

## Type V & VI

|            |         |   |
|------------|---------|---|
| Annexation | Type VI | <p>The Annexation Application is used for County Property owners to apply to bring their parcel into the city limits. The parcels that are permitted to be annexed into Sunnyside City Limits are established by the Urban Growth Boundary Area. Washington’s Growth Management Act: Requires counties to establish urban growth areas, with rural and natural areas beyond. The state assigns each county a growth target, and the county works with its cities to determine where the growth should take place. If the parcel is <u>not</u> located within the Urban Growth Boundary Area, please contact the City to express the want for a parcel be established within the Urban Growth Boundary Area.</p> <p style="text-align: center;"><b>(80-120 days)</b></p> <ol style="list-style-type: none"> <li>1. (28-day period) Application deemed: <ul style="list-style-type: none"> <li>✓ Complete &amp; letter of “Complete application” will be sent</li> <li>✗ incomplete &amp; letter requesting clarification will be sent in which applicant has 90 days to submit updates before application is closed.</li> </ul> </li> <li>2. (10 days prior to the date of hearing) Mailed Notice of Public Hearing for the Annexation with the Planning Commission to: <ul style="list-style-type: none"> <li>• Applicant</li> <li>• All owners of property within 300 feet of the subject property</li> </ul> </li> <li>3. (10 days prior to the date of hearing) Publishing notice to the City paper. Public can send in letters to City Hall commenting on the annexation up to 7 days prior to the Planning Commission Public Hearing</li> <li>4. (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: <ul style="list-style-type: none"> <li>✓ Approve</li> <li>✓ Approve with conditions</li> <li>✗ Disapproval</li> </ul> </li> <li>5. (Second &amp; Forth Monday Each Month) City Council will hold a closed record public hearing to: <ul style="list-style-type: none"> <li>✗ Deny Planning Commission’s recommendations, this will trigger the application to be revisited by the Planning Commission.</li> <li>✓ Approve Planning Commission’s recommendations</li> </ul> </li> <li>6. (7-day period) If City Council approves, City staff will deliver, in person, the Planning Commissions Reconditions to Annex the property into the City limits to the Yakima County Review Board (BRB).</li> </ol> |
|------------|---------|---|

|                              |        |  |
|------------------------------|--------|--|
|                              |        | <p>Please Visit Yakima County Boundary Review Board website for more information on Procedure and Notifications. The City of Sunnyside is not responsible for the actions or inactions of the Yakima County Review Board.</p> <p style="text-align: center;"><b>(115-120 days)</b></p> <p>7. (Second Wednesday Each Month) Yakima County Review Board meets to:</p> <ul style="list-style-type: none"> <li>✓ Approve</li> <li>✗ Disapprove</li> <li>✗ Modify</li> </ul> <p>8. (45-day period) The Yakima County Boundary Review Board has 45 days to examine the annexation application. Notice of Intention Mailing will be sent to Applicant of Annexation and City staff.</p> <p>9. (40-day period) The Board shall file its written decision within forty days after the conclusion of the final hearing on a proposal. The decision shall be filed with the Clerk of the Boundary Review Board and distributed to all governmental entities directly affected.</p> <p>10. (30-day period) A strict 30-day appeal period will be in place for the public to file an appeal with the Yakima County Boundary Review Board.</p> <p style="text-align: center;"><b>(45-120 days)</b></p> <p>11. (30-day period) Application will be sent back to Sunnyside City staff, in which staff will wait 30 days for appeal period. Once the 30 day period is up, staff will bring it to City Council for Ordinance Approval.</p> <p>12. (Second and Fourth Monday Each Month) City Council will hold a closed record public hearing to approve and sign the ordinance of the annexation of property into the city.</p> <p>13. (30 day period) Staff will contact the Yakima County GIS Department to update the City map and County Map.</p> <p>This is a multi-jurisdictional process and will be reviewed at the City and County level. The City has no jurisdictional control over County actions or decisions on this application. If you disagree with a decision or recommendation, aggrieved parties have the opportunity to appeal. Please see SMC: 19.06 for appeal process and procedure.<br/> <a href="#">Chapter 19.06 CLOSED RECORD DECISIONS AND APPEALS</a></p> |
| Conditional Use Permit (CUP) | Type V | <p>Conditional use permits are used to regulate uses that are contrary to the uses allowed in a particular zoning district but which may be allowed if the number of similar uses is not excessive and if the location in the neighborhood, is found to be compatible with surrounding uses.</p> <p>The City offers “Pre-Application” meetings in which you can gain a better understanding of the review process and potential</p>  |

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 Open Gov (no fee).

