



City of Yakima

# Preliminary Short Plat

## Application Packet

### About this Application:

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.

**City of Yakima, Planning Division**

**129 North 2<sup>nd</sup> Street, 2<sup>nd</sup> Floor, Yakima, WA 98901**

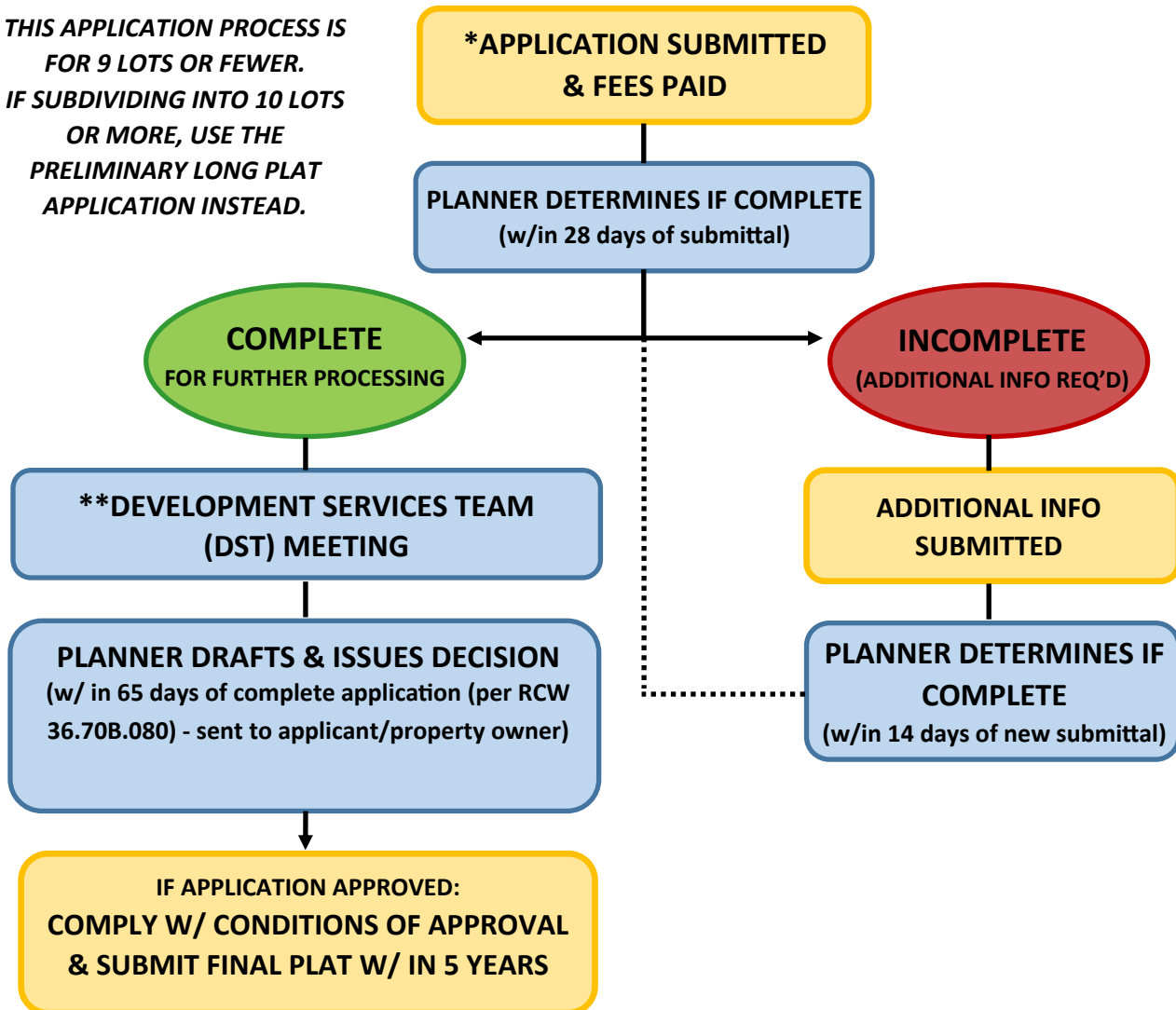
**Phone#: (509) 575-6183 Email: [ask.planning@yakimawa.gov](mailto:ask.planning@yakimawa.gov)**

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



## PRELIMINARY SHORT PLAT – Land Use Application Process ([YMC Ch. 14.15](#))

**THIS APPLICATION PROCESS IS  
FOR 9 LOTS OR FEWER.  
IF SUBDIVIDING INTO 10 LOTS  
OR MORE, USE THE  
PRELIMINARY LONG PLAT  
APPLICATION INSTEAD.**



*\*You may request a Pre-Application Meeting with our Development Services Team prior to submitting an application - [visit our website for details](#).*

*\*\*Under some circumstances the planner may require the applicant to attend this meeting.*



## 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 SHORT PLAT LAND USE APPLICATION FORM (YMC CH. 14.15)

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. 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'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 SHORT PLAT LAND USE APPLICATION FORM (CONT'D)**

### **APPLICATION QUESTIONS:**

1. List all parties and financial institutions having an interest in the property (if lengthy, attached separate document):
2. Surveyor and/or contact person with their contact information:
3. Number of lots and range of lot sizes:

### **REQUIRED ATTACHMENTS:**

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



# 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.***