

City of Yakima Short Plat Exemption Application Packet

City of Yakima, Planning Division 129 North 2nd Street, 2nd 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 EXEMPTION

Minor changes to property lines may be exempt from formal platting procedures. There are a number of reasons you may wish to make changes to your property. The following is meant to explain the Short Plat Exemption process, as well as list those actions that are exempt from the platting process and may be processed as Short Plat Exemptions.

Common Exemptions: The City of Yakima Subdivision Ordinance (YMC 14.05.160) describes the requirements and details of exemptions. In summary, the following actions are exempt:

- 1. Lot line adjustment
- Financial division
 Prior division of land
- Divisions of 40 acres or more
 Court order

- Merger of property
 Testamentary division
- 6. Cemeteries
- 9. Creation of additional lots in a Binding Site Plan

Not Exemptions: Certain actions are actions exempt from the Short Plat Exemption process, including:

- 1. Administrative segregations in the Yakima County assessor's office made solely for the purpose of levy, assessment, collection, payment or exemption of real property taxes pursuant to applicable state statutes.
- 2. Annexations accomplished pursuant to and in accordance with all pertinent statutory and local rules and regulations governing them.
- 3. Acquisitions of fractional parts of land being of insufficient area or dimension to meet minimum zoning requirements for width or area, by public bodies for the purpose of future use as public highways or public utility ways.
- 4. The sale or lease of a condominium unit subject to the provisions of Washington State Horizontal Property Regimes Act (RCW Ch. 64.32).

Submit Your Application: A complete application on forms provided by the Planning Division is required along with the application fee, the existing and proposed legal descriptions, and the existing and proposed plat plans. The legal descriptions for the existing and proposed property boundaries must be prepared by a licensed surveyor or engineer. Once you have submitted an application, a Planner will review your application.

You may also be asked to submit pertinent instruments including: a deed transferring the property from one owner to another, court orders, title reports, or other information to more clearly explain your proposal and to determine if your proposal is an exempt activity.

Review: Although these actions are exempt from formal platting review, all actions are reviewed in order to determine that all lots will still conform to the requirements of the Subdivision and Zoning Ordinances and that no nonconforming lot is created by the exempt activity. Upon review of your application, the Planning Division will determine if your application conforms to the City's Subdivision and Zoning Ordinance. You may be asked to modify some aspect of your proposal to meet zoning or subdivision requirements. All lots must retain the minimum lot size in each zoning district as well as appropriate frontage dimensions. No "landlocked" parcels may be created by an exempt action, unless appropriate easements are established. In general, Short Subdivision Exemptions will not be approved if the result combines areas in two different zoning districts into a single lot. Lot line adjustments may not create a nonconforming lots or structures.

Notice of Decision: Approximately 10 days following the receipt of a complete application and any amendments, the Decision will be mailed to the applicant, property owners involved, and the surveyor.

Appeal the Decision?: For Short Plat Exemption applications, the Subdivision Administrator's decision is final unless appealed; all or part of the written decision may be appealed. Appeals of the Administrator's decision must be filed on forms provided by the City along with an 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 a Planner.

Filing of Documents: The Exemption, if approved, does not in itself accomplish a change in the property's delineation. *You are responsible for filing the City approval with the County Assessor's Office and filing the appropriate legal instruments (deed or other instrument) with the County Auditor's Office to record the property transfer.* Taxes for the then current year must also be paid for the full year. Applications submitted in November and December may not be completed by the end of the year and the following year's taxes must be paid to complete the process, which may take until the second half of February.

Planning	

LAND USE APPLICATION - SHORT PLAT EXEMPTION

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.

