



City of Yakima

Short Plat Exemption

Application Packet

About this Application:

This form is used for request for minor changes to property lines that are exempt from the formal platting procedures. Those minor changes are listed in [YMC 14.05.160](#) and on pg. 2 of this application.

City of Yakima, Planning Division

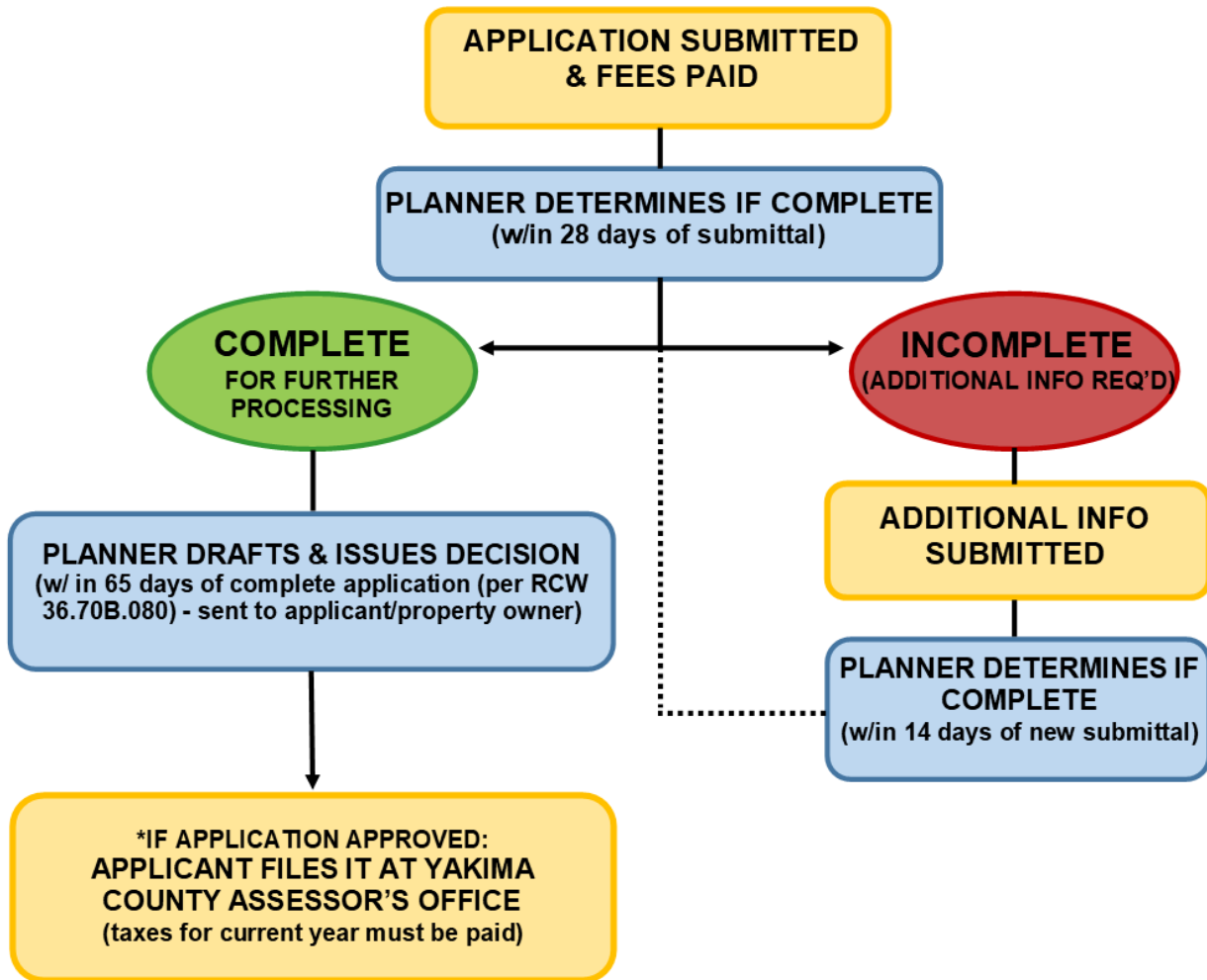
129 North 2nd Street, 2nd Floor, Yakima, WA 98901

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
SHORT PLAT EXEMPTION – Land Use Application Process ([YMC 14.05.160](#))



**Taxes for the current year must be paid. The County sets a deadline each year around November or December for when they will stop accepting subdivisions or short plat exemptions until the new year.*

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

Flowchart (Text Description) – Short Plat Exemption Application Process

The following information is provided to meet accessibility requirements.

1. Applicant submits application and pays the fee.
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 drafts and 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. If the application is approved, applicant files it at Yakima County Assessor's Office. Taxes for current year must be paid. The County sets a deadline each year around November or December for when they will stop accepting subdivisions or short plat exemptions until the new year.

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CITY OF YAKIMA SITE PLAN CHECKLIST

For Short Plat Exemptions



Short Plat Exemptions shall include the items listed below.

- Date prepared;
- North arrow and scale of drawing;
- Name of applicant, phone number, signature of property owner and project name;
- Property address, parcel number, and zoning designation;
- Tract and lot identification, lot lines, and dimensions of each lot;
- Sizes and location of existing structures on the lot to the nearest foot;
- All structure setbacks ([YMC § 15.05.030](#));
- Name, location, size, purpose, and nature of existing roads, streets, alleys, rights-of-way, and easements adjacent to, or across, the land; and
- Location of ingress and egress.

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.