[Chapter 17.72 CONDITIONAL USE PERMITS AND VARIANCES](#)  
[codepublishing.com](http://codepublishing.com)

**(80-120 Days)**

1. (28-day period) Application deemed:
  - ✓ Complete & letter of “Complete Application” will be mailed to applicant (Staff will determine if Application requires SEPA review)
  - ✗ incomplete & letter requesting clarification will be sent in which applicant has 14 days to submit updates before application may be closed.
2. (70 days to complete) If applicable, 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 Hearing Examiner to
  - Applicant
  - All owners of property within 300 feet of the subject property
4. (10-30 days prior to the date of hearing) Publishing notice to the City paper. Public can send in letters to City Hall commenting on the project up to 7 days prior to the Hearing Examiner Public Hearing
5. (60-day period) City staff and Hearing Examiner Set Appropriate Date for Hearing. City staff will deliver staff report to the Hearing Examiner at the Open Record Public Hearing. The Hearing Examiner will listen to report as well as public comments. No decision is made at the time of the hearing.
6. (10 working days following conclusion of all testimony and hearings) Hearing Examiner renders a:
  - ✓ Notice of Decision
  - ✗ Recommendation for AdjustmentThe Hearing Examiner shall make and enter written findings from the record and conclusions, support their decision
7. (7-day period) City staff will send out a mailed notification of Hearing Examiners decision to:
  - Applicant
  - Whomever made public comment at hearing with Hearing Examiner/Parties of Record
8. (14-day period) Appeal period, within 14 calendar days from the date the final decision of the Hearing Examiner is rendered, to the City Council.
  - A) Following the 14- Period Applicant is able to start applying for permits.

|                 |               |  |
|-----------------|---------------|--|
|                 |               | <p>B) The City Council may adopt all, none, or portions of the findings and conclusions from the Hearing Examiner’s recommendation. City Council should be prepared to make findings for any suggested changes the Hearing Examiner conditions. Appellants have 21 calendar days from the date of City Council final action to file an appeal with Yakima Superior Court.</p> <p>If you disagree with a decision or recommendation, you the opportunity to appeal. Please see SMC: 19.06 for appeal process and procedure.<br/> <a href="#">Chapter 19.06 CLOSED RECORD DECISIONS AND APPEALS</a></p>  |
| <p>Variance</p> | <p>Type V</p> | <p>A land use variance is a request to deviate from current zoning requirements when a use is not permitted in a zone.. It is the intent that the variance be used only to overcome some exceptional physical condition of land that prevents any reasonable use of the property. A Variance shall be granted only when the applicant demonstrates that the Variance will not be contrary to the public interest, is not self-created, and that practical difficulty and unnecessary hardship will result if it is not granted.</p> <p>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 Open Gov (no fee).<br/> <a href="#">Chapter 17.72 CONDITIONAL USE PERMITS AND VARIANCES (codepublishing.com)</a><br/> <b>(80-120 Days)</b></p> <ol style="list-style-type: none"> <li>1. (28-day period) Application deemed: <ul style="list-style-type: none"> <li>✓ Complete &amp; letter of “Complete Application” will be mailed to applicant (Staff will determine if Application requires SEPA review)</li> <li>✗ incomplete &amp; letter requesting clarification will be sent in which applicant has 14 days to submit updates before application is closed.</li> </ul> </li> <li>2. (70 days to complete)If applicable, SEPA (State Environmental Policy Act) will need to be applied for. Please see SEPA Application.</li> <li>3. (10-30 days prior to the date of hearing) Mailed Notice of Public Hearing for the Project with the Hearing Examiner to <ul style="list-style-type: none"> <li>• Applicant</li> <li>• All owners of property within 300 feet of the subject property</li> </ul> </li> <li>4. (10-30 days prior to the date of hearing) Publishing notice to the City paper. Public can send in letters to City Hall</li> </ol> |

