

Land Use Work Flow

Planning Department
2024



Final Short Plat

Following preliminary short plat approval the applicant will have five years in which to comply with the conditions of approval and submit the final short plat. A surveyor must prepare the Final Plat due to the level of detail required. Each final plat submitted for approval shall be accompanied by an original reproducible drawing of the subdivision, a current title report 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 16.28 PROCEDURE \(codepublishing.com\)](#)

(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 Short Plat
 - ✗ Noncompliance letter requesting clarification will be sent in which applicant has 90 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 short 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](#)