



City of Yakima

# Final Plat

## Application Packet

### About this Application:

This application is used for the final approval of both short plats (9 lots or fewer) or long plats (more than 9 lots). Submit this application after you have received preliminary plat approval and have complied with the conditions of the subdivision decision.

**City of Yakima, Planning Division**

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

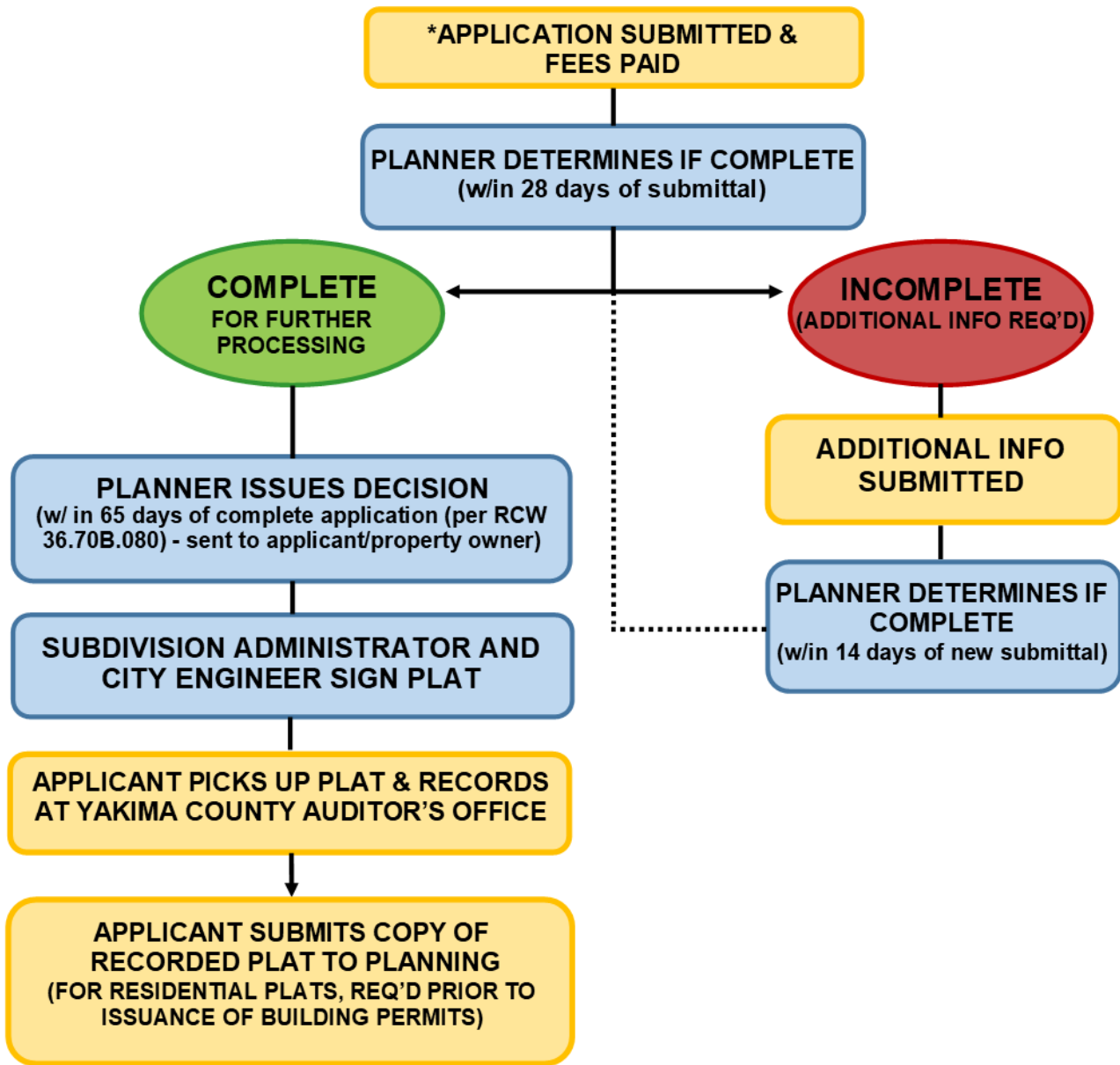
**Phone#: (509) 575-6183 Email: [ask.planning@yakimawa.gov](mailto:ask.planning@yakimawa.gov)**

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 PLAT – Land Use Application Process (YMC [Ch. 14.15](#) & [14.20](#))**

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*\*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 Plat application and is for demonstration purposes only.*

## Flowchart (Text Description) – Final Plat Application Process

The following information is provided to meet accessibility requirements.

