



# City of Yakima

# Preliminary Long Plat

# Application Packet

## About this Application:

A Long Plat is the division or re-division of land into ten or more (or division of property short platted in the last five years) lots, tracts, or parcels for the purpose of sale, lease, or transfer of ownership. The long platting procedure is also used for creation of fewer than ten additional lots where the subdivision does not meet the Short Plat or Exemption requirements.

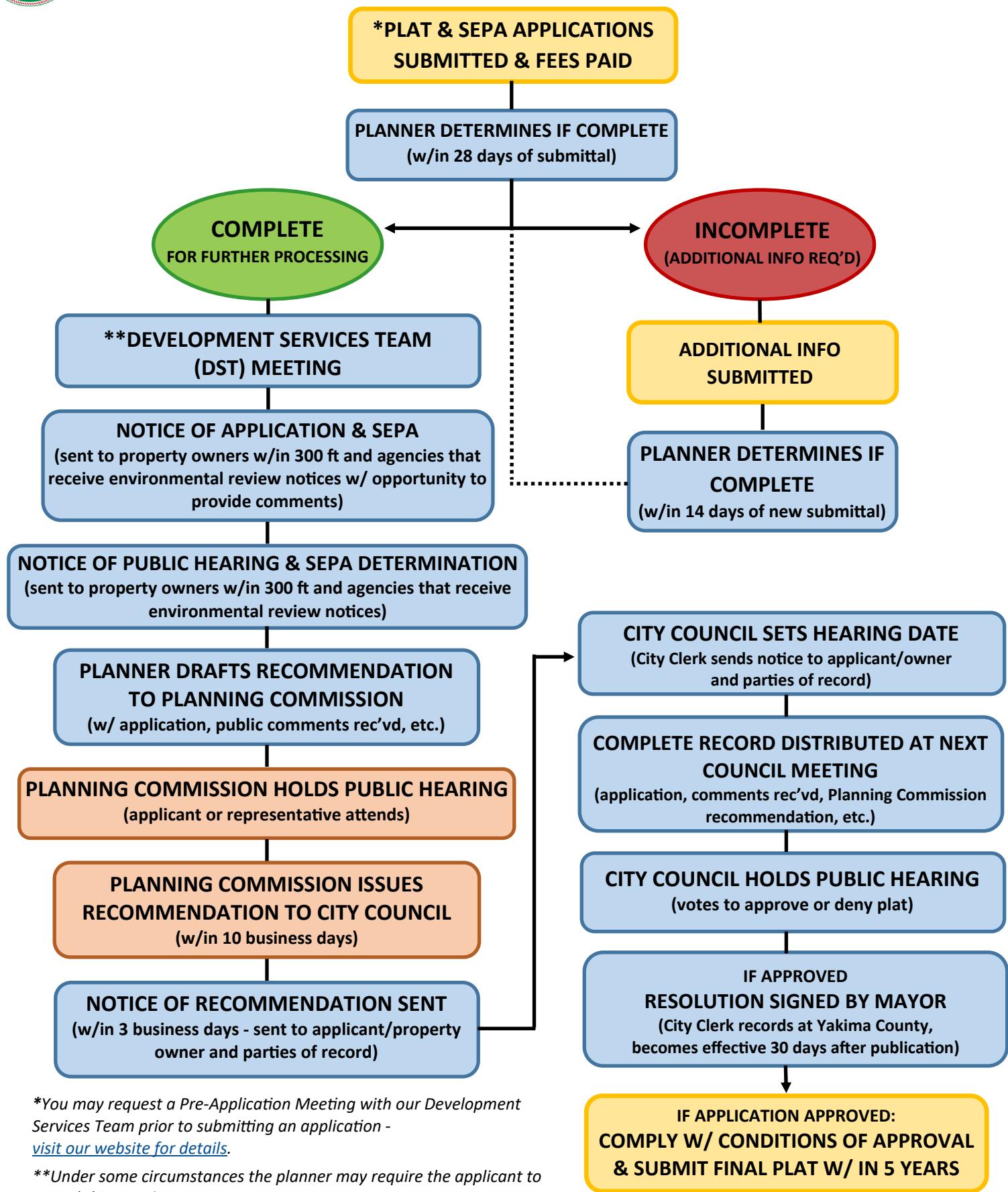
**City of Yakima, Planning Division  
129 North 2<sup>nd</sup> Street, 2<sup>nd</sup> Floor, Yakima, WA 98901  
Phone#: (509) 575-6183 Email: [ask.planning@yakimawa.gov](mailto:ask.planning@yakimawa.gov)**

Check <https://www.yakimawa.gov/services/planning/land-use-application-forms/> for the most current version of this application form.



