

Land Use Work Flow

Planning Department
2024



Final Binding Site Plan

This approval may be extended up to one additional year by action of the administrator. Requests for extension must be made on the application form provided by the Planning Division and must be received with the appropriate application fee prior to the expiration date of initial approval. The final binding site plan shall be prepared by or under the supervision of a registered land surveyor of the state of Washington as a result of a land survey. Once the conditions of approval of the preliminary binding site plan have been completed, the applicant must submit a certificate of title prepared by a title company, the mylar, and proof that all conditions have been met, including a letter of completion from various interested governmental and quasi-governmental agencies.

[Chapter 16.06 BINDING SITE PLANS \(codepublishing.com\)](http://codepublishing.com)

(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 discussion:
 - ✓ Complies with Preliminary Binding Site Plan
 - ✗ Noncompliance letter requesting clarification will be sent in which applicant has 30 days to submit updates before application is closed.

Once the Subdivision Administrator approves the Final Plat, you may record the Final Plat with the Yakima County Auditor's Office, as long as property taxes are paid for the current year. No additional residential building permits shall be issued for the newly recorded lots until a copy of the final recorded plat is submitted to the City of Sunnyside Planning Division. 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](#)