



City of Yakima

Amended Plat Application Packet

About this Application:

Used for alterations of short plats or long plats, or plat vacations. This application form is also used for the termination of a public utility or access easement which was created through the platting/subdivision process.

City of Yakima, Planning Division

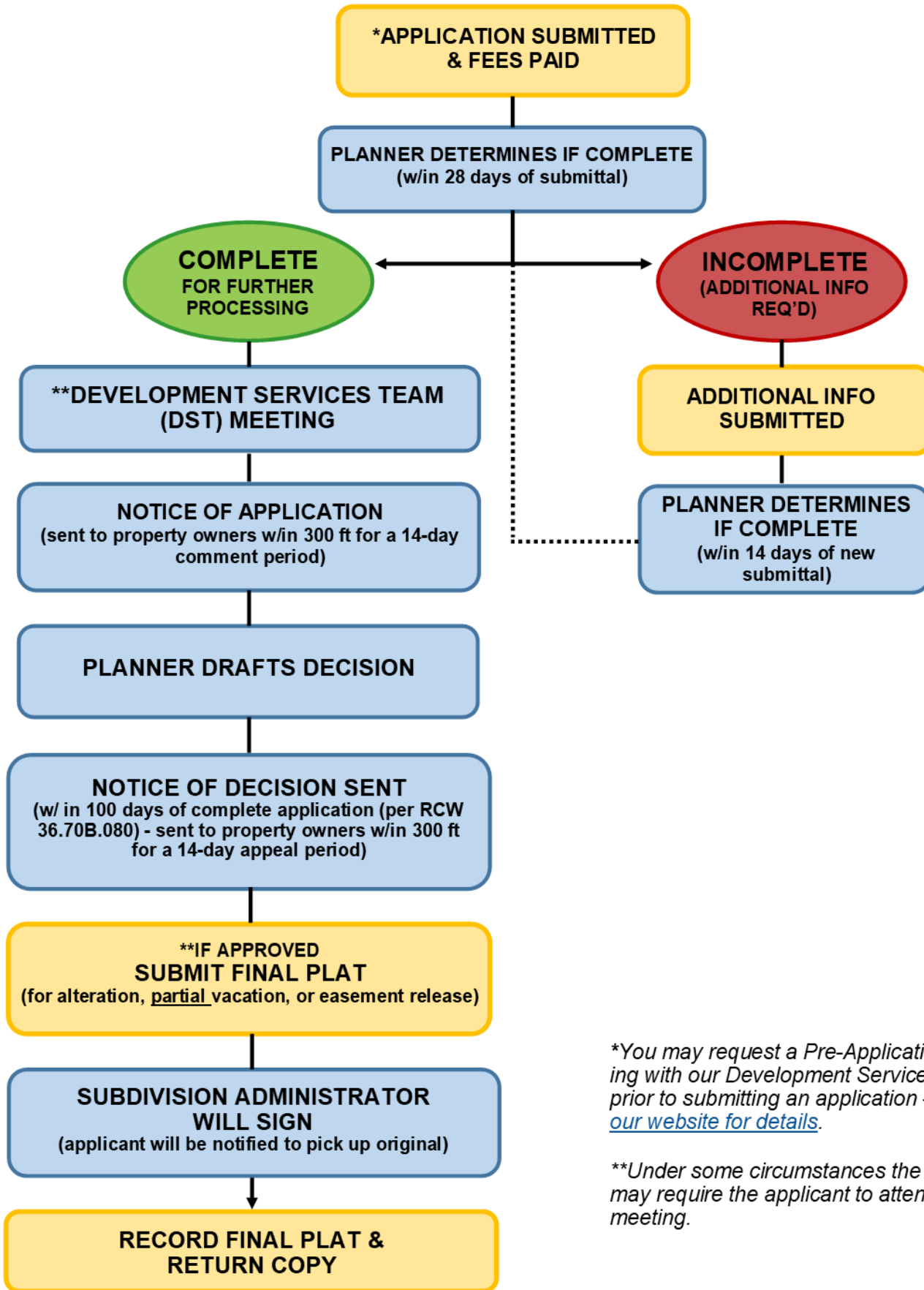
129 North 2nd Street, 2nd Floor, Yakima, WA 98901