1. Applicant submits application 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 plat.
5. Applicant picks up final plat and records it at Yakima County Auditor's Office.
6. Applicant submits copy of recorded final plat to the Planning Division. For residential plats, this is required prior to issuance of any additional building permits.

NOTE: This chart shows the process of a typical Final 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**

# FINAL PLAT APPLICATION

## LAND USE APPLICATION FORM ([YMC CH. 14.15](#) & [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

**APPLICATION TYPE**

Final Short Plat (9 lots or fewer)  Final Long Plat (more than 9 lots)

**CERTIFICATION**

I certify that the information on this application and the required attachments are true and correct to the best of my knowledge. I acknowledge that in accordance with YMC 14.15.100 and 14.20.230, no additional residential building permits shall be issued for the newly recorded lots until a copy of the final recorded plat is submitted to the City of Yakima Planning Division.

\_\_\_\_\_  
Property Owner's Signature

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

\_\_\_\_\_  
Date

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

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

\_\_\_\_\_  
Date

<b>STAFF USE ONLY:</b>		
File/Application #: _____		
Date Paid: _____	Received By: _____	Amount Paid: _____
Receipt No.: _____		



# FINAL PLAT

## LAND USE APPLICATION FORM (CONT'D)

### APPLICATION QUESTIONS:

1. List all parties and financial institutions having an interest in the property:
2. Surveyor and/or contact person and their contact information:
3. Name of Subdivision:
4. Number of lots and the range of lot sizes:

### REQUIRED ATTACHMENTS:

1. FINAL PLAT conforming with the attached site plan checklist
2. CURRENT TITLE REPORT
3. PROOF THAT ALL CONDITIONS HAVE BEEN MET including letter of completion from interested governmental and quasi-governmental agencies



# CITY OF YAKIMA SITE PLAN CHECKLIST

## For FINAL Subdivisions



**Final Plats shall include the items listed below.**

- Date, north arrow and scale;
- Name of the subdivision;
- Accurate and complete legal description of the subdivision on the face of the final plat;
- A complete survey of the section or sections in which the plat or replat is located, or as much thereof as may be necessary to properly orient the plat within such section or sections;
- Boundary lines of the subdivision; of the proposed lots therein; of the rights-of-way for any streets, highways, roads, easements or other uses; and of any associated dedications; all to be indicated by accurate dimensions, bearing or deflection angles, and radii, arcs, and central angles of all curves.
- Notation and description of any protective improvements or dedications required by the city council or otherwise provided.
- Reference to any recorded subdivision or short subdivision adjoining the subdivision.
- Name and right-of-way width of each street or other right-of-way.
- Location, dimensions, and purpose of any easements.
- Number to identify each lot and block.
- Addresses for each lot within the plat.
- Purpose for which sites, other than residential lots, are dedicated or reserved.
- Certificate by the professional surveyor certifying to the accuracy of the survey and plat in substantially the following form:

I, \_\_\_\_\_, a Professional Land Surveyor, do hereby certify that the plat of \_\_\_\_\_ is based upon an actual survey and subdivision of Section\_\_\_\_, Township\_\_\_\_, Range \_\_\_\_\_, that the distances, courses, and angles are shown thereon correctly and that monuments and lot corners have been set on the ground as shown on the plat.

\_\_\_\_\_  
(Surveyor's signature and seal)

- Acknowledged certificate of free consent executed by all parties having any interest in the lands being subdivided as shown by a current title report; and also, in the case of plats containing a dedication of roads, streets, or other areas, the dedication, waiver of claims for damages, and, if required, a waiver of direct access, all pursuant to RCW 58.17.165 and in a form substantially the same as specified by [YMC 14.15.090\(I\)](#).
- If the subdivision lies wholly or in part in an irrigation district, a statement evidencing irrigation water right-of-way in substantially the following form:
 

The property described hereon is wholly or in part within the boundaries of the \_\_\_\_\_ Irrigation District and all lots within the short plat are subject to the terms, conditions, reservations and obligations in the present and future concerning irrigation water rights-of-way and easements as may be imposed by said district in accordance with the law.
- Dedication by the owner of streets, rights-of-way, easements, and any sites for private, semi-private, or public use.
- Signature block for the city engineer or other licensed engineer acting on behalf of the city. Signature by the city engineer shall certify that the subdivision applicant has either:
  1. Completed all improvements in accordance with these regulations and with the action of the city council; or
  2. Submitted a bond or other method of security in accordance with the provisions of [YMC 14.20.130](#) sufficient to assure completion of all required improvements.