



City of Yakima

**Final Short 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.

# SHORT PLAT

A Short Plat (Short Subdivision) is the division or re-division of land into nine or fewer lots for the purpose of sale, lease, or transfer or ownership in the present or future except as provided in YMC 14.05.120. Short Plats may not be further divided in any manner within a period of five years without the filing of a Final Plat under the provisions of YMC Ch. 14.20, except that when the Short Plat contains fewer than four parcels, nothing in this section shall prevent the owner who filed the Short Plat from filing an alteration within the five-year period to create up to a total of four lots within the original Short Plat boundaries.

**Submit Your Application:** Following preliminary short plat approval the applicant will have five years in which to comply with the conditions of approval and submit the final short plat. This approval may be extended up to one additional year by action of the administrator. Requests for extension must be in writing to the planning department and must be received prior to the expiration date of initial approval. The final short plat of land 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 short plat 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 Subdivision Administrator will issue a decision for the final plat. 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. In accordance with YMC 14.15.100, a copy of the recorded plat shall be provided to the city prior to the issuance of any building permits.

**Appeal the Decision?:** The Administrative Official's Short Plat Decision is final unless appealed. YMC Ch. 16.08 allows for appeals of the decision, which may include part or all of the written decision. Appeals of Administrative Official decisions 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. If you are dissatisfied with the written decision, discuss your views with your Planner.



# 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 Short Plat <input type="checkbox"/> Environmental Checklist (SEPA Review) <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)#

DATE FEE PAID:

RECEIVED BY:

AMOUNT PAID:

RECEIPT NO:



Supplemental Application For:  
**FINAL SHORT PLAT**  
CITY OF YAKIMA, SUBDIVISION ORDINANCE, CHAPTER 14

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

4. SITE FEATURES:

A. General Description:  Flat  Gentle Slopes  Steepened Slopes

B. Describe any indication of hazards associated with unstable soils in the area, i.e. slides or slipping:

C. Is the property in a 100-Year Floodplain or other critical area as mapped by any local, state, or national maps or as defined by the Washington State Growth Management Act or the Yakima Municipal Code?

5. UTILITY AND SERVICES: (Check all that are available)

Electricity  Telephone  Natural Gas  Sewer  Cable TV  Water \_\_\_\_\_  Irrigation \_\_\_\_\_

6. OTHER INFORMATION:

A. Distance to Closest Fire Hydrant:

B. Distance to Nearest School (and name of school):

C. Distance to Nearest Park (and name of park):

D. Method of Handling Stormwater Drainage:

E. Type of Potential Uses: (check all that apply)

Single-Family Dwellings  Two-Family Dwellings  Multi-Family Dwellings  Commercial  Industrial

**PART III - REQUIRED ATTACHMENTS**

1. FINAL PLAT (Please use the attached City of Yakima Final Plat Checklist)

I hereby authorize the submittal of the final plat application to the City of Yakima for review and acknowledge that in accordance with YMC 14.15.100, no building permits shall be issued for the newly recorded lots until a copy of the final recorded short plat is submitted to the City of Yakima Planning Division.

\_\_\_\_\_  
Property Owner's Signature (required)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant's Signature (required)

\_\_\_\_\_  
Date

# FINAL PLAT CHECKLIST

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

<input type="checkbox"/>	The final plat shall be on a sheet that is at least 18 x 24 inches in size and must be reproducible.
<input type="checkbox"/>	The final plat shall be drawn to scale; the scale shall be noted on the plat.
<input type="checkbox"/>	Date prepared.
<input type="checkbox"/>	North arrow.
<input type="checkbox"/>	All lots or parcels, which include land, proposed to be divided.
<input type="checkbox"/>	The taxation parcel number or numbers assigned by the Yakima County assessor to land proposed to be divided.
<input type="checkbox"/>	The house address for each lot shown upon the short plat.
<input type="checkbox"/>	The names or recording numbers of any contiguous subdivisions or short subdivisions.
<input type="checkbox"/>	Lot corners and lines marking the division of the land into nine or fewer lots.
<input type="checkbox"/>	Location, size, purpose and nature of existing roads, streets, rights-of-way, and easements adjacent to, or across, the land proposed to be divided.
<input type="checkbox"/>	Location of any roads, rights-of-way, or easements proposed to serve the lots within the proposed short plat with a clear designation of their size, purpose and nature.
<input type="checkbox"/>	The acknowledged signatures of all fee simple owners and other parties having interest in the lands being subdivided, and the acknowledged signatures of all property owners over which access or utility easements pass unless such easements are previously or simultaneously recorded by separate instrument in the County auditor's office (see YMC 14.15.090 (I)).
<input type="checkbox"/>	A certificate by a registered land surveyor certifying to the accuracy of the survey and short plat in substantially the form indicated in YMC 14.15.090 (J).
<input type="checkbox"/>	The Yakima County treasurer's office certificate in substantially the form indicated in YMC 14.15.090 (K).
<input type="checkbox"/>	If the short plat lies wholly or in part in an irrigation district, a statement evidencing irrigation water right-of-way in substantially the form indicated in YMC 14.15.090 (L).
<input type="checkbox"/>	Administrator's signature block.
<input type="checkbox"/>	City engineer's signature block