Phone#: (509) 575-6183 Email: 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
AMENDED SHORT PLAT – Land Use Application Process ([YMC Ch. 14.15.120](#))



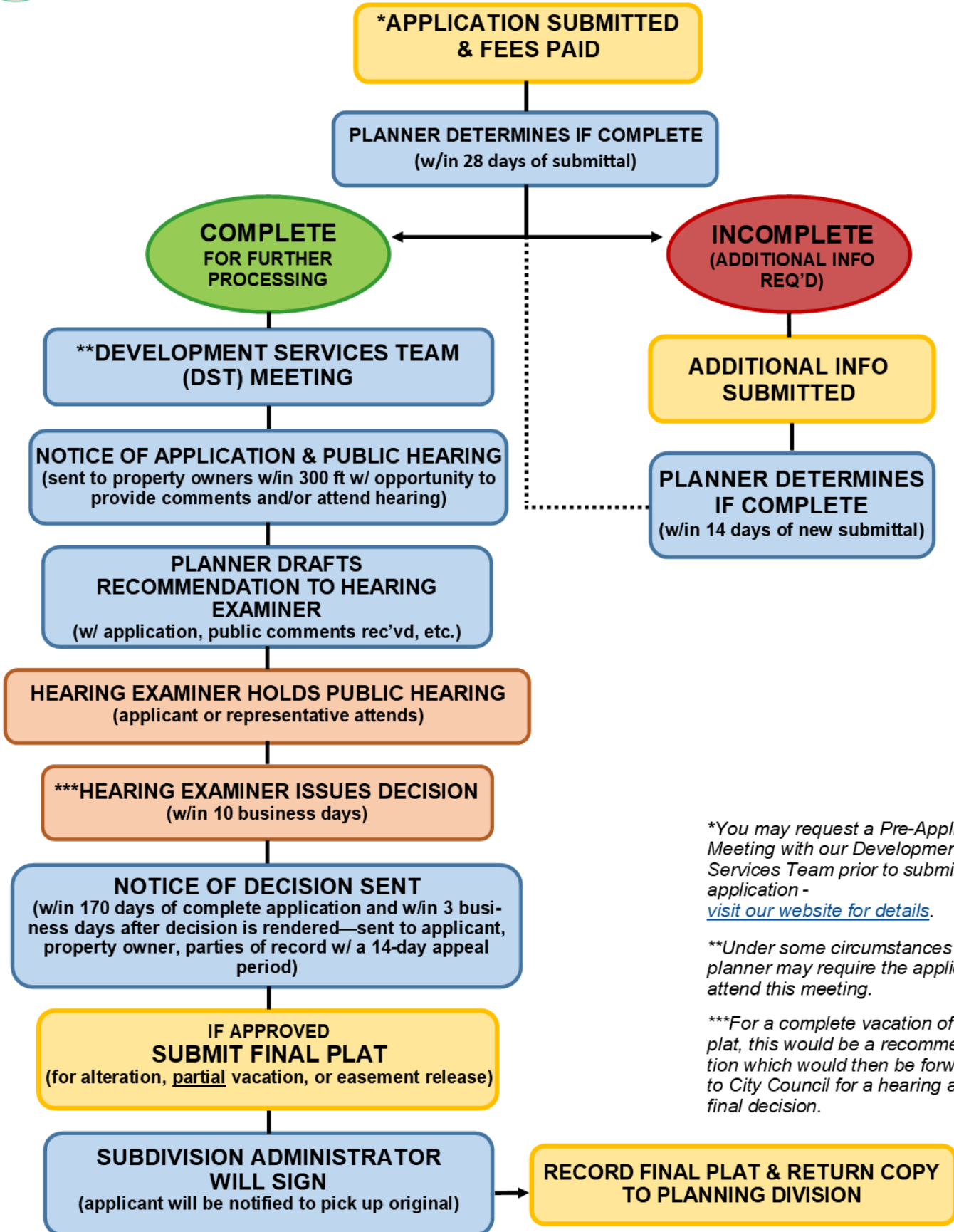
**You may request a Pre-Application Meeting with our Development Services Team prior to submitting an application - [visit our website for details](#).*

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

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



CITY OF YAKIMA PLANNING DIVISION
LONG PLAT ALTERATION OR VACATION – Land Use Application Process ([YMC Ch. 14.20](#))



**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.*

****For a complete vacation of the plat, this would be a recommendation which would then be forwarded to City Council for a hearing and final decision.*

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

Flowchart (Text Description) – Amended Plat Application Process

The following information is provided to meet accessibility requirements.

