



## City of Yakima

# Short Plat Exemption Application Packet

### About this Application:

This form is used for request for minor changes to property lines that are exempt from the formal platting procedures. Those minor changes are listed in [YMC 14.05.160](#) and on pg. 2 of this application.

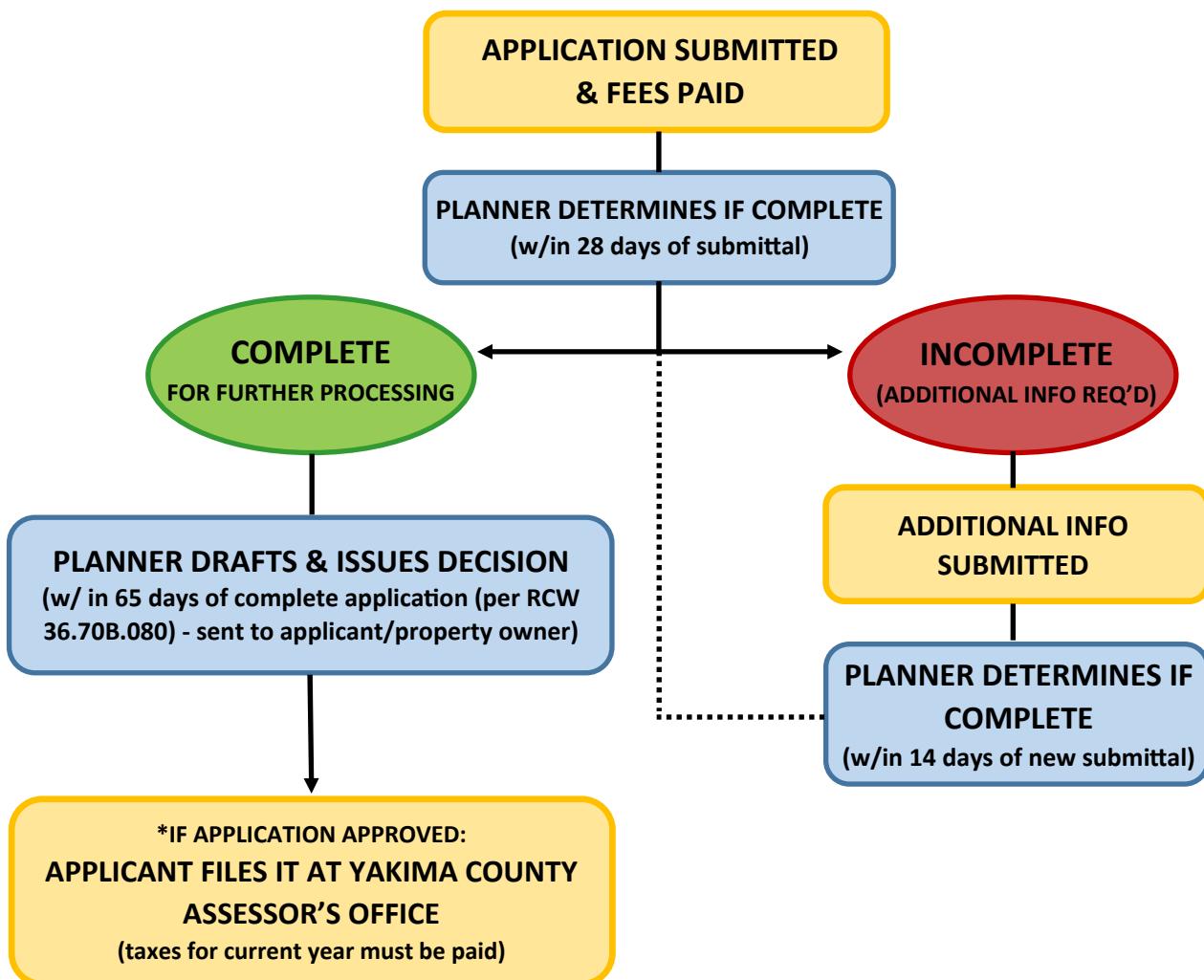
**City of Yakima, Planning Division  
129 North 2<sup>nd</sup> Street, 2<sup>nd</sup> Floor, Yakima, WA 98901  
Phone#: (509) 575-6183 Email: [ask.planning@yakimawa.gov](mailto:ask.planning@yakimawa.gov)**

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

## SHORT PLAT EXEMPTION – Land Use Application Process ([YMC 14.05.160](#))



*\*Taxes for the current year must be paid. The County sets a deadline each year around November or December for when they will stop accepting subdivisions or short plat exemptions until the new year.*



## COMMUNITY DEVELOPMENT DEPARTMENT

Planning Division

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

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

## SHORT PLAT EXEMPTION

### LAND USE APPLICATION FORM ([YMC 14.05](#))

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.: \_\_\_\_\_



## SHORT PLAT EXEMPTION

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

#### APPLICATION QUESTIONS:

1. Type of Application (check one):  
 Lot Line Adjustment  
 Merger of Property  
 Prior Division of Land  
 Financial Segregation  
 Testamentary Division  
 Court Order  
 Creation of Additional Lots in an Approved Binding Site Plan  
 Division of land into parcels in which the smallest parcel created by the division is 40 acres in area or more  
 Cemeteries or other burial plots  
 A division for the purpose of leasing land for facilities providing personal wireless services.  
 A division of land into lots of three acres or less that is recorded in accordance with RCW Chapter 58.09 and is used or to be used for the purpose of establishing a site for construction or operation of consumer-owned or investor-owned unstaffed electric utility facilities.
2. List all parties and financial institutions having an interest in the property (if lengthy, attach separate document):
3. Surveyor and/or contact person with their contact information:
4. Will the proposed boundary line adjustment create an additional lot, tract, parcel, site, or division?  
 Yes  No
5. Will the adjustment create a lot, tract, parcel, site, or division which contains insufficient area or dimensions to meet the minimum requirements of the zone in which the affected lots are situated?  
 Yes  No
6. Will any lot be created or modified which does not have adequate drainage, water supply, or sanitary sewage disposal; lacks adequate access for vehicles, utilities, or fire protection; or, renders an existing public easement impractical to serve its purpose?  
 Yes  No
7. Will the proposed boundary line adjustment be inconsistent with applicable Title 15 provisions, including: lot coverage, structure setbacks, site screening, and access?  
 Yes  No

#### REQUIRED ATTACHMENTS:

1. SCALED DRAWING(S) depicting the existing and proposed property configurations.
2. LEGAL DESCRIPTIONS of the existing property configuration and the proposed configuration, prepared a licensed professional engineer or professional land surveyor.



# CITY OF YAKIMA SITE PLAN CHECKLIST

## For Land Use Review & Building Permits



**Short Plat Exemptions shall include the items listed below.**

- Date prepared;
- North arrow and scale of drawing;
- Name of applicant, phone number, signature of property owner and project name;
- Property address, parcel number, and zoning designation;
- Tract and lot identification, lot lines, and dimensions of each lot;
- Sizes and location of existing structures on the lot to the nearest foot;
- All structure setbacks ([YMC § 15.05.030](#));
- Name, location, size, purpose, and nature of existing roads, streets, alleys, rights-of-way, and easements adjacent to, or across, the land; and
- Location of ingress and egress.

*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.*