



City of Yakima

Right of Way Vacation

Application Packet

About this Application:

This application is used for vacating an unused or unnecessary public street or alley, which can create areas for commercial development or neighborhood improvements and place property back on the tax rolls. The decision to vacate the street or alley is made by the City Council with a recommendation from the Hearing Examiner. Procedures for processing Right-of-Way Vacations are outlined in [YMC 14.21](#), which are in compliance with the provisions of Washington State law (RCW 35.79).

City of Yakima, Planning Division

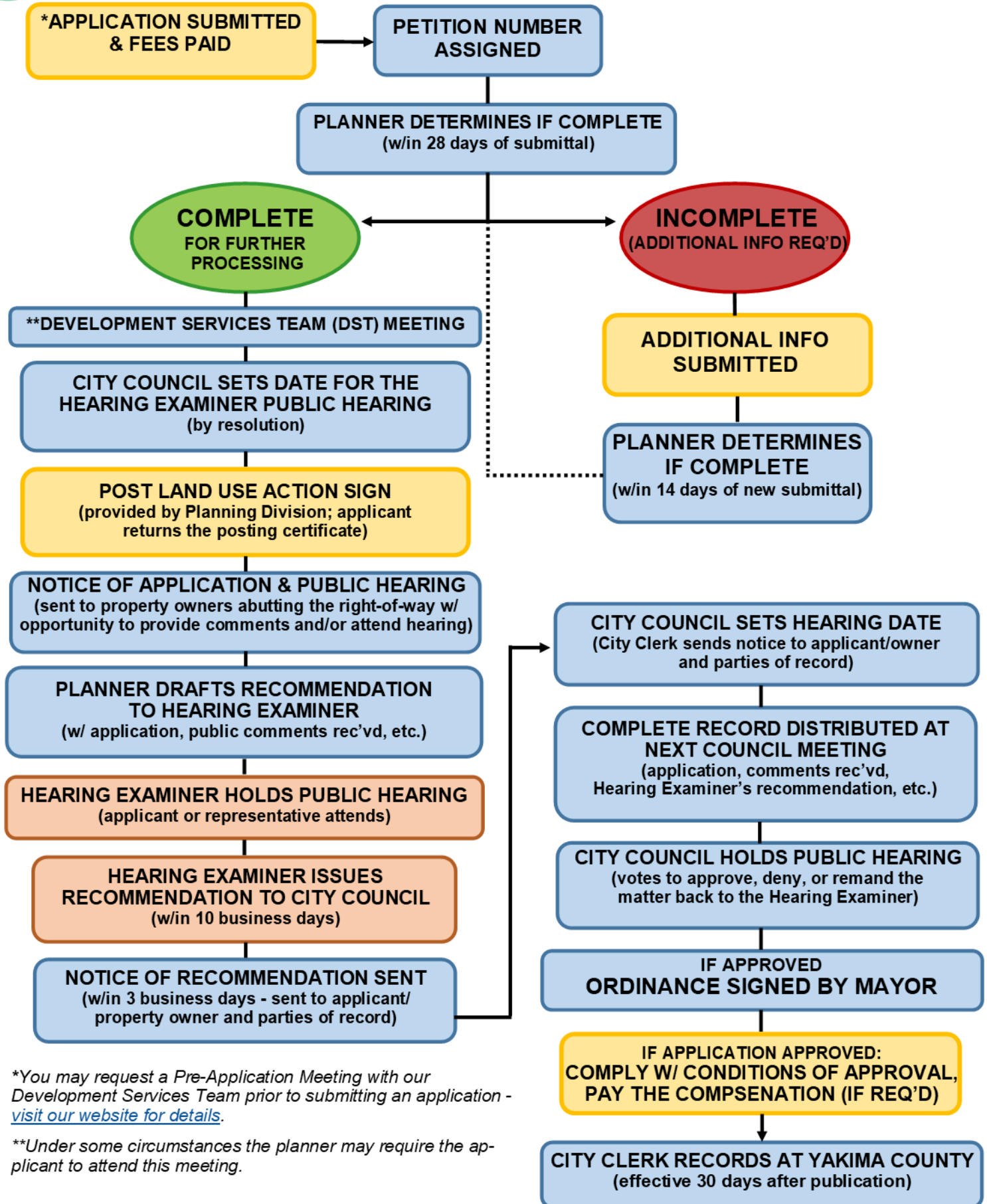
129 North 2nd Street, 2nd Floor, Yakima, WA 98901

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
RIGHT OF WAY VACATION – Land Use Application Process ([YMC Ch. 14.21](#))**



**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 Right of Way Vacation application and is for demonstration purposes only.