1. Applicant submits application and pays the fee. You may request a Pre-Application Meeting with our Development Services Team prior to submitting an application - visit our website for details: <https://www.yakimawa.gov/services/planning/pre-application/>
2. Planner determines if application is complete within 28 days of submittal.
 - a. If complete, go to Step 3.
 - b. If incomplete, additional information is requested. Once additional is submitted, the planner has 14 days to determine if the new information is complete. If still incomplete, step 2b is repeated.
3. Planner schedules the application to be reviewed by the Development Services Team (DST) at an upcoming meeting. Under some circumstances the planner may require the applicant to attend this meeting.
4. A Notice of Application is sent to property owners within 300 feet of the subject property for a 14-day comment period. For amended long plats, a Notice of Public Hearing is required and will be consolidated with the Notice of Application.
5. Planner drafts the decision if it is an amended short plat, or drafts the recommendation to the Hearing Examiner if it is an amended long plat. For short plat alterations, partial vacations, or easement releases, the applicant then submits the final plat. The subdivision administrator signs it and notifies the applicant to pick it up and record it at the County, and returns a copy to the Planning Division. This completes the amended short plat process.
6. For amended long plats, the application, any public comments received, and other items are forwarded to the Hearing Examiner.
7. The Hearing Examiner holds the public hearing, which the applicant or applicant's representative attends.
8. The Hearing Examiner issues their decision within 10 business days of the close of the hearing.
9. A Notice of Decision is sent within 170 days from when the application was considered complete and within 3 business days after the decision is rendered to the applicant, property owner, and parties of record, with a 14-day appeal period.
10. If the application is approved, applicant submits the final plat (for alteration, partial vacation, or easement release).
11. The Subdivision Administrator signs the plat and notifies applicant to pick it up and record at the County.
12. Applicant records the plat and returns a copy to the Planning Division.

NOTE: This chart shows the process of a typical Administrative Adjustment application and is for demonstration purposes only.



AMENDED PLAT

LAND USE APPLICATION FORM (CONT'D)

APPLICATION QUESTIONS:

1. Describe the reason for the proposed plat alteration, vacation of plat or portion thereof, or plat easement release:

2. List all parties and financial institutions having an interest in the property (attach on separate document if lengthy):

3. Surveyor and/or Contact Person with their Contact Information:

3. Name of Subdivision:

REQUIRED ATTACHMENTS:

1. PROPOSED AMENDED PLAT meeting the requirements of the attached site plan checklist.
2. TRAFFIC CONCURRENCY REVIEW APPLICATION (may be required – see [YMC Ch. 12.08, Traffic Capacity Test](#))
3. FOR PLAT EASEMENT RELEASE: a copy of the previously approved plat showing the proposed vacation of the easement.
3. FOR PLAT ALTERATIONS OR PLAT VACATION (OR PORTION THEREOF):
 - A. Signatures of the majority of those persons having an ownership interest of lots, tracts, parcels, sites or divisions in the subject subdivision or portion to be vacated or altered;
 - B. If the subdivision is subject to restrictive covenants filed at the time of the approval of the subdivision, and the application for plat vacation or alteration would result in the violation of a covenant, the application shall contain an agreement signed by all parties subject to the covenants providing that the parties agree to terminate or alter the relevant covenants to accomplish the purpose of the plat vacation or the alteration of the subdivision or portion thereof; and
 - C. A copy of the approved plat proposed to be vacated or altered, together with all plat amendments recorded since the date of the original approval.



CITY OF YAKIMA SITE PLAN CHECKLIST

For Subdivisions and Binding Site Plans



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.