|          |         |   |
|----------|---------|---|
|          |         | <p>commenting on the project up to 7 days prior to the Hearing Examiner Public Hearing</p> <ol style="list-style-type: none"> <li>5. (60-day period) City staff and Hearing Examiner Set Appropriate Date for Hearing. City staff will deliver staff report to the Hearing Examiner at the Open Record Public Hearing. The Hearing Examiner will listen to report as well as public comments. No decision is made at the time of the hearing.</li> <li>6. (10 working days following conclusion of all testimony and hearings) Hearing Examiner renders a: <ul style="list-style-type: none"> <li>✓ Notice of Decision</li> <li>✗ Recommendation for Adjustment</li> </ul> <p>The Hearing Examiner shall make and enter written findings from the record and conclusions, support their decision</p> </li> <li>7. (7-day period) City staff will send out a mailed notification of Hearing Examiners decision to: <ul style="list-style-type: none"> <li>• Applicant</li> <li>• Whomever made public comment at hearing with Hearing Examiner/ Parties of Record</li> </ul> </li> <li>8. (14-day period) Appeal period, within 14 calendar days from the date the final decision of the Hearing Examiner is rendered, to the City Council. <ul style="list-style-type: none"> <li>C) Following the 14-Period Applicant is able to start applying for permits.</li> <li>D) (Second and Fourth Monday of each month) The City Council may adopt all, none, or portions of the findings and conclusions from the Hearing Examiner’s recommendation. City Council should be prepared to make findings for any suggested changes the Hearing Examiner conditions. Appellants have 21 calendar days from the date of City Council final action to file an appeal with the Yakima Superior Court.</li> </ul> </li> </ol> <p>If you disagree with a decision or recommendation, you the opportunity to appeal. Please see SMC: 19.06 for appeal process and procedure.<br/> <a href="#">Chapter 19.06 CLOSED RECORD DECISIONS AND APPEALS</a></p> |
| Rezoning | Type VI | <p>The purpose of rezoning a city parcel is to change uses permitted on the parcel. Each parcel is zoned based on a number of factors such as land area, neighboring land use, residency density, and the city’s comprehensive plan. If granted, it permits the owner to change the zone of a parcel to another zone.</p> <p>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</p>   |

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 19.01 TYPES OF PROJECT PERMIT APPLICATIONS](#)

[codepublishing.com](http://codepublishing.com)

**(90-120 days)**

1. (28-day period) Application deemed:
  - ✓ Complete & letter of “Complete application” will be mailed. SEPA is required for all Rezones
  - ✗ 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) If applicable, 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
  - ✗ Disapproval
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

|                     |         |   |
|---------------------|---------|---|
|                     |         | <ul style="list-style-type: none"> <li>✓ Accept Planning Commission’s recommendations</li> <li>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.</li> </ul> <p>Once Approval Letter is received, following documents need to be taken to the Yakima County GIS office by the applicant. Documents that must be submitted: (more may be requested.) Approval letter from the city, recorded survey, property taxes are paid in full for the year. If you disagree with a decision or recommendation, you the opportunity to appeal. Please see SMC: 19.06 for appeal process and procedure.</p> <p><a href="#">Chapter 19.06 CLOSED RECORD DECISIONS AND APPEALS</a></p>   |
| Long Plat Amendment | Type VI | <p>Alteration of original Preliminary Long Plat Application</p> <p>Please see Pre-Application Meeting before applying for a Long Plat Amendment. 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.</p> <p><a href="#">Chapter 16.28 PROCEDURE (codepublishing.com)</a></p> <p style="text-align: center;"><b>(160-180 Days)</b></p> <ol style="list-style-type: none"> <li>1. (14-day period) Application deemed: <ul style="list-style-type: none"> <li>✓ Complete &amp; letter of “Complete Application” will be mailed. SEPA is required for all Long Plats</li> <li>✗ incomplete &amp; letter requesting clarification will be sent in which applicant has 90 days to submit updates before application is closed.</li> </ul> </li> <li>2. (70 days to complete) SEPA (State Environmental Policy Act) will need to be applied for alteration. Please see SEPA Application.</li> <li>3. (10-30 days prior to the date of hearing) Mailed Notice of Public Hearing for the Project with the Planning Commission to <ul style="list-style-type: none"> <li>• Applicant</li> <li>• All owners of property within 300 feet of the subject property;</li> <li>• Any person who submits written or oral comments on an application.</li> <li>• List of reviewing City Agencies as stated in the SMC:16.28.090</li> </ul> </li> <li>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</li> <li>5. (Second Tuesday Each Month) Planning Commission will review the application, the applicant should be present to</li> </ol> |

