



City of Yakima

**Right of Way
Vacation**

Application Packet

City of Yakima, Planning Division
129 North 2nd Street, 2nd Floor, Yakima, WA 98901
Phone#: (509) 575-6183 Email: ask.planning@yakimawa.gov

Check <https://www.yakimawa.gov/services/planning/land-use-application-forms/>
for the most current version of this application form.

STREET OR ALLEY VACATIONS

Vacating an unused or unnecessary public street or alley can create areas for commercial development or neighborhood improvements and place property back on the tax rolls. The decision to vacate the street or alley is made by the City Council, with a recommendation from the Hearing Examiner. Procedures for processing Right-of-Way Vacations are outlined in YMC 14.21, which are in compliance with the provisions of Washington State law (RCW 35.79).

Petition: Persons or parties wishing to vacate a public street, alley or right-of-way (for access) must first submit a petition on a form prescribed by the Administrative Official and shall be signed by the owners of more than two-thirds of linear frontage of the property abutting the portion of the public right-of-way sought to be vacated. Every petition shall be accompanied by the following: A) a title report for all properties adjacent to the proposed vacated right-of-way; B) a vicinity map showing the general area of the proposed vacation; C) a legal description of the property to be vacated; D) a copy of the record of survey, if available, for the subject right-of-way proposed for vacation, and abutting properties, streets and alleys within 100 feet on all sides of the proposed vacation; E) written evidence of any and all utility easements, or reservations, whether public or private, pertaining to the public right-of-way proposed for vacation, and, if the subject right-of-way encompasses any private utilities, a letter from all utility companies within the right-of-way consenting to the vacation shall be required and submitted to the City of Yakima; and F) a written narrative describing the reasons for the proposed vacation, the physical limits of the proposed vacation and the public benefit of the proposed vacation. Every petition for the vacation of any public right-of-way or any part thereof shall be accompanied by an application fee.

Talk to a City Planner: Before preparing your application, you may wish to have a City Planner review your proposal. 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. More information and instructions for applying for a Pre-Application meeting can be found online: <https://www.yakimawa.gov/services/planning/pre-application/>.

Submit Your Application: Once you have submitted an application with the items listed above, a Planner will be assigned as your contact person and will assist you in the review. To expedite the process, be sure that all parts of the application package are completed.

Compensation: The Applicant shall compensate the City in an amount which does not exceed one-half the appraised value of the area so vacated. If a public right-of-way has been part of a dedicated public right-of-way for twenty-five years or more, or if the subject property or portions thereof were acquired at public expense, the City may require the owners of the property abutting the public right-of-way to compensate the City in an amount that does not exceed the full appraised value of the area vacated. The value of the vacated property shall be determined by an independent appraisal of the vacated property, paid for by the Applicant, in the event the value of the vacated property exceeds \$20,000.00. The value of the vacated property may be determined by an independent appraisal of the vacated property, paid for by the Applicant, if the value of the property does not exceed \$20,000.00. All appraisals shall take into consideration the public improvements within the right of way to be vacated, according to their original or depreciated value as may be appropriate in the judgment of the appraiser. If the Applicant does not choose to have an independent appraisal, and the value of the vacated property does not exceed \$20,000.00, the value shall be determined by the Planning Division’s valuation. The Planning Division’s valuation shall be 110% of the Planning Division’s valuation of said public right-of-way or any portion thereof based on Yakima County Assessor’s market land value of the properties directly surrounding the area of the proposed vacated property. No compensation shall be required if a public right-of-way is vacated and the ownership reverts to the State of Washington, City of Yakima, Yakima County or any public school district. No compensation may be required if the City has not purchased, maintained, made any improvements to the public right-of-way, there is no planned or anticipated public purpose existing for maintaining the public right-of-way as determined by the Planning Commission or Development Services Team (DST), and the public right-of-way has been a dedicated right-of-way in the City for at least five years.

Development Service Team (DST): Representatives from City departments, State agencies, and private utility companies will review your proposal. Should significant concerns arise during the DST meeting, a conference may be scheduled between you and the appropriate agency in order to discuss possible application modifications. After the DST meeting, you may have an opportunity to change aspects of your proposal to address any concerns raised. Submit any modifications you may have to your Planner; a staff report will be prepared based upon the information provided and presented to the Hearing Examiner who will make a recommendation to approve, approve with conditions, or deny the request.

