



# REQUIRED APPLICATION MATERIALS

Updated 3/10/2025

## Subdivision

Yakima County Public Services

128 North Second Street · Fourth Floor Courthouse · Yakima, Washington 98901  
(509) 574-2300 · 1-800 572-7354 · FAX (509) 574-2301 · [www.co.yakima.wa.us](http://www.co.yakima.wa.us)

### PLEASE ATTACH THE FOLLOWING TO THE FORM:

- All applicable project permit forms are fully filled out. If a question does not apply, please indicate with NA.
- A General Application form fully filled out and signed by the property owner(s) of all lots involved (YCC 16B.04.020(1)(a)).
  - a. For properties owned by a charity or corporation, submitting the Washington Secretary of State registered agent information is required;
  - b. If you are signing the application as the power of attorney, executor of a will, or similar, a copy of the legal documentation assigning such authority is required; and,
  - c. If the application is associated with a school district, fire district, or similar, it must be signed by a board member, commissioner, elected executive, or additional legal documentation indicating another person has signing authority for the entity.
- All documents, narratives, detailed project development schedules, or special studies as required in the written summary provided by Yakima County after a pre-application conference (EAC) and/or environmental site visit (SVR) (YCC 19.30.060(4)(d)).
- All applicable documents required under YCC 19.18 for the proposed land-use(s).
- A site plan meeting all the requirements of YCC 19.30.070. If you are applying for a short subdivision, the site plan must also meet the requirements stated in YCC 19.30.073.
  - a. Approximate dimensions of all lots with proposed lot and block numbers. All lot sizes and dimensions shall comply with all requirements within Yakima County code. If phasing is proposed all phasing shall be depicted. YCC19.30.073(1)(c)(i-ii)
  - b. Legal description of all properties involved (YCC19.30.073(1)(b)(iii))
- A vicinity map showing all roads or road reservations, streams, and any other pertinent information that will assist in the consideration of the proposed subdivision, including the names of adjacent subdivisions. The vicinity map shall extend at least 800 feet from the proposed subdivision. YCC19.30.073(1)(d)).
- All applications must attach a narrative addressing the requirements under YCC 19.30.060(10)(a)(i-iv).
  - a. If applying for an administrative adjustment the written narrative must also address the requirements within YCC 19.35.020.
    - Site screening and landscaping adjustment criteria are stated within YCC 19.35.020(8)
    - Sign adjustment criteria are stated within YCC 19.35.020(7)
    - ESLU adjustment criteria are stated within YCC 19.35.020(6)(b)
    - All other adjustment criteria are stated within YCC 19.35.020(5)
  - b. If applying for a variance the written narrative must address **all variance criteria** within YCC 19.35.060(2), and YCC 19.35.060(3).
- The name of the subdivision (which cannot be the same name as any other recorded plat or subdivision in any jurisdiction within Yakima County) (YCC 19.30.073(1)(b)(i))

- If a sign is being proposed, the sign supplemental form must be completed and a mock up of the sign submitted (YCC 19.20).
- Documentation of the legal water right for the proposed use (YCC 12.08.050).
- A completed State Environmental Policy Act (SEPA) checklist (YCC 16B.04.020(1)(f)).
- If required by the Water Resources Division, a storm water site plan must be submitted (YCC 19.30.060(7)).
- Special studies, such as soil and geological analyses, as determined necessary by the Administrative Official to address specific site constraints prior to the application submittal (YCC 19.30.060(4)(e)).
- Payment for all required Planning Division and additional fees (YCC 16B.04.020(1)(e) and YCC Title 20). These fees do not include Hearing Examiner fees, final review fees, recording fees, and other potential fees from permits required upon review of the application.