



City of Yakima

**Preliminary Short  
Plat**

Application Packet

**City of Yakima, Planning Division  
129 North 2<sup>nd</sup> Street, 2<sup>nd</sup> Floor, Yakima, WA 98901  
Phone#: (509) 575-6183 Email: [ask.planning@yakimawa.gov](mailto:ask.planning@yakimawa.gov)**

Check <https://www.yakimawa.gov/services/planning/land-use-application-forms/>  
for the most current version of this application form.

# 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. 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. More information and instructions for applying for a Pre-Application meeting can be found online: <https://www.yakimawa.gov/services/planning/pre-application/>.

**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**  
**PHONE: (509) 575-6183 EMAIL: ask.planning@yakimawa.gov**

**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**

1. Applicant's Information:	Name:							
	Mailing Address:							
	City:	St:	Zip:	Phone:	( )			
	E-Mail:							
2. Applicant's Interest in Property:	Check One:	<input type="checkbox"/> Owner	<input type="checkbox"/> Agent	<input type="checkbox"/> Purchaser	<input type="checkbox"/> Other _____			
3. Property Owner's Information (If other than Applicant):	Name:							
	Mailing Address:							
	City:	St:	Zip:	Phone:	( )			
	E-Mail:							
4. Subject Property's Assessor's Parcel Number(s):								
5. Legal Description of Property. (if lengthy, please attach it on a separate document)								
6. Property Address:								
7. Property's Existing Zoning:								
<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								
8. Type Of Application: (Check All That Apply)								
<input type="checkbox"/> Preliminary Short Plat <input type="checkbox"/> Transportation Concurrency <input type="checkbox"/> Other: _____								

**PART II – SUPPLEMENTAL APPLICATION & PART III – REQUIRED ATTACHMENTS**

SEE ATTACHED SHEETS

**PART IV – CERTIFICATION**

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>



Supplemental Application For:
PRELIMINARY SHORT PLAT
CITY OF YAKIMA, SUBDIVISION ORDINANCE, TITLE 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

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

2. 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

# PLAT PLAN CHECKLIST

Please complete this checklist and include it with your preliminary plat. It is highly encouraged to that the preliminary plat be prepared by a registered surveyor or engineer due to the level of detail required for review. Final plats must be prepared by a registered land surveyor in the state of Washington.

<input type="checkbox"/>	The plat shall be a legible and reproducible drawing at a scale of one inch equals one hundred feet or larger of the entire contiguous tract owned by the applicant. The scale shall be noted on the plat.
<input type="checkbox"/>	Date prepared.
<input type="checkbox"/>	North arrow.
<input type="checkbox"/>	Name and address of owner(s) whose property is shown on the map.
<input type="checkbox"/>	The name, location and width of all streets and alleys abutting the property.
<input type="checkbox"/>	Tract and lot identification, lot lines, and dimensions of each lot.
<input type="checkbox"/>	Approximate location of existing improvements, buildings and permanent structures.
<input type="checkbox"/>	Lot corners and lines marking the division of the land into nine or fewer lots.
<input type="checkbox"/>	Size and location of water, sewer, and utility easements proposed to serve the lots to be created and their point of connection with existing services
<input type="checkbox"/>	If requested by the administrator, contour lines at two-foot elevation intervals for slopes less than ten percent. Elevations shall be based on city of Yakima datum if available.
<input type="checkbox"/>	Contour lines at five-foot intervals shall be required for slopes greater than ten percent. Elevations shall be based on city of Yakima datum if available