Public Notice: Public notice requirements for right-of-way vacations include: posting the property, publishing a legal notice in a newspaper of general circulation, and posting a notice in three public places, as well as notice to all property owners within 300 feet of the proposed right-of-way vacation by postcard or paper notice. You are encouraged to discuss your proposal with your neighbors. While this is not a requirement, it is often helpful to both the neighborhood in answering questions and concerns.

Public Hearing: The Hearing Examiner will conduct a public hearing to review the staff recommendation and take public testimony from those both for and against the vacation. You must attend this public hearing.

Appeal the Decision?: For right-of-way vacation decisions, City Council’s Decision is final unless appealed to Superior Court. If you are not satisfied with the decision, discuss your concerns with a Planner.



LAND USE APPLICATION

CITY OF YAKIMA, DEPARTMENT OF COMMUNITY DEVELOPMENT

129 NORTH SECOND STREET, 2ND FLOOR, YAKIMA, WA 98901

PHONE: (509) 575-6183 EMAIL: ask.planning@yakimawa.gov

INSTRUCTIONS – PLEASE READ FIRST Please type or print your answers clearly.

Answer all questions completely. If you have any questions about this form or the application process, please ask a Planner. Remember to bring all necessary attachments and the required filing fee when the application is submitted. The Planning Division cannot accept an application unless it is complete and the filing fee paid. Filing fees are not refundable.
 This application consists of four parts. PART I - GENERAL INFORMATION AND PART IV – CERTIFICATION are on this page. PART II and III contain additional information specific to your proposal and MUST be attached to this page to complete the application.

PART I – GENERAL INFORMATION

1. Applicant's Information:	Name:						
	Mailing Address:						
	City:		St:		Zip:		Phone: ()
	E-Mail:						
2. Applicant's Interest in Property:	Check One:	<input type="checkbox"/> Owner	<input type="checkbox"/> Agent	<input type="checkbox"/> Purchaser	<input type="checkbox"/> Other_____		
3. Property Owner's Information (If other than Applicant):	Name:						
	Mailing Address:						
	City:		St:		Zip:		Phone: ()
	E-Mail:						
4. Subject Property's Assessor's Parcel Number(s):							
5. Legal Description of Property. (if lengthy, please attach it on a separate document)							
6. Property Address:							
7. Property's Existing Zoning: <input type="checkbox"/> SR <input type="checkbox"/> R-1 <input type="checkbox"/> R-2 <input type="checkbox"/> R-3 <input type="checkbox"/> B-1 <input type="checkbox"/> B-2 <input type="checkbox"/> HB <input type="checkbox"/> SCC <input type="checkbox"/> LCC <input type="checkbox"/> CBD <input type="checkbox"/> GC <input type="checkbox"/> AS <input type="checkbox"/> RD <input type="checkbox"/> M-1 <input type="checkbox"/> M-2							
8. Type Of Application: (Check All That Apply) <input type="checkbox"/> Right-of-Way Vacation <input type="checkbox"/> Other:_____ <input type="checkbox"/> Other:_____							

PART II – SUPPLEMENTAL APPLICATION, PART III – REQUIRED ATTACHMENTS, & PART IV – NARRATIVE

SEE ATTACHED SHEETS

PART V – CERTIFICATION

I certify that the information on this application and the required attachments are true and correct to the best of my knowledge.

 Property Owner's Signature

 Date

 Applicant's Signature

 Date

FILE/APPLICATION(S)#

DATE FEE PAID:

RECEIVED BY:

AMOUNT PAID:

RECEIPT NO:



Supplemental Application For:
RIGHT-OF-WAY VACATION

PART II - LOCATION

1. VICINITY - LOCATION OF RIGHT-OF-WAY TO BE VACATED:

2. LEGAL DESCRIPTION OF THE RIGHT-OF-WAY TO BE VACATED: (Attach if lengthy)

PART III - APPLICATION INFORMATION

1. A WRITTEN NARRATIVE: (Please submit a written response to the following questions)

A. What is the public benefit, reason for, and limitations of the proposed right-of-way vacation?

B. Does the vacation deny sole access to a public street for any property?

C. Is the proposal consistent with existing plans of the City? (Petitions should be consistent with the Six-year Transportation Improvement Plan, the Urban Area Comprehensive Plan and other official City Plans and policies)

D. Is the vacation appropriate with existing zoning and land use? (Vacation of Right-of-Ways should be appropriate with existing and anticipated development in the area, based upon zoning, current use and long-range plans)

E. Are there any public or franchised utilities in the right-of-way to be vacated and if so, will they be relocated?

F. Please choose one:

- I have enclosed an appraisal of the property to be vacated I am electing to have the City of Yakima Planning Division determine the value of the property to be vacated per YMC 14.21.070.