## CITY OF YAKIMA PLANNING DIVISION

## PRELIMINARY LONG PLAT – Land Use Application Process ([YMC Ch. 14.20](#))



NOTE: This chart shows the process of a typical Preliminary Long Plat application and is for demonstration purposes only.



## COMMUNITY DEVELOPMENT DEPARTMENT

Planning Division

129 N. 2<sup>nd</sup> St., Yakima, WA 98901

Phone: (509) 575-6183 Email: Ask.Planning@yakimawa.gov

# PRELIMINARY LONG PLAT APPLICATION

## LAND USE APPLICATION FORM (YMC CH. 14.20)

Please complete this page and the attached forms. If you have any questions about this form or the application process, please ask to speak with a planner. All necessary attachments and the filing fee are required upon submittal. Filing fees are non-refundable.

### APPLICANT INFORMATION:

Name: \_\_\_\_\_ Company (if applicable): \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Interest in Property:  Property Owner  Agent  Purchaser Other: \_\_\_\_\_

### PROPERTY OWNER INFORMATION (check if same as applicant

Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

### SUBJECT PROPERTY INFORMATION

Address: \_\_\_\_\_

Parcel Number(s) (if lengthy, attach on separate document): \_\_\_\_\_

Legal Description (if lengthy, attach on separate document): \_\_\_\_\_

Current Zoning Designation:

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

### 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

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

### **STAFF USE ONLY:**

File/Application #: \_\_\_\_\_

Date Paid: \_\_\_\_\_ Received By: \_\_\_\_\_ Amount Paid: \_\_\_\_\_

Receipt No.: \_\_\_\_\_



# PRELIMINARY LONG PLAT

## LAND USE APPLICATION FORM (CONT'D)

## APPLICATION QUESTIONS:

**REQUIRED ATTACHMENTS:**

1. PROPOSED PRELIMINARY PLAT meeting the requirements of the attached site plan checklist.
2. SEPA ENVIRONMENTAL REVIEW APPLICATION (attached)
3. TRAFFIC CONCURRENCY REVIEW APPLICATION may be required; see YMC Ch. 12.08



# SEPA

## LAND USE APPLICATION FORM (YMC Ch. 6.88)

### ENVIRONMENTAL CHECKLIST

#### STATE ENVIRONMENTAL POLICY ACT (SEPA) (AS TAKEN FROM WAC 197-11-960)

##### INSTRUCTIONS FOR APPLICANTS:

This environmental checklist asks you to describe some basic information about your proposal. Please answer each question accurately and carefully, to the best of your knowledge. You may need to consult with an agency specialist or private consultant for some questions. You may use "not applicable" or "does not apply" only when you can explain why it does not apply and not when the answer is unknown. You may also attach or incorporate by reference additional studies reports. Complete and accurate answers to these questions often avoid delays with the SEPA process as well as later in the decision-making process. The checklist questions apply to all parts of your proposal, even if you plan to do them over a period of time or on different parcels of land. Attach any additional information that will help you describe your proposal or its environmental effects. The agency to which you submit this checklist may ask you to explain your answers or provide additional information reasonably related to determining if there may be significant adverse impact.

##### USE OF CHECKLIST FOR NON-PROJECT PROPOSALS:

For non-project proposals (such as ordinances, regulations, plans and programs), complete the applicable parts of sections A and B plus the SUPPLEMENTAL SHEET FOR NONPROJECT ACTIONS (part D). Please completely answer all questions that apply and note that the words "project", "applicant", and "property or site" should be read as "proposal," "proponent," and "affected geographic area," respectively. The lead agency may exclude (for non-projects) questions in Part B – Environmental Elements – that do not contribute meaningfully to the analysis of the proposal.

