



City of Yakima

# **Final Binding Site Plan**

## **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.

# FINAL BINDING SITE PLAN

The purpose of Binding Site Plans are to provide a process for the division of land for the purpose of sale, lease, or transfer of commercial or industrial lots as an alternative to the subdivision process. The Binding Site Plan process applies solely for the sale, lease, or transfer of lots. Binding Site Plans are typically used to separate outbuildings in the commercial or industrial office complexes, or shopping centers, and for the creation of individual lots for mobile/manufactured home parks or condominiums.

**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. The proposed plan must be prepared by a licensed surveyor or engineer. Once you have submitted an application, a Planner will be assigned to conduct the review.

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

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

**Appeal the Decision?:** The Subdivision Administrator’s Binding Site Plan Decision is final unless appealed. Appeals of the Subdivision Administrator’s Decision follow the rules set forth in YMC § 14.15.110; the appeal fee must accompany the application. If you are dissatisfied with the written decision, discuss your views with your Planner. The Subdivision Ordinance allows for appeals of all or part of the written decision.

**Conditions of Approval:** Approval of your Binding Site Plan 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).

**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"/> Final Binding Site Plan <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:
FINAL BINDING SITE PLAN
CITY OF YAKIMA, CHAPTER 14.35

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. NAME OF SUBDIVISION:

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

PART III - REQUIRED ATTACHMENTS

1. Preliminary Binding Site Plan

2. A complete survey of the entire property and the initial lots to be created, if any, including the legal description, north arrow, scale, surveyor's certificate, etc.

3. Auditor's Certificate

4. Written documentation that all requirements for preliminary binding site plan approval are met including the completion of all required infrastructure improvements.

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's Signature (required)

Date

City Engineer's Signature (required)

Date

Administrator's Signature (required)

Date

County Treasurer's 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

# SITE PLAN CHECKLIST

Please complete this checklist and include it with your site plan. The site plan shall be prepared by a licensed architect, engineer, or registered land surveyor.

<input type="checkbox"/>	The site plan shall be on a sheet that is at least 18 x 24 inches in size and must be reproducible.
<input type="checkbox"/>	The site plan shall be drawn at a scale of one inch equals one hundred feet or larger; scale shall be noted on the plat.
<input type="checkbox"/>	Date prepared.
<input type="checkbox"/>	North arrow.
<input type="checkbox"/>	Accurate and complete legal description of the entire property
<input type="checkbox"/>	Certificate by the licensed architect, engineer, or professional surveyor certifying to the accuracy of the survey and plat
<input type="checkbox"/>	The acknowledged signatures of all parties having an ownership interest in the property.
<input type="checkbox"/>	The signature of the city engineer, the administrator, and the county treasurer.
<input type="checkbox"/>	Auditor's certificate