

Land Use Work Flow

Planning Department
2024



Boundary Line Adjustments

Boundary line adjustments are used for three actions in the City of Sunnyside. The process that involves altering the boundaries between adjacent parcels of land without creating new lots. 1) Property owners often pursue lot line adjustments for easement creation which is to create or modify easements for access, utilities, or other purposes without subdividing the land. 2) Another reason would be to optimizing land use by align property boundaries more effectively, potentially improving access, complying with zoning regulations, or accommodating changes in land development plans by increasing more square footage on one parcel by taking away square footage from another. 3) Land owners can merger two conjoint parcels into one parcel. By combining the two parcels they will form one new parcel.

[Chapter 19.01 TYPES OF PROJECT PERMIT APPLICATIONS \(codepublishing.com\)](#)

(30-60 Days)

1. (28-day period) Application deemed:
 - ✓ Complete & letter of “Complete application” will be mailed
 - ✗ incomplete & letter requesting clarification will be sent in which applicant has 90 days to submit updates before application is closed.
2. (28-day period) Application discission:
 - ✓ Complies with Boundary Line Adjustment criteria
 - ✗ Noncompliance letter requesting clarification will be sent in which applicant has 90 days to submit updates before application is closed.

Once Approval Letter is received, following documents need to be taken to the Yakima County Assessor’s office by the applicant. Documents that must be submitted to the County Assessor: (more may be requested.) Approval letter from the city, Record Change Form, Recorded survey, New legal descriptions for all parcels impacted, Property taxes are paid in full for the year. If you disagree with a decision or recommendation, you the opportunity to appeal. Please see SMC: 19.06 for appeal process and procedure.

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