



City of Yakima

**Amended 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**

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.

An approved and recorded short plat may be amended, altered, or vacated in whole or in part by recording an amended short plat in accordance with the provisions in YMC 14.15.120. Minor errors not involving any change in lot lines may be corrected by the surveyor upon approval of the administrator by recording an affidavit with the Yakima County auditor which specifically references the affected short plat by number and sets forth the correction.

**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. The amended short plat must meet the following requirements: 1) The amended short plat must comply with procedures and requirements of YMC Ch. 14.15 for original short plat approval; 2) The title of the amended short plat shall be: “Amended City of Yakima Short Plat.”; 3) The amended short plat shall show all of the land shown on the original short plat; shall show all deleted original lot lines as dashed lines; and shall bear the acknowledged signatures of all current fee simple owners and contract purchasers of the affected lots within the original short plat as shown by a current title certificate; and 4) The amended short plat shall not increase the number of lots included in the original short plat unless the original short plat created fewer than the maximum allowable number of lots. Where fewer than nine lots were created, an amended short plat may increase the number of lots up to a final total of nine.

The Amended 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.

**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 by postcard or paper notice. 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.

**Final Short Plat:** After approval of the alteration, the final amended short plat shall be prepared in accordance with the subdivision administrator’s decision and submitted to the Planning Division, along with the Final Short Plat application form and fee.



**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"/> Short Plat Alteration <input type="checkbox"/> Short Plat Vacation <input type="checkbox"/> Short Plat Easement Release <input type="checkbox"/> Short Plat Exemption <input type="checkbox"/> Other: _____ <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:  
**AMENDED 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:

**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 and see the requirements listed in YMC 14.15.120)

I hereby authorize the submittal of the amended short plat application to the City of Yakima for review.

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

\_\_\_\_\_  
**Date**

# PLAT PLAN CHECKLIST

Please complete this checklist and include it with your plat.

<input type="checkbox"/>	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
<input type="checkbox"/>	Name and address of owner(s) whose property is shown on the map
<input type="checkbox"/>	North Arrow.
<input type="checkbox"/>	Date of Preparation.
<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"/>	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.