



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.

**Submit Your Application:** Following preliminary binding site plan approval the applicant will have five years in which to comply with the conditions of approval and submit the final binding site plan. This approval may be extended up to one additional year by action of the administrator. Requests for extension must be made on the application form provided by the Planning Division and must be received with the appropriate application fee prior to the expiration date of initial approval. The final binding site plan shall be prepared by or under the supervision of a registered land surveyor of the state of Washington as a result of a land survey. Once the conditions of approval of the preliminary binding site plan 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 you have submitted the application, a Planner will be assigned to process your application.

**Decision:** The Administrative Official will issue a decision for the final binding site plan. Once the Administrative Official approves the final plan, you may record the final binding site plan with the Yakima County Auditor's Office.

**Appeal the Decision?:** The Administrative Official'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.



**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**

<b>1. Applicant's Information:</b>	Name:							
	Mailing Address:							
	City:	St:	Zip:	Phone: (    )				
	E-Mail:							
<b>2. Applicant's Interest in Property:</b>	Check One:	<input type="checkbox"/> Owner	<input type="checkbox"/> Agent	<input type="checkbox"/> Purchaser	<input type="checkbox"/> Other _____			
<b>3. Property Owner's Information (If other than Applicant):</b>	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 DEVELOPMENT:

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

**PART III - REQUIRED ATTACHMENTS**

1. Binding Site Plan - 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.

2. The acknowledged signatures of all parties having an ownership interest in the property.

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 final binding site plan 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 binding site plan approval and that failure to meet these conditions may result in denial of the final binding site plan.

\_\_\_\_\_  
**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 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 professional surveyor certifying to the accuracy of the survey and plan
<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