##### A. BACKGROUND INFORMATION

1. Name of Proposed Project (If Applicable):
2. Applicant's Name and Phone Number:
3. Applicant's Address:
4. Contact Person Name & Phone Number:
5. Agency Requesting Checklist: **City of Yakima**
6. Proposed Timing or Schedule (Including Phasing, If Applicable):
  
7. Do you have any plans for future additions, expansion, or further activity related to or connected with this proposal? If yes, explain:
  
8. List any environmental information you know about that has been prepared, or will be prepared, directly related to this proposal:



## SEPA

## LAND USE APPLICATION FORM (YMC Ch. 6.88)

9. Do you know whether applications are pending for governmental approvals of other proposals directly affecting the property covered by your proposal? If yes, explain:
  
10. List any government approvals or permits that will be needed for your proposal, if known:
  
11. Give a brief, but complete description of your proposal, including the proposed uses and the size of the project and site. There are several questions later in this checklist that ask you to describe certain aspects of your proposal. You do not need to repeat those answers on this page (lead agencies may modify this form to include additional specific information on project description):
  
12. Location of the proposal. Give sufficient information for a person to understand the precise location of your proposed project, including a street address, if any, and section, township, and range, if known. If a proposal would occur over a range of area, provide the range or boundaries of the site(s). Provide a legal description, site plan, vicinity map, and topographic map, if reasonably available. While you should submit any plans required by the agency, you are not required to duplicate maps or detailed plans submitted with any permit applications related to this checklist:

## B. ENVIRONMENTAL ELEMENTS

## EARTH:

1. General Description of the Site (check one):  
 Flat  Rolling  Hilly  Steep Slopes  Mountainous  Other: \_\_\_\_\_
2. What is the steepest slope on the site (approximate percent slope)? \_\_\_\_\_
3. What general types of soils are found on the site (for example, clay, sand, gravel, peat, muck)? If you know the classification of agricultural soils, specify them and note any agricultural land of long-term commercial significance and whether the proposal results in removing any of these soils: \_\_\_\_\_
4. Are there surface indications or history of unstable soils in the immediate vicinity? If so, describe: \_\_\_\_\_
5. Describe the purpose, type, total area, and approximate quantities and total affected area of any filling, excavation, and grading proposed. Indicate source of fill: \_\_\_\_\_



## SEPA

### LAND USE APPLICATION FORM (CONT'D)

6. Could erosion occur as a result of clearing, construction, or use? If so, generally describe:
  
  
  
  
  
7. About what percent of the site will be covered with impervious surfaces after project construction (for example, asphalt or buildings)?
8. Proposed measures to reduce or control erosion, or other impacts to the earth, if any:

**AIR:**

1. What types of emissions to the air would result from the proposal during construction, operation, and maintenance when the project is completed? If any, generally describe and give approximate quantities if known:
  
  
  
2. Are there any off-site sources of emissions or odor that may affect your proposal? If so, generally describe:
  
  
  
3. Proposed measures to reduce or control emissions or other impacts to air, if any:

**SURFACE WATER**

1. Is there any surface water body on or in the immediate vicinity of the site (including year-round and seasonal streams, saltwater, lakes, ponds, wetlands)? If yes, describe type and provide names. If appropriate, state what stream or river it flows into:
  
  
  
2. Will the project require any work over, in, or adjacent to (within 200 feet) the described waters? If yes, please describe and attach available plans:
  
  
  
3. Estimate the amount of fill and dredge material that would be placed in or removed from surface water or wetlands and indicate the area of the site that would be affected. Indicate the source of fill material:
  
  
  
4. Will the proposal require surface water withdrawals or diversions? Give general description, purpose, and approximate quantities if known:
  
  
  
5. Does the proposal lie within a 100-year floodplain? If so, note location on the site plan:



## SEPA

### LAND USE APPLICATION FORM (CONT'D)

6. Does the proposal involve any discharges of waste materials to surface waters? If so, describe the type of waste and anticipated volume of discharge:

#### GROUND WATER

- Will groundwater be withdrawn from a well for drinking water or other purposes? If so, give a general description of the well, proposed uses and approximate quantities withdrawn from the well. Will water be discharged to groundwater? Give general description, purpose, and approximate quantities if known:
- Describe waste material that will be discharged into the ground from septic tanks or other sources, if any (for example: Domestic sewage; industrial, containing the following chemicals...; agricultural; etc.). Describe the general size of the system, the number of such systems, the number of houses to be served (if applicable), or the number of animals or humans the system(s) are expected to serve:

