



City of Yakima

**Preliminary 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.

# 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 Binding Site Plan. The proposed plan must be prepared by a licensed surveyor or engineer. An Environmental Review may be required. 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.

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

**Notice of Application:** A copy of your Preliminary Binding Site Plan, and other pertinent information will be mailed to the applicant/owner and all property owners within 300 feet of the subject property. The applicant must post the property with City supplied signs prior to the City sending the Notice of Application. This notice provides the public an opportunity to submit written comments on the proposal during a 14-day comment period.

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

**Appeal the Decision?:** The Administrative Official Preliminary Binding Site Plan 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.

**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 Binding Site Plan:** Once the conditions of approval have been completed, the applicant must submit a Final Binding Site Plan application with the appropriate application fee, along with 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 Administrative Official approves the Final Binding Site Plan, you may record it 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

<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:						
<b>4. Subject Property's Assessor's Parcel Number(s):</b>							
<b>5. Legal Description of Property. (if lengthy, please attach it on a separate document)</b>							
<b>6. Property Address:</b>							
<b>7. Property's Existing Zoning:</b>							
<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							
<b>8. Type Of Application: (Check All That Apply)</b>							
<input type="checkbox"/> Preliminary Binding Site Plan		<input type="checkbox"/> Environmental Checklist (SEPA Review)			<input type="checkbox"/> Traffic Concurrency		
<input type="checkbox"/> Development Agreement		<input type="checkbox"/> Shared Maintenance Agreement			<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:  
**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:

5. 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?

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

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

7. 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)

Mobile/Manufactured Home Park  Condominiums (RCW Ch. 64.32 -.35)  Commercial  Industrial

**PART III - REQUIRED ATTACHMENTS**

1. PRELIMINARY BINDING SITE PLAN (please use the attached Site Plan Checklist)

2. TRAFFIC CONCURRENCY (may be required)

3. ENVIRONMENTAL CHECKLIST (may be required)

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 Signature (required)**

\_\_\_\_\_  
**Date**

# 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 legibly drawn in ink on paper that is at least 18 x 24 inches in size
<input type="checkbox"/>	The site plan shall be drawn at a scale of 1"=100' or larger. The scale shall be noted on the site plan.
<input type="checkbox"/>	Date the site plan was prepared.
<input type="checkbox"/>	North Arrow
<input type="checkbox"/>	All existing and proposed easements and public and/or private roads; all existing structures; elevations shown by contour lines at intervals of five feet or less for ground slopes exceeding three percent; approximate location of all natural features.
<input type="checkbox"/>	<p>The location, description, and proposed phasing of all facilities proposed to serve the development, including:</p> <ol style="list-style-type: none"> <li>1. Interior and exterior roadway network;</li> <li>2. Water and sewerage facilities;</li> <li>3. Stormwater drainage facilities;</li> <li>4. Sidewalks and streetlights;</li> <li>5. Fire protection devices with sufficient water storage and flows;</li> <li>6. Facilities to address compatibility with adjacent dissimilar land uses;</li> <li>7. Any lot(s) to be created as a part of the original binding site plan.</li> </ol>