|                      |         |   |
|----------------------|---------|---|
|                      |         | <p>answer any questions, the public will have time to comment on the project. The planning commission will give a recommendation to City Council to:</p> <ul style="list-style-type: none"> <li>✓ Approve</li> <li>✓ Approve with conditions</li> <li>✗ Deny</li> </ul> <p>6. (Second &amp; Forth Monday Each Month) City Council will hold a closed record public hearing to:</p> <ul style="list-style-type: none"> <li>✗ reject Planning Commission’s recommendations</li> <li>✓ Modify Planning Commission’s recommendations</li> <li>✓ accept Planning Commission’s recommendations</li> </ul> <p>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.</p> <p>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.<br/> <a href="#">Chapter 19.06 CLOSED RECORD DECISIONS AND APPEALS</a></p> <p>Next Step: Apply for Final Long plat application on OpenGov.</p> |
| Short Plat Amendment | Type VI | <p>Alteration of original Preliminary Short Plat Application<br/> Please see Pre-Application Meeting before applying for a Short Plat Amendment. 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.<br/> <a href="#">Chapter 16.04 SHORT PLATS (codepublishing.com)</a><br/> <b>(30 Days)</b></p> <p>1. (14-day period) Application deemed:</p> <ul style="list-style-type: none"> <li>✓ Complete &amp; letter of “Complete application” will be mailed</li> </ul>   |

|  |  |   |
|--|--|---|
|  |  | <ul style="list-style-type: none"> <li>✘ incomplete &amp; letter requesting clarification will be sent in which applicant has 90 days to submit updates before application is closed.</li> <li>2. (10 days prior to the date of decision) Mailed Notice application will be sent to: <ul style="list-style-type: none"> <li>• All owners of property within 300 feet of the subject property;</li> </ul> </li> <li>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: <ul style="list-style-type: none"> <li>✓ 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.</li> <li>✓ 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</li> <li>✘ Deny</li> </ul> </li> </ul> <p>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.<br/> <a href="#">Chapter 19.06 CLOSED RECORD DECISIONS AND APPEALS</a></p> <p>Next Step: Apply for Final Short plat application on OpenGov.</p> |
|--|--|---|

**Type III & IV**

|                                       |                   |   |
|---------------------------------------|-------------------|---|
| SEPA Environmental Review Application | CHANGE TO TYPE II | The Washington State Environmental Policy Act (SEPA) Chapter 43.21 (c) RCW is a state law intended to ensure that environmental impacts are considered by state and local governments when making |
|---------------------------------------|-------------------|---|

|                               |          |  |
|-------------------------------|----------|--|
|                               |          | <p>decisions. Project which are subject to SEPA review have public comment process which is used to identify impacts and possible mitigation measures.</p> <p style="text-align: center;"><a href="#"><u>Chapter 18.04 ENVIRONMENTAL POLICY REGULATIONS</u></a><br/><a href="#"><u>(codepublishing.com)</u></a><br/><b>(70-95 Days)</b></p> <ol style="list-style-type: none"> <li>1. (15-day period) City staff will review the application and determine the thresholds of the project. (DETERMINE IF SEPA IS PART OF AN ADDITIONAL LAND USE ACTION, OR IF SOLO APPLICATION)</li> <li>2. (14-day to 60-day period) Mailed Notice of Threshold Determination and Public Commenting will be sent out to: <ul style="list-style-type: none"> <li>• Relevant organizations to whom the project would concern</li> <li>• Applicant</li> <li>• All owners of property within 300 feet of the subject property</li> <li>• Any person who submits written or oral comments on the SEPA Form</li> </ul> </li> </ol> <p>City staff will clarify project when agencies have questions and need further explanation. Staff will contact applicant if any further test or clarifications are needed. This time frame can extend past the 60-day mark depending on clarification measures needed.</p> <ol style="list-style-type: none"> <li>3. 15 days prior to the date of hearing (if applicable) Mailed Notice of Public Hearing for the “Project Threshold Determination” and the project attached to the SEPA Application with the Planning Commission or Hearing Examiner to: <ul style="list-style-type: none"> <li>• Applicant</li> <li>• All owners of property within 300 feet of the subject property;</li> <li>• Any person who submits written or oral comments on an application.</li> </ul> </li> <li>4. (15 days prior to the date of hearing) Publishing notice to the City paper and posting a sign on proposed project site.</li> <li>5. SEPA Determinations will be incorporated into any staff recommendation to the Hearing Examiner or Planning Commission (Second Tuesday of Each Month).</li> <li>6. (7-day period ) Declaration of threshold significance will be mailed to Applicant and parties of record.</li> </ol> |
| Preliminary Binding Site Plan | Type III | <p>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.</p>  |