#### WATER RUNOFF (INCLUDING STORM WATER)

- Describe the source of runoff (including storm water) and method of collection and disposal, if any (include quantities, if known). Where will this water flow? Will this water flow into other waters? If so, describe:
- Could waste materials enter ground or surface waters? If so, generally describe:
- Does the proposal alter or otherwise affect drainage patterns in the vicinity of the site? If so, describe:
- Proposed measures to reduce or control surface, ground, and runoff water, and drainage pattern impacts, if any:

#### PLANTS

- Check the type(s) of vegetation found on the site:

Deciduous Trees:	Evergreen Trees:	Wet Soil Plants:	Water Plants:	Other:
<input type="checkbox"/> Alder	<input type="checkbox"/> Fir	<input type="checkbox"/> Cattail	<input type="checkbox"/> Milfoil	<input type="checkbox"/> Shrubs
<input type="checkbox"/> Maple	<input type="checkbox"/> Cedar	<input type="checkbox"/> Buttercup	<input type="checkbox"/> Eelgrass	<input type="checkbox"/> Grass
<input type="checkbox"/> Aspen	<input type="checkbox"/> Pine	<input type="checkbox"/> Bullrush	<input type="checkbox"/> Water Lily	<input type="checkbox"/> Pasture
<input type="checkbox"/> Other	<input type="checkbox"/> Other	<input type="checkbox"/> Skunk Cabbage	<input type="checkbox"/> Other	<input type="checkbox"/> Crop Or Grain
		<input type="checkbox"/> Other		<input type="checkbox"/> Orchards, vineyards, or other permanent crops
				<input type="checkbox"/> Other types of vegetation:



## SEPA

### LAND USE APPLICATION FORM (CONT'D)

2. What kind and amount of vegetation will be removed or altered?
3. List threatened or endangered species known to be on or near the site:
4. Proposed landscaping, use of native plants, or other measures to preserve or enhance vegetation on the site, if any:
5. List all noxious weeds and invasive species known to be on or near the site.

#### ANIMALS

1. List any birds or other animals which have been observed on or near the site or are known to be on or near the site.  
*Examples include:*  
*birds: hawk, heron, eagle, songbirds, other:*  
*mammals: deer, bear, elk, beaver, other:*  
*fish: bass, salmon, trout, herring, shellfish, other:*
2. List any threatened or endangered species known to be on or near the site:
3. Is the site part of a migration route? If so, explain:
4. Proposed measures to preserve or enhance wildlife, if any:
5. List any invasive animal species known to be on or near the site:

#### ENERGY AND NATURAL RESOURCES

1. What kinds of energy (electric, natural gas, oil, wood stove, solar) will be used to meet the completed project's energy needs? Describe whether it will be used for heating, manufacturing, etc.:
2. Would your project affect the potential use of solar energy by adjacent properties? If so, generally describe:



## SEPA

### LAND USE APPLICATION FORM (CONT'D)

3. What kinds of energy conservation features are included in the plans of this proposal? List other proposed measures to reduce or control energy impacts, if any:

#### ENVIRONMENTAL HEALTH

1. Are there any environmental health hazards, including exposure to toxic chemicals, risk of fire and explosion, spill, or hazardous waste that could occur as a result of this proposal? If so, describe:
2. Describe any known or possible contamination at the site from present or past uses:
3. Describe existing hazardous chemicals/conditions that might affect project development and design. This includes underground hazardous liquid and gas transmission pipelines located within the project area and in the vicinity:
4. Describe any toxic or hazardous chemicals that might be stored, used, or produced during the project's development or construction, or at any time during the operating life of the project:
5. Describe special emergency services that might be required:
6. Proposed measures to reduce or control environmental health hazards, if any:

#### NOISE

1. What types of noise exist in the area, which may affect your project (for example: traffic, equipment, operation, other)?
2. What types and levels of noise would be created by or associated with the project on a short-term or a long-term basis (for example: traffic, construction, operation, other)? Indicate what hours noise would come from the site:
3. Proposed measures to reduce or control noise impacts, if any:



