



# User's Guide To The Land Use Permit Process

## Short Subdivisions

Yakima County Planning Division ◆ 128 N. 2nd Street 4th Floor Courthouse - Yakima, Washington 98901 ◆ Phone (509) 574-2300

**“Short Subdivision”** means the division or re-division of land into four or fewer lots, tracts, parcels, sites or divisions for the purpose of sale, lease or transfer of ownership. However, the number of lots, tracts or parcels to be regulated as short subdivisions may be increased within Urban Growth Areas to maximum of nine, as authorized by RCW58.17.020(6).

### **Short Subdivision Information:**

The application process for a short subdivision is outlined in the flow chart below. Yakima County reviews short subdivision in two stages, the preliminary stage (steps 1-4 below) and the final stage (steps 5-6). Short subdivisions often require improvements such as roads, irrigation water, domestic water and sewage disposal prior to creating the new lots.

### **Application Submittal**

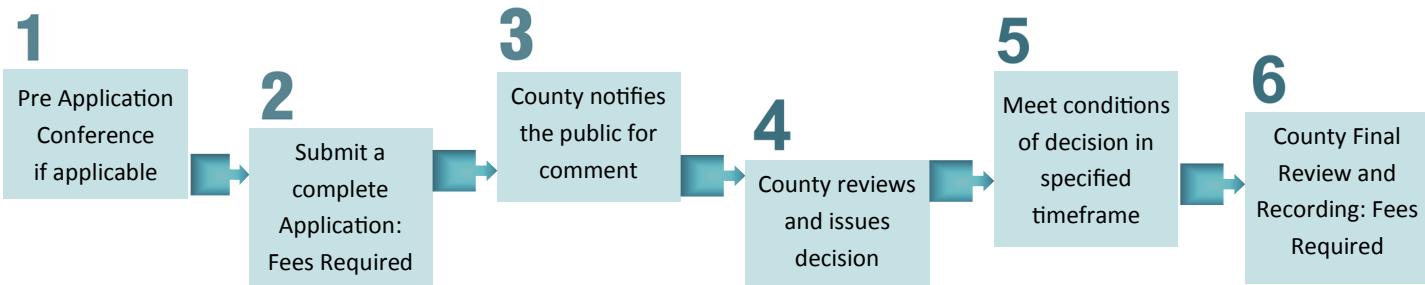
Application packets for short subdivisions are available at our office (128 N. 2nd St., Fourth Floor Courthouse) or online. Two packet types are available, Urban Area and Rural Area Short Subdivision. If you are unsure of what packet you need, ask a Planner. Complete the application as thoroughly as possible and provide any additional required material identified in the packet. Fees are required at this time.

### **Application Review**

Once applied for, the short subdivision application will be assigned to a Planner. If the application is complete the Planner will provide a two week public notice of the proposal. After the public notice, the Administrative Official will review the proposal for consistency with the applicable code. If the proposal is consistent, a decision of approval will be issued. If the proposal is not consistent with the code, a denial will be issued.

### **Final Short Subdivision Application**

To finalize the short subdivision, the applicant shall submit the required fees, a completed application review form and any information required in the decision.



**All final short subdivisions are required to be prepared formally by a licensed Professional Land Surveyor.**

*For specific application submittal requirements and timelines please refer to Title 19 (Unified Land Development Code) and Title 16B (Yakima County Project Permit Administration Ordinance).*



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### **Road Improvements:**

Some short subdivisions require road improvements, whether it is served by a private or County roadway. If a private road associated with the short subdivision will serve more than four lots, a **pre-application conference** under YCC Section 16B.04.010 is required. Talk with the Yakima County Planning Division and/or Transportation Division prior to application to determine if a pre-application conference would be beneficial or required.

### **Domestic Water and Sewage Disposal:**

All proposal for subdivision must make provisions for domestic water and sewage disposal. In any zoning district, connection to an existing public water and sewer system is required if it is available to the property. If public water and/or public sewer are not available, then some zoning district may require a new public water and sewer system to be established through the short subdivision (urban zones). In rural zones, individual wells and septic systems may be permitted, depending on the proposal and zoning district. Please make special note that individual wells and individual septic systems are not permitted within Urban Growth Areas. As part of the application packet the applicant must obtain documentation from the Yakima Health District demonstrating why a connection to an existing or new public water systems are not possible.

### **Q: How many lots and what lot sizes can I create?**

A: It depends on the zoning district where the property is located. The Yakima County Title 19 establishes both minimum lot sizes and maximum densities allowed in each zone. This ordinances is available online ([www.codepublishing.com/WA/yakimacounty/](http://www.codepublishing.com/WA/yakimacounty/)). Visit [yakimap.com](http://yakimap.com) to determine the zoning district for your property. You can always speak with a Planner for additional questions about lot sizes and densities.

### **Q: Do I need a survey?**

A: A survey is not required to apply for preliminary short plat approval, but is required in order to obtain final approval. Licensed surveyors prepare the survey in accordance with the State Survey Recording Act, and Yakima County Title 19. Surveyors are also a good resource for planning your short subdivision, so you may wish to contact one early in the process.

### **Q: When can the property be divided again?**

A: The ability to re-divide property depends on the lot size and density allowed in the zoning district. It's best to speak with a Planner about your individual situation.