

Land Use Work Flow

Planning Department
2024



Annexation

The Annexation Application is used for County Property owners to apply to bring their parcel into the city limits. The parcels that are permitted to be annexed into Sunnyside City Limits are established by the Urban Growth Boundary Area. Washington's Growth Management Act: Requires counties to establish urban growth areas, with rural and natural areas beyond. The state assigns each county a growth target, and the county works with its cities to determine where the growth should take place. If the parcel is not located within the Urban Growth Boundary Area, please contact the City to express the want for a parcel be established within the Urban Growth Boundary Area.

(80-120 days)

1. (28-day period) Application deemed:
 - ✓ Complete & letter of "Complete application" will be sent
 - ✗ incomplete & letter requesting clarification will be sent in which applicant has 90 days to submit updates before application is closed.
2. (10 days prior to the date of hearing) Mailed Notice of Public Hearing for the Annexation with the Planning Commission to:
 - Applicant
 - All owners of property within 300 feet of the subject property
3. (10 days prior to the date of hearing) Publishing notice to the City paper. Public can send in letters to City Hall commenting on the annexation up to 7 days prior to the Planning Commission Public Hearing
4. (Second Tuesday Each Month) Planning Commission will review the application, the applicant should be present to answer any questions, the public will have time to comment on the project. The planning commission will give a recommendation to City Council to:
 - ✓ Approve
 - ✓ Approve with conditions
 - ✗ Disapproval
5. (Second & Forth Monday Each Month) City Council will hold a closed record public hearing to:
 - ✗ Deny Planning Commission's recommendations, this will trigger the application to be revisited by the Planning Commission.

- ✓ Approve Planning Commission's recommendations
- 6. (7-day period) If City Council approves, City staff will deliver, in person, the Planning Commissions Reconditions to Annex the property into the City limits to the Yakima County Review Board (BRB).

Please Visit Yakima County Boundary Review Board website for more information on Procedure and Notifications. The City of Sunnyside is not responsible for the actions or inactions of the Yakima County Review Board.

(115-120 days)

- 7. (Second Wednesday Each Month) Yakima County Review Board meets to:
 - ✓ Approve
 - ✗ Disapprove
 - ✗ Modify
- 8. (45-day period) The Yakima County Boundary Review Board has 45 days to examine the annexation application.

Notice of Intention Mailing will be sent to Applicant of Annexation and City staff.

- 9. (40-day period) The Board shall file its written decision within forty days after the conclusion of the final hearing on a proposal. The decision shall be filed with the Clerk of the Boundary Review Board and distributed to all governmental entities directly affected.
- 10. (30-day period) A strict 30-day appeal period will be in place for the public to file an appeal with the Yakima County Boundary Review Board.

(45-120 days)

- 11. (30-day period) Application will be sent back to Sunnyside City staff, in which staff will wait 30 days for appeal period. Once the 30 day period is up, staff will bring it to City Council for Ordinance Approval.
- 12. (Second and Fourth Monday Each Month) City Council will hold a closed record public hearing to approve and sign the ordinance of the annexation of property into the city.
- 13. (30 day period) Staff will contact the Yakima County GIS Department to update the City map and County Map.

This is a multi-jurisdictional process and will be reviewed at the City and County level. The City has no jurisdictional control over County actions or decisions on this application. If you disagree with a decision or recommendation, aggrieved parties have the opportunity to appeal. Please see SMC: 19.06 for appeal process and procedure.

[Chapter 19.06 CLOSED RECORD DECISIONS AND APPEALS](#)