## SEPA

## LAND AND SHORELINE USE

1. What is the current use of the site and adjacent properties? Will the proposal affect current land uses on nearby or adjacent properties? If so, describe:
2. Has the project site been used as working farmlands or working forest lands? If so, describe. How much agricultural or forest land of long-term commercial significance will be converted to other uses as a result of the proposal, if any? If resource lands have not been designated, how many acres in farmland or forest land tax status will be converted to nonfarm or nonforest use?
3. Will the proposal affect or be affected by surrounding working farm or forest land normal business operations, such as oversize equipment access, the application of pesticides, tilling, and harvesting? If so, how:
4. Describe any structures on the site:
5. Will any structures be demolished? If so, what?
6. What is the current zoning classification of the site?
7. What is the current comprehensive plan designation of the site?
8. If applicable, what is the current shoreline master program designation of the site?
9. Has any part of the site been classified as a critical area by the city or county? If so, specify:
10. Approximately how many people would reside or work in the completed project?
11. Approximately how many people would the completed project displace?
12. Proposed measures to avoid or reduce displacement impacts, if any:
13. Proposed measures to ensure the proposal is compatible with existing and projected land uses and plans, if any:



## SEPA

### LAND USE APPLICATION FORM (CONT'D)

14. Proposed measures to ensure the proposal is compatible with nearby agricultural and forest lands of long-term commercial significance, if any:

#### HOUSING

1. Approximately how many units would be provided, if any? Indicate whether high, middle, or low-income housing:
2. Approximately how many units, if any, would be eliminated? Indicate whether high, middle, or low-income housing:
3. Proposed measures to reduce or control housing impacts, if any:

#### ESTHETICS

1. What is the tallest height of any proposed structure(s), not including antennas; what is the principal exterior building material(s) proposed?
2. What views in the immediate vicinity would be altered or obstructed?
3. Proposed measures to reduce or control aesthetic impacts, if any:

#### LIGHT AND GLARE

1. What type of light or glare will the proposal produce? What time of day would it mainly occur?
2. Could light or glare from the finished project be a safety hazard or interfere with views?
3. What existing off-site sources of light or glare may affect your proposal?
4. Proposed measures to reduce or control light and glare impacts, if any:



## SEPA

### LAND USE APPLICATION FORM (CONT'D)

#### RECREATION

1. What designated and informal recreational opportunities are in the immediate vicinity?
2. Would the proposed project displace any existing recreational uses? If so, describe:
3. Proposed measures to reduce or control impacts on recreation, including recreation opportunities to be provided by the project or applicant, if any:

#### HISTORIC AND CULTURAL PRESERVATION

1. Are there any buildings, structures, or sites, located on or near the site that are over 45 years old listed in or eligible for listing in national, state, or local preservation registers located on or near the site? If so, specifically describe:
2. Are there any landmarks, features, or other evidence of Indian or historic use or occupation? This may include human burials or old cemeteries. Are there any material evidence, artifacts, or areas of cultural importance on or near the site? Please list any professional studies conducted at the site to identify such resources:
3. Proposed measures to avoid, minimize, or compensate for loss, changes to, and disturbance to resources. Please include plans for the above and any permits that may be required:

#### TRANSPORTATION

1. Identify public streets and highways serving the site or affected geographic area and describe proposed access to the existing street system. Show on site plans, if any:
2. Is the site or affected geographic area currently served by public transit? If so, generally describe. If not, what is the approximate distance to the nearest transit stop?
3. How many parking spaces would the completed project or non-project proposal have? How many would the project or proposal eliminate?



## SEPA

### LAND USE APPLICATION FORM (CONT'D)

4. Will the proposal require any new or improvements to existing roads, streets, pedestrian bicycle or state transportation facilities, not including driveways? If so, generally describe (indicate whether public or private):
  
5. Will the project or proposal use (or occur in the immediate vicinity of) water, rail, or air transportation? If so, generally describe:
  
6. How many vehicular trips per day would be generated by the completed project or proposal? If known, indicate when peak volumes would occur and what percentage of the volume would be trucks (such as commercial and non-passenger vehicles). What data or transportation models were used to make these estimates?
  