Flowchart (Text Description) – Right of Way Vacation 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. A petition number is assigned to the request.
3. 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.
4. 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.
5. City Council adopts a resolution to set the date for the Hearing Examiner to hold a public hearing.
6. Planning staff provides the applicant with a land use action sign to post at the property.
7. Applicant posts sign and returns the posting certificate.
8. A Notice of Application and Public Hearing is sent to property owners abutting the right-of-way sought to be vacated for an opportunity to provide comments and/or attend the hearing.
9. Planner drafts their recommendation and forwards to the Hearing Examiner with the application, any public comments received, etc.
10. The Hearing Examiner holds a public hearing which the applicant or applicant's representative attends.
11. The Hearing Examiner issues their recommendation to City Council within 10 business days of the close of the hearing.
12. A Notice of Recommendation is sent within 3 business days of receiving it from the Hearing Examiner to the applicant, property owner, and parties of record.
13. City Council sets the date for a public hearing and the City Clerk sends notice to the applicant, property owner, and parties of record.
14. City Council sets the hearing date and the City Clerk sends notice to the applicant/owner and parties of record.
15. The complete record is distributed at the next Council meeting, containing the application, comments received, the Hearing Examiner's recommendation, etc.
16. City Council holds the public hearing and votes to approve, deny, or remand the matter back to the Hearing Examiner.
17. If approved, the ordinance is signed by the Mayor.
18. If application is approved, applicant complies with the conditions of approval and pays the required compensation (if applicable).
19. City Clerk records the ordinance at Yakima County and it is effective 30 days after publication.

NOTE: This chart shows the process of a typical Right of Way Vacation application and is for demonstration purposes only.



RIGHT OF WAY VACATION LAND USE APPLICATION FORM (CONT'D)

4. Is the vacation appropriate with existing zoning and land use? (Vacation of Right-of-Ways should be appropriate with existing and anticipated development in the area, based upon zoning, current use and long-range plans):

5. Are there any public or franchised utilities in the right-of-way to be vacated and if so, will they be relocated?

PROPERTY VALUE:

Please select one: I have enclosed an appraisal of the property to be vacated

I am electing to have the City of Yakima Planning Division determine the value of the property to be vacated per [YMC 14.21.070](#).

REQUIRED ATTACHMENTS:

1. PETITION TO VACATE STREET OR ALLEY (attached)
2. TITLE REPORT for all adjacent property owners
3. SURVEY OF THE AREA TO BE VACATED
4. APPRAISAL OF THE PROPERTY (required if not electing to have City Planning determine the value per YMC 14.21.070)
5. ENGINEERING PLAN may be required to indicate how the curb, gutter and other physical features will be treated after the vacation is enacted.
6. TRAFFIC ANALYSIS may be required. A traffic analysis prepared by a Certified Engineer, which describes the impact to the City transportation network of the closure of the right-of-way, may be required depending on the right-of-way being vacated. As a result of that analysis, a Traffic Study may also be required.

PETITION NO. _____
CITY OF YAKIMA, WASHINGTON
PETITION TO VACATE STREET OR ALLEY

To the City Council of the City of Yakima, Washington.

Comes now the undersigned petitioners and, pursuant to RCW Chapter 35.79, now respectfully show:

The undersigned petitioners request that the following described street, alley or portion thereof, located in the City of Yakima, be vacated pursuant to RCW 35.79 (*provide legal description below, or attach to petition if lengthy*):

Each of the undersigned petitioners is the owner of an interest in real estate abutting on the above-described area. The undersigned petitioners constitute owners of more than two-thirds of said abutting property.

Wherefore, petitioners pray that proceedings be heard hereon for the vacation of said area in the manner prescribed by RCW Ch. 35.79.

<hr/> Owner	<hr/> Address	
<hr/> Signature	<hr/> Date	<hr/> Ownership %

<hr/> Owner	<hr/> Address	
<hr/> Signature	<hr/> Date	<hr/> Ownership %

<hr/> Owner	<hr/> Address	
<hr/> Signature	<hr/> Date	<hr/> Ownership %

NOTE: *If there are more property owners than the spaces provided on this sheet, please attach a separate list of property owners abutting the right-of-way to be vacated as well as their address, percentage of frontage on the right-of-way, and signature with date and the total ownership percentage of the property owners participating in this vacation.*