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

	Name:					
1. Applicant's	Mailing Address:					
Information:	City:		St:	Zip:	Phone: ()
	E-Mail:		51.	Zip.	Thome. ()
2. Applicant's Interest	E-Mail:	I			1	
in Property:	Check One:	Owner	Agent	Purchaser	□ Other	
3. Property Owner's	Name:					
Information (If other	Mailing Address:					
than Applicant):	City:		St:	Zip:	Phone: ()
	E-Mail:		1 1	1 1		
4. Subject Property's Asse	essor's Parcel Numb	er(s):				
5. Legal Description of Pr	operty. (if lengthy, j	please attach it or	n a separate docu	ment)		
6. Property Address:						
7. Property's Existing Zor	ning:					
\Box SR \Box R-1 \Box R-2 [0	3-2 ∏ НВ ∏ 9	сс ⊓ьсс Г]CBD □GC [□ AS □ RD □	M-1 M-2
8. Type Of Application: (
Lot Line Adjustmen		Court Order			☐ Financi	al Segregation
Merger of Property	- Г	_	oroved Binding S	te Plan	Cemete	
Testamentary Divisi	ion		40 Acres Or Mor		Prior D	vivision of Land
Other:		_				
PART II – SUPPLEME	NTAL APPLICAT	ION, PART III	- REQUIRED A	TTACHMENT	rs, & PART IV –	NARRATIVE
SEE ATTACHED SHEET	ГS					
PART V – CERTIFICA	TION					
I certify that the information	on on this application	and the required	attachments are th	rue and correct to	the best of my know	wledge.
Property Owner's Signatur	·e		Dat	e		
Applicant's Signature			Dat	9		
FILE/APPLICATION(S)#						
DATE FEE PAID:	RECEIVE	CD BY:	AMOUN	T PAID:	RECEIP	T NO:



Supplemental Application For: SHORT PLAT EXEMPTION

CITY OF YAKIMA, SUBDIVISION ORDINANCE, CHAPTER 14.05

PART II - APPLICATION INFORMATION

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

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

PART III - REQUIRED ATTACHMENTS

1. APPLICATION REQUIREMENTS:

□ A scaled drawing(s) depicting the existing & proposed property configurations. *Note:* The scaled drawing(s) must include information requested in the attached plat plan checklist including the property boundaries, structures on the property with setbacks, existing easements, lot coverage calculations, size of reconfigured lots in square feet, sitescreening, driveway locations, and access.

A legal description of the existing property configuration and proposed property configuration, prepared by a licensed professional engineer or professional land surveyor.

PART IV- NARRATIVE 1. Will the proposed boundary line adjustment create an additional lot, tract, parcel, site, or division? Yes No No 2. Will the adjustment create a lot, tract, parcel, site, or division which contains insufficient area or Yes No No dimensions to meet the minimum requirements of the zone in which the affected lots are situated? 3. Will any lot be created or modified which does not have adequate drainage, water supply, or sanitary sewage disposal; lacks adequate access for vehicles, utilities, or fire protection; or, Yes No No renders an existing public easement impractical to serve its purpose? 4. Will the proposed boundary line adjustment be consistent with applicable Title 15 provisions, Yes No No including: lot coverage, structure setbacks, sitescreening, and access? I hereby authorize the submittal of this short plat exemption for review by the City of Yakima. **Property Owner Signature (required)** Date Property Owner Signature (required) Date

PLAT PLAN CHECKLIST & INSTRUCTIONS

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) <u>Use Ink</u>: Use blue or black permanent ink. It may be helpful to draft the site plan in pencil then trace over in ink. Ink is necessary for adequate duplication.
- 2) <u>Use A Straight Edge</u>: 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 site plans are acceptable.
- 3) **Draw To Scale**: Site plans shall be drawn to scale. The site 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 site plan will be 1 inch.
- 4) Use Site Plan Checklist: Use the site plan checklist and provide all applicable information on the site plan.

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

The plat shall be a legible and reproducible drawing. The plat shall be drawn to scale and the scale shall be noted on the plat.
Date prepared.
North arrow.
Name and address of owner(s) whose property is shown on the map.
Name, location, size, purpose, and nature of existing roads, streets, alleys, rights-of-way, and easements adjacent to, or across, the land.
Driveway locations/access to property
Tract and lot identification, lot lines, and dimensions of each lot.
Location of existing improvements, buildings, and permanent structures, with setbacks noted.
Sitescreening

Check all boxes as: (√ or X) Included or (-) Not Applicable

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.