PART IV - REQUIRED ATTACHMENTS

1. SITE PLAN REQUIRED (Please use the City of Yakima Site Plan Checklist, attached)

2. PETITION TO VACATE STREET OR ALLEY REQUIRED (attached)

3. TITLE REPORT

4. SURVEY OF THE AREA TO BE VACATED

5. APPRAISAL OF THE PROPERTY (an appraisal is required unless the applicant elects to have the City determine the value of the property to be vacated in accordance with YMC 14.21.070)

6. ENGINEERING PLAN (may be required to indicate how the curb, gutter and other physical features will be treated after the vacation is enacted.)

7. TRAFFIC ANALYSIS (A traffic analysis prepared by a Certified Engineer, which describes the impact to the City transportation network of the closure of the right-of-way, may be required depending on the right-of-way being vacated. As a result of that analysis, a Traffic Study may also be required)

SITE PLAN CHECKLIST & INSTRUCTIONS

A Detailed Site Plan Is Required: On August 8, 1996, the City Council passed a resolution (No. R-96-91) adopting a requirement that all site plans submitted in conjunction with any building permit application, land use application, and environmental application shall contain certain information and be approved by the appropriate Division Manager. All information that is applicable to your proposal shall be checked off and clearly displayed on the site plan. It is in the applicant's best interest to provide a carefully drawn and scaled site plan with all required information. The decision on whether or not to grant approval of your development proposal is largely based on the information you provide. **An application cannot be processed until an adequate site plan is submitted.**

Please complete this checklist and include it with your site plan. The site plan must contain all pertinent information. Items not applicable to the proposed project shall be noted.

- 1) **Use Ink:** Use blue or black permanent ink. It may be helpful to draft the site plan in pencil then trace over in ink. Ink is necessary for adequate duplication.
- 2) **Use A Straight Edge:** All lines must be straight and done with the aid of a ruler or other straight edge. Use a compass when delineating circular drawings such as cul-de-sacs. Computer drafted site plans are acceptable.
- 3) **Draw To Scale:** Site plans shall be drawn to scale. The site plan template has a suggested map scale of one inch equaling twenty feet (1"=20'). Distances on the map must be as representative of reality as possible. For example, if the distance from a structure to a property line is 20 feet, the distance on the site plan will be 1 inch.
- 4) **Use Site Plan Checklist:** Use the site plan checklist and provide all applicable information on the site plan.
- 5) **Fill In Information On The Site Plan Template.** The template is available online on the Planning Division webpage (<https://www.yakimawa.gov/services/planning/>) in the "application forms and fees" section, and also at the permits counter on the 2nd floor of City Hall. If you choose not to use the city's site plan template, please provide the information listed on the site plan template (background info, lot coverage, parking, etc.) on your site plan.

Note: You may benefit from the aid of a professional in the preparation of a site plan.

Check all boxes as: (✓ or X) Included or (-) Not Applicable

<input type="checkbox"/>	The site plan shall be legibly drawn in ink on paper of sufficient size to contain the required information, but not less than 8.5" X 11" for Class (1) projects and 11" X 17" for Class (2) and Class (3) projects.
<input type="checkbox"/>	All site plans shall be drawn to a standard engineering scale and indicated on the site plan. The scale selected shall best fit the paper. Planning staff recommends 1"=20'.
<input type="checkbox"/>	Site address, parcel number(s) and zoning designation of subject property.
<input type="checkbox"/>	Property boundaries and dimensions.
<input type="checkbox"/>	Names and dimensions of all existing streets bounding the site.
<input type="checkbox"/>	Dimensions, location, & use of proposed & existing structures (include loading docks) with structure setbacks.
<input type="checkbox"/>	Structure setbacks
<input type="checkbox"/>	Lot coverage with calculations.
<input type="checkbox"/>	Location and size of any easements.
<input type="checkbox"/>	Location and type of existing and proposed landscaping including landscaping within the public right-of-way.
<input type="checkbox"/>	Location and size of existing and proposed side sewer and water service lines.
<input type="checkbox"/>	Adjacent land uses and zoning designations.
<input type="checkbox"/>	Location and size of all parking spaces.
<input type="checkbox"/>	Location and dimensions of proposed or existing driveway approaches.
<input type="checkbox"/>	Vision clearance triangles at street intersections and where driveways and curb cuts intersect with streets (see 15.05.040)
<input type="checkbox"/>	Location and size of proposed or existing signs.
<input type="checkbox"/>	Location and size of required site drainage facilities including on-site retention.
<input type="checkbox"/>	Location, type, and description of required sitescreening.
<input type="checkbox"/>	Location and size of existing or proposed public sidewalks that are within 200-feet of the subject property.
<input type="checkbox"/>	Proposed improvements located within the public right-of-way.
<input type="checkbox"/>	Name, address, phone number, and signature of the owner or person responsible for the property.

