



Final Subdivision/Binding Site Plan/Condominium Development

When Required. To create commercial or industrial building pads, to complete a subdivision alteration, or to create 10 or more lots in Yelm. A binding site plan is required for the division of land into commercial or industrial pads.

Apply for this permit online [here](#). When entering your application information under Ministerial Permits choose the following:

Permit type: Final Subdivision/Binding Site Plan

Required Documents

The documents listed below are the minimum necessary to proceed with the application process.

- Site Plan drawing or drawings at a scale of not less than one inch for each 50 feet
- Names, addresses and phone numbers of the owner, applicant, engineer and/or surveyor.
- Title Report
- Lot Closures
- CC&R's
- A copy of any deed restrictions to be applicable to the subdivision
- A copy of any separate dedication documents.
- A map on one or more sheets that follows the Yelm guidelines for All Final Subdivisions (the link is posted below)
- The land division map shall include the following statements, which may be combined where appropriate:
 - Approval signature blocks for the city, to include the mayor, attested by the city clerk, the public works director and the community development director, except **short subdivision maps do not require mayor signature.**
 - An acknowledgment before the auditor or another officer who is authorized by law to take acknowledgment of deeds by the person filing the plat or a certificate of the acknowledgment annexed to such plat and recorded therewith.

- A certificate of consent to the preparation and recording of the plat with the acknowledged signature of all parties with any record title interest in the land being subdivided.
- A certificate dedicating all parcels of land shown on the final map intended for any public use with the acknowledged signature of all owners of the subdivision.
- A certificate with the seal of and signature of the surveyor responsible for the survey and final plat.
- Certification from the county treasurer that all taxes and assessments for which the property may be liable have been duly paid, satisfied or discharged as of the date of certification.
- Certification of examination and approval by the county assessor.
- Certification of title by a title insurance company, dated not more than 30 days prior to final plat application, with the names of all persons whose consent is necessary to effectively dedicate proposed streets and other easements.
- Additional information on required documents can be found [here](#)

For assistance with electronic plan submittals, refer to [requirements](#) for electronic plans

Fees and Timelines

\$250

County Recording Fees

Survey Peer Review Cost

4-6 weeks (If more information is required, more time may be needed)