



City of Yakima

# Preliminary Short Plat

## 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**

# SHORT PLAT

A Short Plat (Short Subdivision) is the division or re-division of land into nine or fewer lots for the purpose of sale, lease, or transfer or ownership in the present or future except as provided in YMC 14.05.120. Short Plats may not be further divided in any manner within a period of five years without the filing of a Final Plat under the provisions of YMC Ch. 14.20, except that when the Short Plat contains fewer than four parcels, nothing in this section shall prevent the owner who filed the Short Plat from filing an alteration within the five-year period to create up to a total of four lots within the original Short Plat boundaries.

**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 Division is required along with an Application Fee and a Preliminary Plat Plan. Although you will need a surveyor to prepare the Final Plat, the Preliminary Plat Plan should be prepared by a surveyor or engineer due to the level of detail required for review. Short Plats are categorically exempt from environmental review under SEPA. Once you have submitted the application, a Planner will be assigned to process your application.

You are encouraged to discuss your proposal with your neighbors prior to submitting your application. Often, neighbors will respond more openly with the applicant on a preliminary and private basis outside of the formal review process. While this is not a requirement, it is very helpful to address any of the neighbor's concerns.

**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. After the DST 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. Based on the information provided, a staff report will be prepared for the Subdivision Administrator who may approve, approve with conditions, or deny the request.

**Additional Information:** During the review process, the Subdivision Administrator may request additional/more detailed information. He may defer his decision until the requested information is provided.

**Notice of Application:** A copy of your preliminary plat plan and other pertinent information will be mailed to the applicant/owner and all property owners within 300 feet of the subject property. This notice provides the public an opportunity to submit written comments on the proposal during a 20-day comment period.

**Decision:** The Subdivision Administrator will issue a decision for approval, approval with conditions, or denial.

**Appeal the Decision?:** The Administrative Official's Short Plat Decision is final unless appealed. The Zoning Ordinance allows for appeals of the decision, which may include part or all of the written decision. Appeals of Administrative Official decisions must be filed on forms provided by the City along with the appeal fee within 14 days of the date of mailing of the decision. If you are dissatisfied with the written decision, discuss your views with your Planner.

**Conditions of Approval:** Approval of your Preliminary Short Plat may contain specific requirements that must be met prior to the City signing and you recording your plat. These requirements may include frontage improvements to the street such as the construction of new curb, gutter, sidewalks, right-of-way dedication, and street lights, which must be installed *or* financially secured (City Engineer approval required). Prior to the recording of the Final Short Plat, all public improvements must be installed or provisions must be made with the City Engineer for a financial method to assure the construction of the required public improvements.

**Final Plat:** Once the conditions of approval have been completed, the applicant must submit a certificate of title prepared by a title company, the mylar, and proof that all conditions have been met, including a letter of completion from various interested governmental and quasi-governmental agencies. Once the Subdivision Administrator approves the Final Plat, you may record the Final Plat with the Yakima County Auditor's Office, as long as property taxes are paid for the current year.



**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**

**9. SEE ATTACHED SHEETS**

**PART IV – 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:  
**PRELIMINARY SHORT PLAT**  
 CITY OF YAKIMA, SUBDIVISION ORDINANCE, CHAPTER 14

**PART II - APPLICATION INFORMATION**

1. PROPERTY OWNERS (attach if long): List all parties and financial institutions having an interest in the property.

2. SURVEYOR AND/OR CONTACT PERSON WITH THEIR CONTACT INFORMATION:

3. NUMBER OF LOTS AND THE RANGE OF LOT SIZES:

4. SITE FEATURES:

A. General Description:  Flat  Gentle Slopes  Steepened Slopes

B. Describe any indication of hazards associated with unstable soils in the area, i.e. slides or slipping?

C. Is the property in a 100-Year Floodplain or other critical area as mapped by any local, state, or national maps or as defined by the Washington State Growth Management Act or the Yakima Municipal Code?

5. UTILITY AND SERVICES: (Check all that are available)

Electricity  Telephone  Natural Gas  Sewer  Cable TV  Water \_\_\_\_\_  Irrigation \_\_\_\_\_

6. OTHER INFORMATION:

A. Distance to Closest Fire Hydrant:

B. Distance to Nearest School (and name of school):

C. Distance to Nearest Park (and name of park):

D. Method of Handling Stormwater Drainage:

E. Type of Potential Uses: (check all that apply)

Single-Family Dwellings  Two-Family Dwellings  Multi-Family Dwellings  Commercial  Industrial

**PART III - REQUIRED ATTACHMENTS**

7. TRAFFIC CONCURRENCY: (if required, see YMC Ch. 12.08, Traffic Capacity Test)

8. PRELIMINARY PLAT REQUIRED: (Please use the attached City of Yakima Preliminary Plat Checklist)

I hereby authorize the submittal of the preliminary plat application to the City of Yakima for review. I understand that conditions of approval such as dedication of right-of-way, easements, restrictions on the type of buildings that may be constructed, and access restrictions from public roads may be imposed as a part of preliminary plat approval and that failure to meet these conditions may result in denial of the final plat.

\_\_\_\_\_  
 Property Owner Signature (required)

\_\_\_\_\_  
 Date

**Note:** if you have any questions about this process, please contact us City of Yakima, Planning Division, 129 N. 2nd St., Yakima, WA or 509-575-6183

# 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 and lot 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.
<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.