Note: Planning Division or reviewing official may require additional information to clarify the proposal, assess its impacts, or determine compliance with the YMC and other laws and regulations.

PETITION NO. _____
CITY OF YAKIMA, WASHINGTON
PETITION TO VACATE STREET OR ALLEY

To the City Council of the City of Yakima, Washington.

Comes now the undersigned petitioners and, pursuant to RCW Chapter 35.79, now respectfully show:

The undersigned petitioners request that the following described street, alley or portion thereof, located in the City of Yakima, be vacated pursuant to RCW 35.79 (***provide legal description below, or attach to petition if lengthy***).

Each of the undersigned petitioners is the owner of an interest in real estate abutting on the above-described area. The undersigned petitioners constitute owners of more than two-thirds of said abutting property.

Wherefore, petitioners pray that proceedings be heard hereon for the vacation of said area in the manner prescribed by RCW Ch. 35.79.

Owner	Address	
Signature	Date	Ownership %

Owner	Address	
Signature	Date	Ownership %

Owner	Address	
Signature	Date	Ownership %

(If there are more property owners than what is room for please attach a separate list of property owners abutting the right-of-way to be vacated as well as their address, percentage of frontage on the right-of-way, and signature with date and the total ownership percentage of the property owners participating in this vacation)

**CITY OF YAKIMA PLANNING DIVISION
PROCEDURAL GUIDELINES FOR RIGHT-OF-WAY VACATION PETITIONS**

Once a petition to vacate a right-of-way, application form and fee have been filed with the City of Yakima Department of Community Development, the petition and application will be reviewed by the staff and determined to be complete or incomplete. When determined to be sufficient, the City Clerk will be notified and a petition number assigned to the petition.

The City Council must set the date of public hearing by Resolution during a regular meeting of the Yakima City Council. The Yakima Urban Area Hearing Examiner will conduct the public hearing. State statutes dictate that the public hearing be held no less than 20 and no more than 60 days from the date of “set date” by City Council.

The applicant is responsible for posting the site of the proposed vacation with a land use action sign provided to them by the City while the Planner is responsible for posting written notice of the pendency of the petition in three public places including: the City Hall Lobby, the Yakima County Courthouse, and the Yakima County Auditor’s Office. The land use action sign should be visible from all affected public right-of-ways.

ALL POSTING MUST OCCUR 20 DAYS PRIOR TO THE PUBLIC HEARING. POSTING OF THE LAND USE ACTION SIGN MUST OCCUR PRIOR TO THE CITY SENDING THE NOTICE OF APPLICATION AND PUBLIC HEARING.

Prior to the public hearing the staff will conduct a technical review (DST) involving notification to all city departments and public agencies which may have an interest in the right-of-way. City staff will prepare a recommendation based upon the comments received by the Planning Department from various agencies and departments. The recommendation will consider the need to retain an easement through the subject area.

All property owners within 300 feet of the subject area will be notified by mail, using the records of the Yakima County Assessor.

The Hearing Examiner will issue a written recommendation to the Yakima City Council within ten working days after the public hearing. The City Council action is at a Public Meeting. The final action by the City Council requires a two-step process of set date for public meeting, and the actual public meeting to affirm or reject the recommendation of the Hearing Examiner. If the recommendation from the Hearing Examiner is for approval staff shall prepare an information packet for the City Council, and agenda sheet. The City Legal Department and Planning Staff will prepare an Ordinance to enact the vacation which includes the terms and conditions of the vacation, including,

- The compensation required, as specified in YMC 14.21;
- Whether an easement will be retained, for what purpose, its location and width;
- The length of time the petitioners will be allotted to complete the required improvements and submit the compensation to the City of Yakima, after which time the Ordinance becomes null and void; and
- Other conditions specified in the Hearing Examiner’s written recommendation.

If the Hearing Examiner recommends denial of the petition to vacate a public right-of-way, staff shall forward to the City Council the recommendation of the Hearing Examiner and pertinent contents of the City right-of-way vacation file.

Planning staff shall notify the applicants of the City Council’s final decision for the right-of-way vacation.