|                       |          |   |
|-----------------------|----------|---|
|                       |          | <p style="text-align: center;"><a href="#">Chapter 16.06 BINDING SITE PLANS (codepublishing.com)</a><br/><b>(60-90 Days)</b></p> <ol style="list-style-type: none"> <li>1. (28-day period) Application deemed: <ul style="list-style-type: none"> <li>✓ Complete &amp; letter of “Complete application” will be sent</li> <li>✗ incomplete &amp; letter requesting clarification will be sent in which applicant has 90 days to submit updates before application is closed.</li> </ul> </li> <li>2. (10 days from application deemed complete) Mailed Notice of application/ proposed project to: <ul style="list-style-type: none"> <li>• Applicant</li> <li>• All owners of property within 300 feet of the subject property;</li> <li>• Any person who submits written or oral comments on an application.</li> </ul> </li> <li>3. (14-day period) Community members have 14-days to comment on the proposed project</li> <li>4. (7-day period) City staff makes decision based upon public comments and mails decision findings in the mail to applicant.</li> </ol> <p>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.</p> <p style="text-align: center;"><a href="#">Chapter 19.06 CLOSED RECORD DECISIONS AND APPEALS</a></p> |
| Preliminary Long Plat | Type III | <p>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.</p> <p>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,</p>  |

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

|                               |                |   |
|-------------------------------|----------------|---|
|                               |                | <p>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.</p> <p>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.<br/> <a href="#">Chapter 19.06 CLOSED RECORD DECISIONS AND APPEALS</a></p> <p>Next Step: Apply for Final Long plat application on OpenGov.</p> |
| <p>Preliminary Short Plat</p> | <p>Type II</p> | <p>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 <u>not</u> be further divided in any manner within a period of five years without the filing of a Final Plat under the provisions of <b>SMC Ch. 16.04.120</b>, 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.</p> <p><a href="#">Chapter 16.04 SHORT PLATS (codepublishing.com)</a><br/> <b>(30 Days)</b></p> <ol style="list-style-type: none"> <li>1. (14-day period) Application deemed: <ul style="list-style-type: none"> <li>✓ Complete &amp; letter of "Complete application" will be mailed</li> <li>✗ incomplete &amp; letter requesting clarification will be sent in which applicant has 90 days to submit updates before application is closed.</li> </ul> </li> <li>2. (10 days prior to the date of decision) Mailed Notice application will be sent to: <ul style="list-style-type: none"> <li>• All owners of property within 300 feet of the subject property;</li> </ul> </li> <li>3. (20-day period) Review of application. The City staff will contact applicant if any further clarification or</li> </ol>  |

