



City of Yakima

# Short Plat Exemption

## 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 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   | 4. Financial division     | 7. Divisions of 40 acres or more                      |
| 2. Merger of property    | 5. Prior division of land | 8. Court order  |
| 3. 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.



**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. This application consists of four parts. PART I - GENERAL INFORMATION AND PART V – 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: (    )
2. Applicant's Interest in Property:	E-Mail:						
	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:

- SR  R-1  R-2  R-3  B-1  B-2  HB  SCC  LCC  CBD  GC  AS  RD  M-1  M-2

8. Type Of Application: (Check All That Apply) – **SHORT PLAT EXEMPTION**

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Lot Line Adjustment   | <input type="checkbox"/> Court Order                        | <input type="checkbox"/> Financial Segregation  |
| <input type="checkbox"/> Merger of Property    | <input type="checkbox"/> Lots in Approved Binding Site Plan | <input type="checkbox"/> Cemeteries             |
| <input type="checkbox"/> Testamentary Division | <input type="checkbox"/> Division of 40 Acres Or More       | <input type="checkbox"/> Prior Division of Land |
| <input type="checkbox"/> Other: _____          |   |   |

**PART II – SUPPLEMENTAL APPLICATION, PART III – REQUIRED ATTACHMENTS, & PART IV – NARRATIVE**

SEE ATTACHED SHEETS

**PART V – 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:  
**SHORT PLAT EXEMPTION**  
 CITY OF YAKIMA, SUBDIVISION ORDINANCE, CHAPTER 14.05

**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:

**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, sitedeering, 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
- 2. Will the adjustment create a lot, tract, parcel, site, or division which contains insufficient area or dimensions to meet the minimum requirements of the zone in which the affected lots are situated?  Yes  No
- 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, renders an existing public easement impractical to serve its purpose?  Yes  No
- 4. Will the proposed boundary line adjustment be consistent with applicable Title 15 provisions, including: lot coverage, structure setbacks, sitedeering, and access?  Yes  No

**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) **Use Ink:** 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) **Use A Straight Edge:** 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.**

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

<input type="checkbox"/>	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.
<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"/>	Name, location, size, purpose, and nature of existing roads, streets, alleys, rights-of-way, and easements adjacent to, or across, the land.
<input type="checkbox"/>	Driveway locations/access to property
<input type="checkbox"/>	Tract and lot identification, lot lines, and dimensions of each lot.
<input type="checkbox"/>	Location of existing improvements, buildings, and permanent structures, with setbacks noted.
<input type="checkbox"/>	Sitescreening

**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.