



City of Yakima

# Amended Long 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.

## AMENDED LONG PLAT

For long plat alterations or long plat vacations. This application form is also used for the termination of a public utility or access easement **which was created through the platting/subdivision process**. For the termination of a public utility or access easement that was not created through the subdivision process, please fill out the Easement Release application form instead.

**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 other required submittals per Title 14 of the Yakima Municipal Code.

**LONG PLAT ALTERATION:** your application must be accompanied by: A) signatures of the majority of those persons having an ownership interest of lots, tracts, parcels, sites or divisions in the subject subdivision or portion to be altered; B) if the subdivision is subject to restrictive covenants filed at the time of the approval of the subdivision, and the application for alteration would result in the violation of a covenant, the application shall contain an agreement signed by all parties subject to the covenants providing that the parties agree to terminate or alter the relevant covenants to accomplish the purpose of the alteration of the subdivision or portion thereof; and C) A copy of the approved plat sought to be altered, together with all previous plat amendments recorded.

**VACATION OF A LONG PLAT:** your application must be accompanied by: A) the reasons for the proposed vacation; B) signatures of all parties having an ownership interest in that portion of the subdivision proposed to be vacated; C) if the subdivision is subject to any covenants which were filed when the subdivision was approved, and whether the proposed vacation would result in the violation or failure of any such covenant, the application shall include an agreement signed by all parties subject to the covenants providing that the parties agree to terminate or alter the relevant covenants to accomplish the purpose of the proposed vacation of the subdivision or portion thereof; and D) a copy of the approved plat proposed to be vacated, together with all plat amendments recorded since the date of the original approval.

**LONG PLAT EASEMENT RELEASE:** your application must be accompanied by: A) the reasons for the proposed easement release; and B) a copy of the previously approved plat showing the proposed vacation of the easement.

Once you have submitted an application, a Planner will be assigned to conduct the review. You are encouraged to discuss your application plans 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):** Applications pass through the technical review process consisting of representatives from City departments, State agencies, and private utility companies. 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; a staff report will be prepared based upon the information provided. If you are vacating an easement, please verify in advance that there are no existing utilities in the easement (<http://www.callbeforeyoudig.org> or 1-800-424-5555).

**Additional Information:** During the review process, the Administrative Official may request additional/more detailed information. The Hearing Examiner may defer his decision until the requested information is provided.

**Notice of Application and Public Hearing:** A copy of your application, the 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. A notice of the application and hearing date will be published in the Yakima Herald Republic. Prior to sending this notice, the applicant must post the property with City supplied signs. This notice provides the public an opportunity to submit written comments which may be submitted up to the hearing date and at the public hearing.

**Attend Public Hearing:** The Hearing Examiner will conduct the Public Hearing. Hearings are scheduled on the second and fourth Thursday of the month beginning at 9:00 AM in the City of Yakima Council Chambers. Yakima Public Access Channel (YPAC) televises the hearings. You or your representative must attend the hearing; however, attorney representation is not required. Within ten working days after the close of the public hearing, the Hearing Examiner will send his written decision of approval, approval with conditions, or denial to the City of Yakima.

**Appeal the Decision?:** The Hearing Examiner’s decision is final unless appealed. If you are dissatisfied with the written decision, discuss your views with your Planner. Appeals 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.

**Final Plat:** After approval of the alteration, the final amended plat shall be prepared in accordance with the Hearing Examiner’s decision and submitted to the Planning Division, along with the Final Long 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"/> Long Plat Alteration <input type="checkbox"/> Long Plat Vacation <input type="checkbox"/> Long Plat Easement Release <input type="checkbox"/> Environmental Checklist (SEPA Review) <input type="checkbox"/> Other: _____ <input type="checkbox"/> Other: _____							

### PART II – APPLICATION INFORMATION & 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)#

DATE FEE PAID:	RECEIVED BY:	AMOUNT PAID:	RECEIPT NO:



Supplemental Application For:  
**AMENDED LONG PLAT**  
CITY OF YAKIMA, SUBDIVISION ORDINANCE, TITLE 14

**PART II - APPLICATION INFORMATION**

1. DESCRIBE REASON FOR PROPOSED PLAT ALTERATION, VACATION OF PLAT OR PORTION THEREOF, OR PLAT EASEMENT RELEASE:

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

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

4. NAME OF SUBDIVISION:

**PART III - REQUIRED ATTACHMENTS**

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

2. REQUIRED ATTACHMENTS PER YMC 14.20.260 & YMC 14.20.280:

**Plat Alteration or Plat Vacation (or portion thereof):**

- A. Signatures of the majority of those persons having an ownership interest of lots, tracts, parcels, sites or divisions in the subject subdivision or portion to be vacated or altered;
- B. If the subdivision is subject to restrictive covenants filed at the time of the approval of the subdivision, and the application for plat vacation or alteration would result in the violation of a covenant, the application shall contain an agreement signed by all parties subject to the covenants providing that the parties agree to terminate or alter the relevant covenants to accomplish the purpose of the plat vacation or the alteration of the subdivision or portion thereof; and
- C. A copy of the approved plat proposed to be vacated or altered, together with all plat amendments recorded since the date of the original approval.

**Plat Easement Release:**

- A. A copy of the previously approved plat showing the proposed vacation of the easement.

# PLAT PLAN CHECKLIST

Please complete this checklist and include it with your preliminary plat. Preliminary plats shall be prepared by a land surveyor registered in the state of Washington.

<input type="checkbox"/>	The plat plan shall be legibly drawn in ink on paper that is at least 18 x 24 inches in size
<input type="checkbox"/>	All plat plans shall be drawn at a scale of 1"=100' or larger. The scale shall be noted on the plat.
<input type="checkbox"/>	All existing lots or parcels included in the proposed subdivision.
<input type="checkbox"/>	The proposed name of the subdivision. This name shall not duplicate any name used on a recorded plat or subdivision in Yakima County, including the municipalities of Yakima County.
<input type="checkbox"/>	An accurate and complete legal description of the proposed subdivision.
<input type="checkbox"/>	Date the plat was prepared.
<input type="checkbox"/>	North Arrow
<input type="checkbox"/>	Boundary lines based upon a recent land survey of the land proposed to be subdivided and boundary lines of all proposed lots and streets.
<input type="checkbox"/>	Location and size of water and sewer lines, utility easements, and drainage system proposed to serve the lots within the proposed subdivision and their point(s) of connection with existing services.
<input type="checkbox"/>	Location, size, purpose, and nature of existing roads, streets, rights-of-way, and easements adjacent to, or across, the land.
<input type="checkbox"/>	Location of any streets, rights-of-way, or easements proposed to serve the lots within the proposed subdivision with a clear designation of their size, purpose, and nature.
<input type="checkbox"/>	Parcels of land intended or required to be dedicated for streets or other public purposes.
<input type="checkbox"/>	Contour lines at two-foot elevation intervals for slopes less than ten percent and five-foot elevation intervals for slopes more than ten percent. Elevations shall be based upon city of Yakima datum if available.