7. Will the proposal interfere with, affect or be affected by the movement of agricultural and forest products on roads or streets in the area? If so, generally describe:
  
8. Proposed measures to reduce or control transportation impacts, if any:

#### PUBLIC SERVICES

1. Would the project result in an increased need for public services (for example: fire protection, police protection, public transit, health care, schools, other)? If so, generally describe:
  
2. Proposed measures to reduce or control direct impacts on public services, if any.

#### UTILITIES

1. Check all utilities currently available at the site:  
 Electricity    Natural Gas    Water    Refuse Service    Telephone    Sanitary Sewer    Septic System  
 Other: \_\_\_\_\_
  
2. Describe the utilities that are proposed for the project, the utility providing the service, and the general construction activities on the site or in the immediate vicinity which might be needed.



## SEPA

### LAND USE APPLICATION FORM (CONT'D)

#### C. SIGNATURE

The above answers are true and complete to the best of my knowledge. I understand that the lead agency is relying on them to make its decision.

---

Property Owner or Agent Signature

---

Date Submitted

---

Name of Signee

---

Position and Agency/Organization

**PLEASE COMPLETE SECTION "D" ON THE NEXT PAGES  
IF THERE IS NO PROJECT RELATED TO THIS ENVIRONMENTAL REVIEW**



## SEPA

### LAND USE APPLICATION FORM (CONT'D)

#### D. SUPPLEMENTAL SECTION FOR NONPROJECT ACTIONS ONLY

Because these questions are very general, it may be helpful to read them in conjunction with the list of the elements of the environment. When answering these questions, be aware of the extent the proposal, or the types of activities that would likely result from the proposal, would affect the item at a greater intensity or at a faster rate than if the proposal were not implemented. Respond briefly and in general terms.

1. How would the proposal be likely to increase discharge to water; emissions to air; production, storage, or release of toxic or hazardous substances; or production of noise?

Proposed measures to avoid or reduce such increases are:

2. How would the proposal be likely to affect plants, animals, fish, or marine life?

Proposed measures to protect or conserve plants, animals, fish, or marine life are:

3. How would the proposal be likely to deplete energy or natural resources?

Proposed measures to protect or conserve energy and natural resources are:

4. How would the proposal be likely to use or affect environmentally sensitive areas or areas designated (or eligible or under study) for governmental protection; such as parks, wilderness, wild and scenic rivers, threatened or endangered species habitat, historic or cultural sites, wetlands, floodplains, or prime farmlands?



## SEPA

### LAND USE APPLICATION FORM (CONT'D)

Proposed measures to protect such resources or to avoid or reduce impacts are:

5. How would the proposal be likely to affect land and shoreline use, including whether it would allow or encourage land or shoreline uses incompatible with existing plans?

Proposed measures to avoid or reduce shoreline and land use impacts are:

6. How would the proposal be likely to increase demands on transportation or public services and utilities?

Proposed measures to reduce or respond to such demand(s) are:

7. Identify, if possible, whether the proposal may conflict with local, state, or federal laws or requirements for the protection of the environment.



# CITY OF YAKIMA SITE PLAN CHECKLIST

## For Land Use Review & Building Permits



### Preliminary Plats and Binding Site Plans shall include the items listed below.

- Property address, parcel number, and zoning designation;
- Legal description of the land;
- North arrow and scale of drawing;
- Name of applicant, phone number, and signature of property owner;
- Date the plat was prepared;
- 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;
- Boundary lines based upon a recent land survey of the land proposed to be subdivided and boundary lines of all proposed lots and streets;
- All existing lots or parcels included in the proposed subdivision;
- 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.
- Location, size, purpose, and nature of existing roads, streets, rights-of-way, and easements adjacent to, or across, the land;
- 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;
- Parcels of land intended or required to be dedicated for streets or other public purposes; and
- 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.

### A site plan for development in the floodplain overlay shall also include the following information:

- Size and location of floodplain and floodway on the lot;
- Elevation in relation to the one-hundred-year flood level of the lowest floor (including basement) of all structures;
- Elevation in relation to mean sea level of any structure that has been floodproofed;
- Certification by a registered professional engineer or architect that established floodproofing standards have been met;
- Description of the extent to which any watercourse will be altered or relocated as a result of the proposed development; and
- Any other site plan requirements identified in [YMC Ch. 15.27](#) Part Four.

*Additional information may be requested. Projects requiring work in the public right-of-way or involving city water main lines or sewer main lines will be required to submit civil plans to the Engineering Division for review.*