|                                |          |  |
|--------------------------------|----------|--|
|                                |          | <p>modifications need to be made. City staff will then make a decision to:</p> <ul style="list-style-type: none"> <li>✓ 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.</li> <li>✓ 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</li> <li>✗ Disapproval</li> </ul> <p>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.<br/> <a href="#">Chapter 19.06 CLOSED RECORD DECISIONS AND APPEALS</a></p> <p>Next Step: Apply for Final Short plat application on OpenGov.</p> |
| Planned Unit Development (PUD) | Type III | <p>It is the purpose of the PUD zone to encourage innovation and creativity in the development of new residential, commercial and industrial areas in the city. To carry out the objective and spirit of the comprehensive plan, it is the purpose of this zone to encourage new development now limited by the strict application of the City’s zoning and subdivision regulations. More specifically, it is the purpose of the PUD zone to encourage flexibility that will permit a more creative approach to the development of land and will result in a more efficient, aesthetic and desirable use of open spaces; and to encourage and permit flexibility and design, placement of buildings, use of open spaces, circulation facilities, parking areas, and to best utilize the potential of sites characterized by special features of geography, topography, size or shape of proposed uses of land.</p> <p>The City offers “Pre-Application” meetings in which you can gain a better understanding of the review process and potential</p>  |

requirements for your project from various City departments before you formally submit your PUD 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 17.52 PUD – PLANNED UNIT DEVELOPMENT ZONE](#)  
[codepublishing.com](http://codepublishing.com)

**(210-240 Days)**

1. (14-day period) Application deemed:
  - ✓ Complete & letter of “Complete application” will be mailed along with a request to do an Environmental Review through SEPA
  - ✗ 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. (45 days following the completion of the environmental review process) City staff shall meet with the applicant to review the preliminary plan and finalize the preliminary plan. Once finalized, fees paid, and site plans are all approved- staff will write a report to be presented to the Planning Commission.
4. (10-30 days prior to the date of the Planning Commission Meeting) Mailed Notice to the applicant.
5. (Second Tuesday Each Month) Planning Commission will review the application but not further discussion will be permitted. Planning Commission will assign the for the Open Record Public Hearing and for staff to present the report at the next Planning Commission Meeting.
6. (10 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:17.52.040 (B)
7. (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

8. (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

9. (Second & Forth Monday Each Month) City Council will hold a closed record public hearing to:

- ✗ Deny Planning Commission's recommendations
- ✓ Modify Planning Commission's Recommendations
- ✓ Approve Planning Commission's recommendations

10. (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.

The developer, within one year of approval by the City Council of the preliminary plan, shall submit to the Planning Commission a final development plan showing the ultimate design and specific details of the proposed planned unit development or the appropriate phase or phases thereof. The City Council, upon recommendation of the Planning Commission, shall approve, modify, or deny the final plan. At the time of the application for the approval of the final plan, the petitioner/applicant shall pay a fee of \$50.00. Upon application by the developer, the Planning Commission may grant an extension of time. If the final development plan is not filed within such one year or within the extended period(s) if any, the Planning Commission and City Council shall hold appropriate hearings and rezone the parcel to a zone designation in consideration of the comprehensive plan. The final development plan, any agreements or agenda shall be recorded in the office of the Yakima County Auditor at the expense of the applicant and shall be binding upon the successors in the interest of the applicant(s). 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/ short plat application on OpenGov.

|                         |         |  |
|-------------------------|---------|--|
| Final Binding Site Plan | Type IV | <p>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.</p> <p style="text-align: center;"><a href="#">Chapter 16.06 BINDING SITE PLANS (codepublishing.com)</a></p> <p style="text-align: center;"><b>(60 Days)</b></p> <ol style="list-style-type: none"> <li>1. (28-day period) Application deemed: <ul style="list-style-type: none"> <li>✓ Complete &amp; letter of “Complete application” will be mailed</li> <li>✗ incomplete &amp; letter requesting clarification will be sent in which applicant has 90 days to submit updates before application is closed.</li> </ul> </li> <li>2. (28-day period) Application discission: <ul style="list-style-type: none"> <li>✓ Complies with Preliminary Binding Site Plan</li> <li>✗ Noncompliance letter requesting clarification will be sent in which applicant has 30 days to submit updates before application is closed.</li> </ul> </li> </ol> <p>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.</p> <p style="text-align: center;"><a href="#">Chapter 19.06 CLOSED RECORD DECISIONS AND APPEALS</a></p> |
| Final Long Plat         | Type IV | <p>Following preliminary long plat approval the applicant will have five years in which to comply with the conditions of approval and submit the final long plat. A completed application on forms provided by the Planning Division is required along with an Application Fee and a Final Plat Plan. 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.</p> <p style="text-align: center;"><a href="#">Chapter 16.28 PROCEDURE (codepublishing.com)</a></p>   |

