



City of Yakima

Preliminary Short Plat

Application Packet

About this Application:

A Short Plat (Short Subdivision) is the division or re-division of land into nine or fewer lots for the purpose of sale, lease, or transfer or ownership in the present or future except as provided in [YMC 14.05.120](#). Short Plats may not be further divided in any manner within a period of five years without the filing of a Final Plat under the provisions of YMC Ch. 14.20, except that when the Short Plat contains fewer than four parcels, nothing in this section shall prevent the owner who filed the Short Plat from filing an alteration within the five-year period to create up to a total of four lots within the original Short Plat boundaries.

City of Yakima, Planning Division

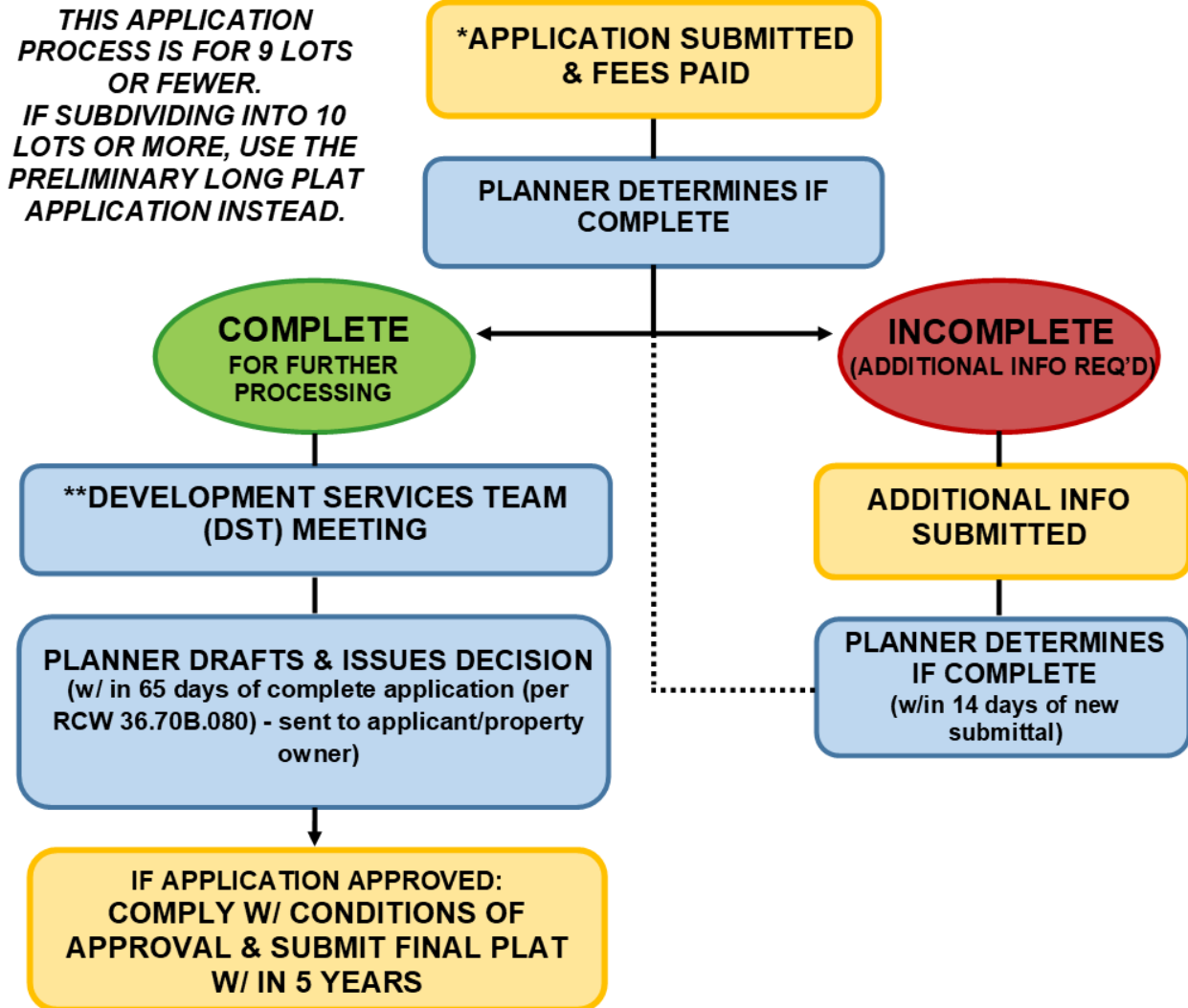
129 North 2nd Street, 2nd Floor, Yakima, WA 98901

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 SHORT PLAT – Land Use Application Process ([YMC Ch. 14.15](#))



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

Flowchart (Text Description) – Preliminary Short Plat Application Process

The following information is provided to meet accessibility requirements.

This application process is for 9 lots or fewer. If subdividing into 10 lots or more, use the Preliminary Long Plat application instead.

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. 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.
5. If the application is approved, applicant must comply with any conditions of approval and submit the final plat within 5 years.

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



PRELIMINARY SHORT PLAT LAND USE APPLICATION FORM (CONT'D)

APPLICATION QUESTIONS:

1. List all parties and financial institutions having an interest in the property (if lengthy, attached separate document):

2. Surveyor and/or contact person with their contact information:

3. Number of lots and range of lot sizes:

REQUIRED ATTACHMENTS:

1. PROPOSED PRELIMINARY SHORT PLAT meeting the requirements of the attached site plan checklist.
2. TRAFFIC CONCURRENCY REVIEW APPLICATION may be required; see [YMC Ch. 12.08](#).



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.