

# Land Use Work Flow

Planning Department  
2024



## Preliminary Short Plat

A Short Plat (Short Subdivision) is the division or re-division of land into nine or fewer lots for the purpose of sale, lease, or transfer or ownership. Short Plats may not be further divided in any manner within a period of five years without the filing of a Final Plat under the provisions of **SMC Ch. 16.04.120**, except that when the Short Plat contains fewer than four parcels, nothing in this section shall prevent the owner who filed the Short Plat from filing an alteration within the five-year period to create up to a total of four lots within the original Short Plat boundaries.

[Chapter 16.04 SHORT PLATS \(codepublishing.com\)](#)

### (30 Days)

1. (14-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. (10 days prior to the date of decision) Mailed Notice application will be sent to:
  - All owners of property within 300 feet of the subject property;
3. (20-day period) Review of application. The City staff will contact applicant if any further clarification or modifications need to be made. City staff will then make a decision to:
  - ✓ Approve, in which a letter will be sent to the applicant from city staff that will outline the terms and conditions the developer must adhere to in order to permits to be issued for the project.
  - ✓ Approve with conditions, in which a letter will be sent to the applicant from city staff that will outline the terms and conditions the developer must adhere to in order to permits to be issued for the project. Further discussions can be had between staff and applicant
  - ✗ Disapproval

Once receiving the letter, applicant can start applying for permits and begin. Once the conditions of approval have been completed, the applicant must submit a Final Short 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 Short plat application on OpenGov.