



City of Yakima

# Final Binding Site Plan

## Application Packet

### About this Application:

The purpose of Binding Site Plans is 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.

Submit this application after you have received your preliminary binding site plan approval and have complied with the conditions of the decision.

**City of Yakima, Planning Division**

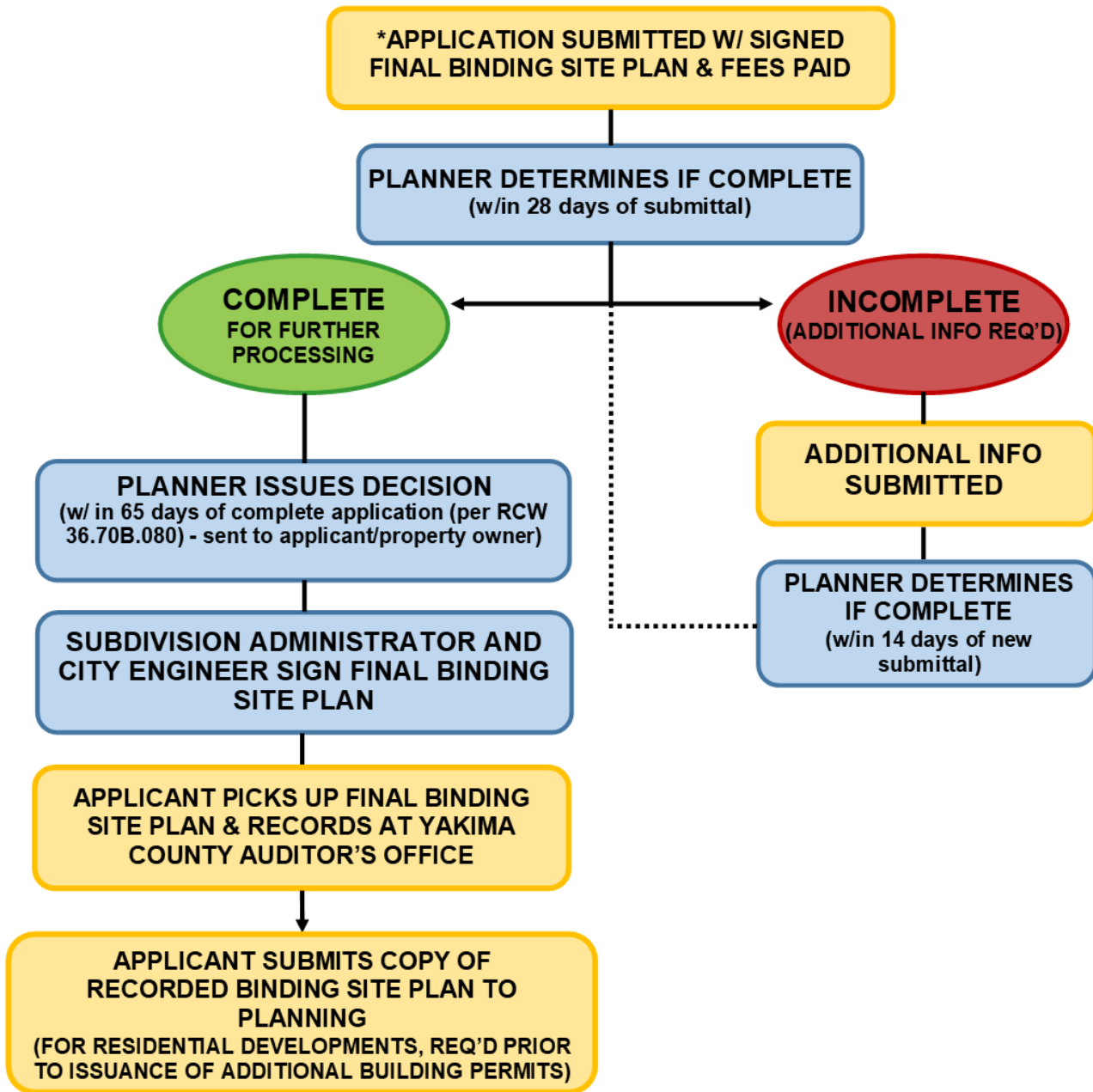
**129 North 2<sup>nd</sup> Street, 2<sup>nd</sup> Floor, Yakima, WA 98901**

**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**  
**FINAL BINDING SITE PLAN – Land Use Application Process (YMC Ch. 14.35)**



*\*Must be submitted within 5 years of the preliminary approval and after all conditions of the preliminary approval are satisfied.*

*NOTE: This chart shows the process of a typical Final Binding Site Plan application and is for demonstration purposes only.*

## Flowchart (Text Description) – Final Binding Site Plan Application Process

The following information is provided to meet accessibility requirements.

1. Applicant submits application with the signed final binding site plan and pays the fee. This must be submitted within 5 years of the preliminary approval and after all conditions of the preliminary approval are satisfied.
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 issues decision within 65 days from when the application was deemed complete for further processing (per RCW 36.70B.080) and sends to applicant and property owner.
4. Subdivision Administrator and City Engineer signs the final binding site plan.
5. Applicant picks up final binding site plan and records it at Yakima County Auditor's Office.
6. Applicant submits copy of recorded binding site plan to the Planning Division. For residential developments, this is required prior to issuance of any additional building permits.

NOTE: This chart shows the process of a typical Final Binding Site Plan application and is for demonstration purposes only.





# FINAL BINDING SITE PLAN LAND USE APPLICATION FORM (CONT'D)

## APPLICATION QUESTIONS:

1. List all parties and financial institutions having an interest in the property (attach on separate document if lengthy):
  
  
  
  
  
  
  
  
  
  
2. Surveyor and/or Contact Person with their Contact Information:
  
  
  
  
  
  
  
  
  
  
3. Number of Lots and the Range of Lot Sizes:

## REQUIRED ATTACHMENTS:

1. PROPOSED FINAL BINDING SITE PLAN including:
  - a. A complete survey of the entire property and the initial lots to be created, if any, including the legal description, north arrow, scale, surveyor's certificate, etc.;
  - b. The acknowledged signatures of all parties having an ownership interest in the property;
  - c. Auditor's signature; and
  - d. Written documentation that all requirements for preliminary binding site plan approval are met including the completion of all required infrastructure improvements.