



City of Yakima

Preliminary 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.

City of Yakima, Planning Division

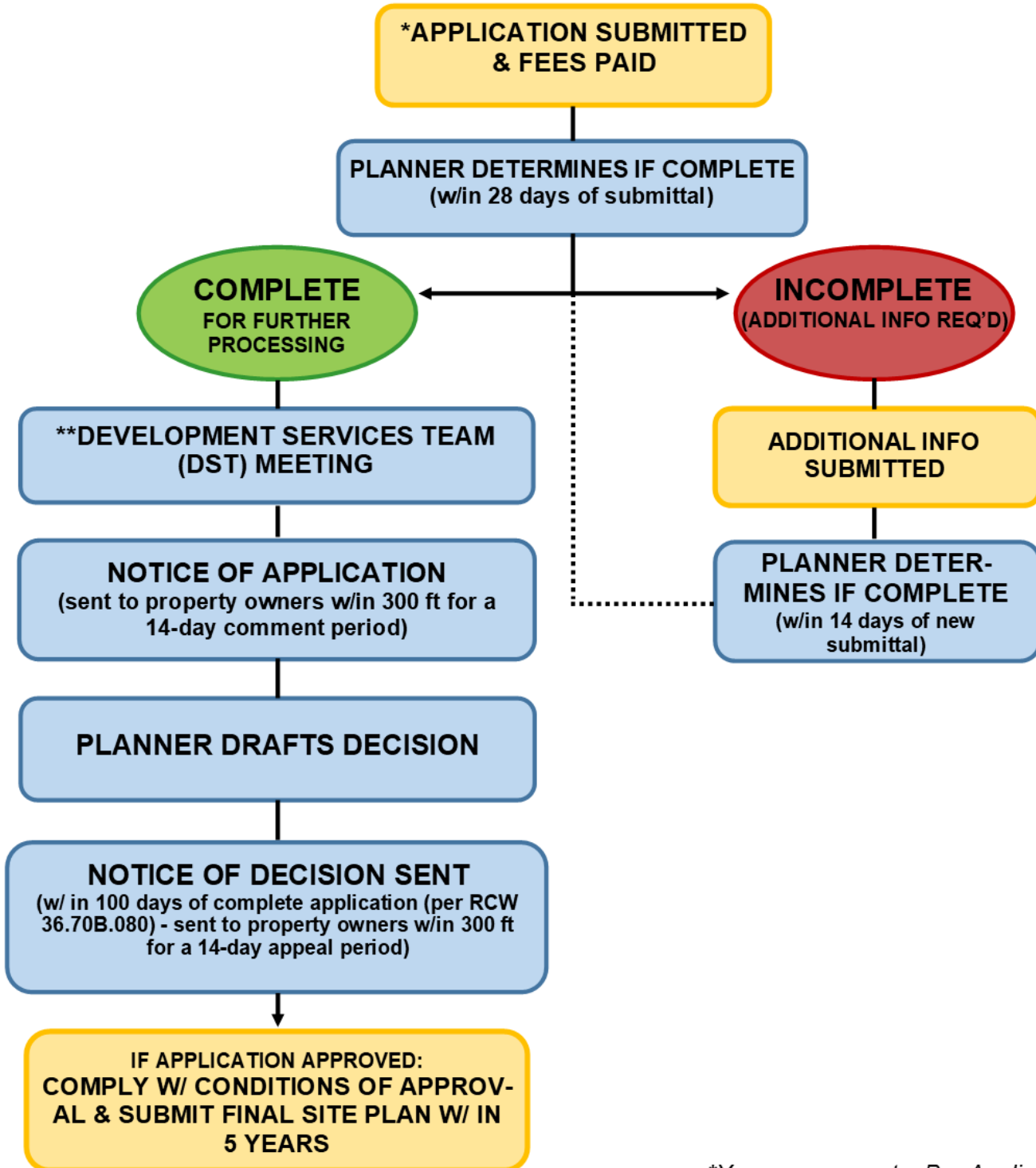
129 North 2nd Street, 2nd Floor, Yakima, WA 98901

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



**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 Preliminary Binding Site Plan application and is for demonstration purposes only.

Flowchart (Text Description) – Preliminary Binding Site Plan 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. The 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.
5. Planner drafts the decision.
6. A Notice of Decision is issued within 100 days from when the application was determined to be complete per RCW 36.70B.080. The notice is sent to property owners within 300 feet of the subject property for a 14-day appeal period.
7. If the application is approved, applicant must comply with any conditions of approval and submit the final site plan within 5 years.

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



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

APPLICATION QUESTIONS:

1. List all parties and financial institutions having an interest in the property (if lengthy, attach on separate document):
2. Surveyor and/or contact person with their contact information:
3. Name of development:
4. Number of lots and the range of lot sizes:
5. Type of potential uses (check all that apply):
 Mobile/Manufactured Home Park Condominiums (RCW Ch. 64.32-.35) Commercial Industrial

REQUIRED ATTACHMENTS:

1. SITE PLAN meeting the requirements of the attached site plan checklist.
2. TRAFFIC CONCURRENCY REVIEW APPLICATION may be required; see [YMC Ch. 12.08](#)
3. SEPA ENVIRONMENTAL REVIEW APPLICATION may be required; see [YMC Ch. 6.88](#)



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.