

Land Use Work Flow

Planning Department
2024



Preliminary Binding Site Plan

The purpose of Binding Site Plans is to provide a process for the division of land for the purpose of sale, lease, or transfer of commercial or industrial lots as an alternative to the subdivision process. The Binding Site Plan process applies solely for the sale, lease, or transfer of lots. Binding Site Plans are typically used to separate outbuildings in the commercial or industrial office complexes, or shopping centers, and for the creation of individual lots for mobile/manufactured home parks or condominiums.

[Chapter 16.06 BINDING SITE PLANS \(codepublishing.com\)](#)

(60-90 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 from application deemed complete) Mailed Notice of application/ proposed project to:
 - Applicant
 - All owners of property within 300 feet of the subject property;
 - Any person who submits written or oral comments on an application.
3. (14-day period) Community members have 14-days to comment on the proposed project.
4. (7-day period) City staff makes decision based upon public comments and mails decision findings in the mail to applicant.

The administrator shall review the binding site plan for compliance with the provisions of this chapter and all other land use regulations in effect at the time of submission of a fully completed binding site plan application. If all requirements for approval are met, the administrator shall provide written findings of facts supporting the approval of the preliminary binding site plan and set forth all conditions for final binding site plan approval. When all conditions of preliminary binding site plan approval are met, the developer shall submit the final binding site plan to Yakima County Auditor and provide a recorded copy

to the City of Sunnyside Planning Department. 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](#)