|                  |         |   |
|------------------|---------|---|
|                  |         | <p style="text-align: center;"><b>(60 Days)</b></p> <ol style="list-style-type: none"> <li>1. (28-day period) Application deemed: <ul style="list-style-type: none"> <li>✓ Complete &amp; letter of “Complete application” will be mailed</li> <li>✗ incomplete &amp; letter requesting clarification will be sent in which applicant has 90 days to submit updates before application is closed.</li> </ul> </li> <li>2. (28-day period) Application discission: <ul style="list-style-type: none"> <li>✓ Complies with Preliminary Long Plat</li> <li>✗ Noncompliance letter requesting clarification will be sent in which applicant has 30 days to submit updates before application is closed.</li> </ul> </li> </ol> <p>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 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.<br/> <a href="#">Chapter 19.06 CLOSED RECORD DECISIONS AND APPEALS</a></p>   |
| Final Short Plat | Type IV | <p>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.</p> <p style="text-align: center;"><a href="#">Chapter 16.28 PROCEDURE (codepublishing.com)</a></p> <p style="text-align: center;"><b>(60 Days)</b></p> <ol style="list-style-type: none"> <li>1. (28-day period) Application deemed: <ul style="list-style-type: none"> <li>✓ Complete &amp; letter of “Complete application” will be mailed</li> <li>✗ incomplete &amp; letter requesting clarification will be sent in which applicant has 90 days to submit updates before application is closed.</li> </ul> </li> <li>2. ( 28-day period) Application discission: <ul style="list-style-type: none"> <li>✓ Complies with Preliminary Short Plat</li> <li>✗ Noncompliance letter requesting clarification will be sent in which applicant has 90 days to submit updates before application is closed.</li> </ul> </li> </ol> <p>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</p> |

|  |  |  |
|--|--|--|
|  |  | <p>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.</p> <p><a href="#">Chapter 19.06 CLOSED RECORD DECISIONS AND APPEALS</a></p> |
|--|--|--|

## Type I & 2

|                                       |               |  |
|---------------------------------------|---------------|--|
| <p>Boundary Line Adjustment (BLA)</p> | <p>Type I</p> | <p>Boundary line adjustments are used for three actions in the City of Sunnyside. The process that involves altering the boundaries between adjacent parcels of land without creating new lots. 1)Property owners often pursue lot line adjustments for easement creation which is to create or modify easements for access, utilities, or other purposes without subdividing the land. 2) Another reason would be to optimizing land use by align property boundaries more effectively, potentially improving access, complying with zoning regulations, or accommodating changes in land development plans by increasing more square footage on one parcel by taking away square footage from another. 3) Land owners can merger two conjoint parcels into one parcel. By combining the two parcels they will form one new parcel.</p> <p style="text-align: center;"><a href="#">Chapter 19.01 TYPES OF PROJECT PERMIT APPLICATIONS (codepublishing.com)</a><br/><b>(30-60 Days)</b></p> <ol style="list-style-type: none"> <li>1. (28-day period) Application deemed: <ul style="list-style-type: none"> <li>✓ Complete &amp; letter of “Complete application” will be mailed</li> <li>✗ incomplete &amp; letter requesting clarification will be sent in which applicant has 90 days to submit updates before application is closed.</li> </ul> </li> <li>2. (28-day period) Application discission: <ul style="list-style-type: none"> <li>✓ Complies with Boundary Line Adjustment criteria</li> <li>✗ Noncompliance letter requesting clarification will be sent in which applicant has 90 days to submit updates before application is closed.</li> </ul> </li> </ol> <p>Once Approval Letter is received, following documents need to be taken to the Yakima County Assessors office by the applicant. Documents that must be submitted to the County Assessor: (more may be requested.) Approval letter from the city, Record Change Form, Recorded survey, New legal descriptions for all parcels impacted, Property taxes are paid in full for the year. If you disagree with a decision or recommendation, you the opportunity to appeal. Please see SMC: 19.06 for appeal process and procedure.</p> <p><a href="#">Chapter 19.06 CLOSED RECORD DECISIONS AND APPEALS</a></p> |
|---------------------------------------|---------------|--|

