



User's Guide To The Land Use Permit Process Subdivisions

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

“Subdivision” is the division or re-division of land into lots, tracts, parcels, sites or divisions for the purpose of sale, lease or transfer of ownership.

General Information about Subdivisions

A subdivision is a recorded, formal document that shows a subdivision of more than four lots in the rural areas and more than nine lots within the urban areas that can then be sold separately. Subdivisions are required to be prepared by a licensed professional land surveyor and usually require provisions to be built and put in place, such as roads, irrigation water, utilities, and other improvements.

Following a mandatory Pre-Application Conference with several members of County staff to discuss the proposal, the application process for a long plat begins with an application for preliminary plat approval and a State Environmental Policy Act (SEPA) review. The preliminary plat is a technical drawing that identifies all key elements of the subdivision layout and provides the basis for the decision. A summary of the subdivision process is outlined below. If you have any questions please contact the Planning Division at (509) 574-2300.

The Subdivision Process

This list shows the process as steps for subdivision approval:

- Participate in an Pre-Application Conference with County Staff.
- Review Pre-Application Conference summary letter and submit a complete preliminary plat application.
- County Official reviews application for completeness.
- County notifies the public for comment and for the hearing date before the Hearing Examiner.
- County Official reviews comments, makes SEPA determination, and issues a recommendation to the Hearing Examiner.
- Hearing Examiner holds a open record public hearing and issues a recommendation to the Board of County Commissioners.
- The Board of County Commissioners hold a closed record public hearing.
- If approved, the applicant has five years to comply with all conditions and to construct all of the required infrastructure.
- Applicant notifies the County that all conditions of the decision have been met.
- County Official verifies condition compliance.
- Final plat recorded with County Auditor.

“Open Record” means a public hearing, conducted by the Hearing Examiner. The hearing creates the evidentiary record pursuant to procedures prescribed by ordinance or resolution. Open record hearings either result in a recommendation to the Board of Commissioners or a final decision on a project permit application, or constitute an appeal of an administrative decision on a project permit application. See also RCW 36.70B.020(3)

“Closed Record” means a public hearing, conducted by the Board of County Commissioners and consists of all materials received in evidence at any previous stage of the review, audio/visual tapes of the prior hearing, the Hearing Examiner’s determination and arguments made by the parties at the Examiner’s hearing.

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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Q: What is a Subdivision?

A: A Subdivision is the division of a parcel into five or more lots outside of a Urban Growth Area and more than 9 lots within a Urban Growth Area. Since the early 1970s, Washington State Law, RCW 58.17 *State Platting Act*, requires local government approval of the division of property. Yakima County Code Title 19.34 specifies the minimum improvements and permit review process that is required.

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

A: Title 19.34 establishes minimum lot sizes and maximum densities allowed in each zone. This code is available online. Planners are available to speak with citizens about lot sizes and densities during normal working hours.

Q: How do I know if there is a water system or community well in the area, or if I can drill individual wells?

A: Yakima County online mapping (www.yakimap.com) includes the locations of waterlines for some of the larger systems (ex.: Nob Hill or Terrace Heights). The Yakima Health District can check if there are community wells in the area. A connection to a public water system is required if it is physically available.

Q: Do I need to connect to a sewer system or can I propose septic systems for the new lots?

A: A connection to a public sewer system is required if it is physically available. Depending up your zoning designation septic systems may be proposed, however in most cases all of the lots will be required to connect to a public sewer system or public system. Please consult with the Planning Division to determine to which system you will most like be required to connect. The system must be approved by the Yakima Health District prior to Construction.

Q: Do I need to build a road?

A: Some form of road improvement will like be required. Prior to the submittal of the subdivision application you will need to schedule a meeting with the Transportation Division to determine if a private or public road will be required and to what standard the road will have to be constructed. Please note that you will need to bring your engineer to this meeting. After this meeting, you can submit for subdivision and a copy of the proposed road plans that have been designed by your engineer will need to be submitted with your subdivision application.

Q: Do I need a survey?

A: A preliminary plat is required to be submitted as part of the application. A formal survey is not required for preliminary 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 Co. Subdivision Ordinance.

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).