TITLE REPORT:** the title report must cover the subject property and indicates the easement to be released or modified. (An older version, years old, may be satisfactory.)

2. **LEGAL DESCRIPTION OF EASEMENT:**

3. **EASEMENT:** (attach a copy of the document granting the easement)

**IV. WRITTEN NARRATIVE:** (Please submit a written response to the following questions)

A. Was the easement created through the subdivision process? If yes, stop. Fill out the Amended Plat form instead.

B. Are there any public or franchised utilities in the easement? If so, indentify them and indicate whether or not they will be relocated.

C. Is the termination of this easement appropriate with existing and anticipated development in the area, based upon zoning, current use and long-range plans)

D. What is the public benefit from terminating this easement?

Owner's Signature: \_\_\_\_\_ Date \_\_\_\_\_

Note: If this request involves more than one parcel of land, combine the requests together. For more than one owner submit the separate applications together so that they can be processed as a single request for one fee.

**Note:** if you have any questions about this process, please contact us City of Yakima, Planning Division, 129 N. 2nd St., Yakima, WA or 509-576-6163

# PLAT PLAN CHECKLIST & INSTRUCTIONS

**In Order For Application To Be Determined Complete, A Plat Plan Must Be Completed And Returned.**

**A Detailed Plat Plan Is Required:** On August 8, 1996, the City Council passed a resolution (No. R-96-91) adopting a requirement that all site plans submitted in conjunction with any building permit application, land use application, and environmental application shall contain certain information and be approved by the appropriate Division Manager. All information that is applicable to your proposal shall be checked off and clearly displayed on the plat plan. It is in the applicant's best interest to provide a carefully drawn and scaled plat plan with all required information. The decision on whether or not to grant approval of your development proposal is largely based on the information you provide. An application cannot be processed until an adequate plat plan is submitted.

Please complete this checklist and include it with your plat plan. The plat plan must contain all pertinent information. Items not applicable to the proposed project shall be noted.

- 1) **Use Ink:** Use blue or black permanent ink. It may be helpful to draft the plat plan in pencil then trace over in ink. Ink is necessary for adequate duplication.
- 2) **Use A Straight Edge:** All lines must be straight and done with the aid of a ruler or other straight edge. Use a compass when delineating circular drawings such as cul-de-sacs. Computer drafted plat plans are acceptable and preferred.
- 3) **Draw To Scale:** Plat plans shall be drawn to scale. The plat plan template has a suggested map scale of one inch equaling twenty feet (1"=20'). Distances on the map must be as representative of reality as possible. For example, if the distance from a structure to a property line is 20 feet, the distance on the plat plan will be 1 inch.
- 4) **Use Plat Plan Checklist:** Use the plat plan checklist and provide all applicable information on the plat plan.
- 5) **Fill In The Following Information On A Plat Plan:**

**Note: You may benefit from the aid of a professional in the preparation of a plat plan.**

**Check all boxes as:  Included or  - Not Applicable**

<input type="checkbox"/>	The plat plan shall be legibly drawn in ink on paper of sufficient size to contain the required information, but not less than 8.5" X 11" for Class (1) projects and 11" X 17" for Class (2) and Class (3) projects.
<input type="checkbox"/>	All plat plans shall be drawn to a standard engineering scale and indicated on the plat plan. The scale selected shall best fit the paper. Planning staff recommends 1"=20'.
<input type="checkbox"/>	Site address, parcel number(s) and zoning designation of subject property.
<input type="checkbox"/>	Property boundaries and dimensions.
<input type="checkbox"/>	Names and dimensions of all existing streets bounding the site.
<input type="checkbox"/>	Structure setbacks.
<input type="checkbox"/>	North Arrow.
<input type="checkbox"/>	Location and size of required site drainage facilities including on-site retention.
<input type="checkbox"/>	Location and size of existing or proposed public sidewalks that are within 200-feet of the subject property.
<input type="checkbox"/>	Location and size of existing and proposed side sewer and water service lines.
<input type="checkbox"/>	Location and size of any easements.
<input type="checkbox"/>	Name, address, phone number, and signature of the owner or person responsible for the property.
<input type="checkbox"/>	Location and size of proposed or existing signs.
<input type="checkbox"/>	Location and size of all parking spaces shown on the plat plan.
<input type="checkbox"/>	Location and dimensions of proposed or existing driveway approaches.
<input type="checkbox"/>	Vision clearance triangles at street intersections and where driveways and curb cuts intersect with streets. <b>SEE 15.05.040 – Vision Clearance attached with Sample Site Plan</b>
<input type="checkbox"/>	Proposed improvements located within the public right-of-way.
<input type="checkbox"/>	Location and type of existing and proposed landscaping including landscaping within the public right-of-way.
<input type="checkbox"/>	Adjacent land uses and zoning designations.
<input type="checkbox"/>	Location, type, and description of required sitescreening.
<input type="checkbox"/>	Dimensions, location and use of proposed and existing structures including loading docks.
<input type="checkbox"/>	Lot coverage with calculations shown on plat plan.

**Note:** Planning Division or reviewing official may require additional information to clarify the proposal, assess its impacts, or determine compliance with the YMC and other laws and regulations.