

Land Use Work Flow

Planning Department
2024



Preliminary Long Plat

A Long Plat is the division or re-division of land into ten or more (or division of property short platted in the last five years) lots, tracts, or parcels for the purpose of sale, lease, or transfer of ownership. The long platting procedure is also used for creation of fewer than ten additional lots where the subdivision does not meet the Short Plat or Exemption requirements.

The City offers “Pre-Application” meetings in which you can gain a better understanding of the review process and potential requirements for your project from various City departments before you formally submit your land use application and pay the application fee. Apply for the Pre-Application Meeting on OpenGov (no fee). Should significant concerns arise during the pre-application phase, another conference may be scheduled between you and the appropriate agency in order to discuss possible application modifications. After the meeting you may have an opportunity to change aspects of your proposal to address any concerns raised. To do this, submit your modifications to your Planner; a staff report will be prepared based upon the information provided to be presented to the Planning Commission one you have submitted a complete application.

[Chapter 16.28 PROCEDURE \(codepublishing.com\)](#)

(160-180 Days)

1. (14-day period) Application deemed:
 - ✓ Complete & letter of “Complete application” will be mailed. (SEPA Application is required with all Long Plat Applications)
 - ✗ incomplete & letter requesting clarification will be sent in which applicant has 90 days to submit updates before application is closed.
2. (70 days to complete) SEPA (State Environmental Policy Act) will need to be applied for. Please see SEPA Application.
3. (10-30 days prior to the date of hearing) Mailed Notice of Public Hearing for the Project with the Planning Commission to
 - Applicant
 - All owners of property within 300 feet of the subject property;
 - Any person who submits written or oral comments on an application.
 - List of reviewing City Agencies as stated in the SMC:16.28.090

4. (10-30 days prior to the date of hearing) Publishing notice to the City paper and posting a sign on proposed property site. Public can send in letters to City hall commenting on the project up to 7 days prior to the Planning Commission Public Hearing
5. (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
 - ✗ Deny
6. (Second & Forth Monday Each Month) City Council will hold a closed record public hearing to:
 - ✗ Reject Planning Commission's recommendations
 - ✓ Modify Planning Commission's recommendations
 - ✓ Accept Planning Commission's recommendations
7. (7-day period) Letter from city staff will outline the terms and conditions the developer must adhere to in order to permits to be issued for the project.

Phasing will be allowed to permit orderly growth. Each phase must be a complete subdivision by itself and not be dependent upon future phases with respect to streets, access, utilities, etc. The number of lots that shall be included in each phase shall be determined upon the feasibility of the particular phase. Once the conditions of approval have been completed, the applicant must submit a Final Long Plat application form and application fee, 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. Once city staff 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 long 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](#)

Next Step: Apply for Final Long plat application on OpenGov.